

Person Specification

Department: GRaDE	Job Title: Healthcare Governance Secretary	Permanent ✓	Weekly Hours: 37.5
Location: STH	AFC Band: 3	Fixed Term Temporary Bank	Maximum
Drawn up by:			

Shortlist Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Additional/Useful Where available, elements that contribute to improved/ immediate performance in the job	Evidence obtained from: Presentation - P Interview - I Skills Assessment - S Application form - A
Qualifications (General education/further and professional)	<ul style="list-style-type: none"> • Typewriting or equivalent Qualification • Minimum 3 GCSE at grade C/4 or above, including English Language or equivalent qualification / experience • NVQ3, RSA3, ECDL or equivalent experience or qualifications • Good working knowledge of Windows and Microsoft Office 	<ul style="list-style-type: none"> • Competent and trained on Lorenzo • Competent and trained on use of Datix system • Competent in use of digital dictation E.G MS Teams, G2 • Loggist or willing to complete Loggist training 	(A),(A) (A)(A) (A)
Experience (Previous/current work or any other relevant experience)	<ul style="list-style-type: none"> • Experience in arranging and co-ordinating multidisciplinary meetings. • Formulating agenda and producing accurate minutes. • Ability to manage a caseload to meet both internal and external deadlines • Experience working in a busy office environment and with an understanding of administrative and clerical procedures • Experience of dealing with confidential and personal issues with sensitivity 	<ul style="list-style-type: none"> • Understanding of medical terminology • Meeting with members of the public and patients • Relevant experience of working in the NHS in a post requiring administrative, secretarial and office management systems 	(A,I), (A,I) (A,I), (A,I) (A,I), (A,I)
Further Training (Specialist/Management previous job training)		<ul style="list-style-type: none"> • Knowledge of the Trust complaints process 	(A,I)

		<ul style="list-style-type: none"> • Knowledge of Information Governance 	(A,I)
Special Skills/Aptitudes (Verbal, numerical, mechanical)	<ul style="list-style-type: none"> • Demonstrate a good understanding of confidentiality and dealing with issues of a sensitive nature. • Excellent planning and organisation skills. • Flexible approach to work and adaptable to change • Good interpersonal skills and the ability to develop relationships with colleagues of different disciplines and levels of seniority • Excellent computer skills with demonstrable knowledge and skills using Microsoft Office packages including Outlook, Excel and Word. • Ability to work as part of a team and independently with minimal supervision • Understanding of principles of GDPR & Information Governance • Good understanding of confidentiality 		(A,I) (A,I) (A,I) (A,I)
Other Factors	<ul style="list-style-type: none"> • Understanding of the importance of equality and diversity • Demonstrate honesty, integrity, fairness and tenacity in line with PROUD values • On-going commitment to personal development and improvement • Flexible and adaptable approach with an enthusiastic and proactive “Can Do” attitude 		(A,I)

Signed: _____ Date: _____

THIS FORM TO BE RETURNED TO THE HUMAN RESOURCES DEPARTMENT FOR MONITORING PURPOSES

We are committed to our responsibilities under the Equality Act 2010 and encourage equal opportunities, diversity and flexibility within our workforce