

Person Specification

JOB TITLE: SHG

DEPARTMENT:

AREAS	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Good standard of general education to GCSE level or equivalent, including Maths and English Language. • Excellent keyboard skills 	<ul style="list-style-type: none"> • NVQ Level 3 in Administration of equivalent
Experience	<ul style="list-style-type: none"> • Experience of providing a service to patients or customers • Experience of using electronic systems • Experience of Microsoft Office products • Working knowledge within the General Data Protection Regulations 2018 • Team Working 	<ul style="list-style-type: none"> • Previous NHS administration experience • Experience of conflict resolution
Skills, Knowledge and Ability	<ul style="list-style-type: none"> • Good Organisational skills • Ability to prioritise own workload • Team working • Knowledge of, and adherence to, General Data Protection Regulations 2018 • Excellent keyboard skills • Knowledge of clinical pathways • Ability to communicate effectively using a variety of media • Proven experience of working to deadlines • Problem solving abilities and use of own initiative. • Proactive and able to work on own initiative 	<ul style="list-style-type: none"> • Knowledge of Lorenzo • Ability to prioritise and allocate the team workload. • Knowledge of Medical Terminology • Good understanding of the NHS Agenda
Personal Attributes	<ul style="list-style-type: none"> • Professional • Caring • Honest • Accountable • Responsible attitude 	
Other Requirements	<ul style="list-style-type: none"> • Interested in personal development. • Flexible approach to hours and conditions 	<ul style="list-style-type: none"> • Willingness to travel to other sites