



## PERSON SPECIFICATION

**Post Title: Senior Administrator**  
**Band: AFC Band 3**  
**Department, Location: BRI/ECH**

### ***An Equal Opportunity Employer***

*Bradford Teaching Hospitals NHS Foundation Trust positively welcomes applications from Disabled People and will make reasonable adjustments to posts in compliance with the Equality Act 2010*

**E or D indicates whether a selection criterion is 'Essential' to the job role or 'Desirable'.**

As a minimum a candidate must meet the essential criteria for the post to be recruited.

<b>Experience</b>	<b>How Identified</b>	<b>E/D</b>
Relevant previous NHS Experience	Application Form/ Interview	E
Experience to prioritise and manage a diverse workload	Application Form/ Interview	E
Experience of relating to people at all levels (demonstrates ability)	Interview	D
Experience of working in a waiting list management environment	Application Form/ Interview	D
<b>Skills</b> <i>Includes; Analytical &amp; judgemental Skills, Communication &amp; Relationship Skills, Physical Skills,</i>	<b>How Identified</b>	<b>E/D</b>
To interpret clinic letters to determine RTT Codes	Interview/Application	E
Good Interpersonal Skills	Interview	E
Literacy and Numeracy	Application Form/ Interview	E
To have excellent Excel, Word & PowerPoint skills, ability to create pivot tables & graphs.	Application Form/ Interview	D
Proven Organisational Skills	Interview	E
Ability to Work on own initiative whilst under pressure, including working to tight deadlines and prioritising work effectively.	Interview	E
Able to deal with sensitive/confidential issues on a daily basis	Interview	E
Professional telephone manner	Interview	E
Able to work as part of a multi-disciplinary team	Interview	D
Attention to detail	Application Form/ Interview	E
Able to work without direct supervision	Interview	D
Be able to analyse and confirm the breach status of a patient	Application form	D
Use of electronic systems, diaries, patient records, training	Application form/	D

	Interview	
<b>Knowledge</b> <i>Includes; Knowledge &amp; Training</i>	<b>How Identified</b>	<b>E/D</b>
Understanding of Information Governance and Confidentiality.	Interview	E
Understanding of equality and diversity issues and how this affects patients, visitors and staff	Interview	E
Understanding of what the NHS Constitution means to you, and your responsibilities to the public, patients and colleagues.	Interview	E
Good knowledge and understanding of all Access Targets in particular the rules of RTT.	Application Form/ Interview	E
Knowledge of Patient Administration System	Application Form/ Interview	E
Medical Terminology	Application Form/ Interview	D

<b>Qualifications</b> - <i>In most cases (where indicated *) demonstration of equivalent qualification, skills or experience is an acceptable alternative.</i>	<b>How Identified</b>	<b>E/D</b>
Educated to GCSE standard (or equivalent)	Application Form/ Certificates	E
*Level 3 in Business & Administration or equivalent knowledge and previous experience in either business administration of the NHS	Application Form/ Certificates/ Typing Test	E
*Key Skills level 2 in literacy and numeracy or equivalent knowledge and experience	Application Form/ Certificates	D
ECDL/CLAIT	Application Form/ Certificates	D
<b>Other Requirements:</b> <i>Includes; Working Conditions</i>	<b>How Identified</b>	<b>E/D</b>
Able to fulfil Occupational Health requirements for the post (with reasonable adjustments, if necessary). Including clearance on blood borne viruses, in compliance with Trust Policy.	Occupational Health Paper Screening, followed by an Immunisation Assessment in the first week of work	E
Willing to be responsible for own self-development	Interview	E
Flexible with regard to hours	Interview	D
Adaptable, flexible approach to work	Interview	E
Maintain a professional appearance	Interview	E
To maintain a professional working environment.	Application/Interview	E
To be able to deal with urgent pieces of workload outside of usual priorities.	Application	D