

BIRMINGHAM AND SOLIHULL MENTAL HEALTH NHS FOUNDATION TRUST

PERSON SPECIFICATION

Medical Secretary

<u>ATTRIBUTES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>
TRAINING AND QUALIFICATIONS	RSA II Typing/Text Processing plus significant relevant secretarial experience Educated in English 'O' Level or GCSE equivalent Amspar Diploma or equivalent qualification/experience Medical Terminology Qualification.	Experience of using RIO system.	Certificates Application Form Typing Test
KNOWLEDGE AND EXPERIENCE	Significant admin/secretarial Experience of working in a health or equivalent environment Significant experience of Microsoft Office including databases /Word/Outlook/Excel, Power point/Publisher Knowledge of good practice and system of work within secretarial/PA field.	Experience in working with people who suffer with Mental Health or other related problems Knowledge of NHS policies.	Application Form Interview

SKILLS	Ability to audio-type Excellent written and communication skills Ability to work under pressure Ability to work alone or as part of a team Ability to work to tight deadlines Good organisational skills Ability to prioritise and organise own workload effectively. Minute-taking skills	Experience of dealing with a range of disciplines and agencies Supervisory experience	Interview Application Form References
PERSONAL QUALITIES	Adaptability/flexibility and ability to cope with change Reliable and Self motivated Pleasant telephone manner Friendly and polite Assertive Non - judgemental attitude	To be empathic to clients needs and communication barriers.	Interview Application Form.
OTHER	Ability to communicate at all levels Ability to display a high degree of interpersonal skills Special aptitude/abilities (e.g. initiative, leadership.)		Interview References