

## MANYLEB BERSONOL: Uwch Ysgrifennydd Meddygol Band 4

|                    | <i>HANFODOL</i><br>Ni ellir penodi deilydd y swydd heb y nodweddion hyn                                                                                                                                                                | <i>DYMUNOL</i><br>Rhinweddau ychwanegol y gellir eu defnyddio i ddewis rhwng ymgeiswyr sy'n bodloni'r meini prawf hanfodol                                                                                             | <i>DULL ASESU</i>                                                                                |
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| <b>CYMWYSTERAU</b> | <p>CGC L4 Gweinyddu Busnes neu brofiad cyfatebol</p> <p>Neu</p> <p>City &amp; Guilds (AMSPAR) Diploma Lefel 3 mewn gweinyddu neu brofiad ysgrifenyddol meddygol cyfwerth</p> <p>RSA /OCR lefel 3</p> <p>ECDL neu brofiad cyfatebol</p> | <p>Cymhwyster rheoli neu'n gweithio tuag ato</p> <p>CGC lefel 3 mewn Gwasanaeth Cwsmeriaid</p> <p>ILM Lefel 2 (neu'n gweithio tuag ato) cymhwyster cyfwerth perthnasol</p> <p>Hyfforddiant Statudol a Gorfodol GIG</p> | <p>Ffurflen gais tystysgrifau</p> <p>Asesiad clywedol o allu</p> <p>Defnyddio ffeil ddigidol</p> |
| <b>PROFIAD</b>     | <p>Profiad o gydlynu gweithgareddau gweinyddol.</p> <p>Profiad o weithio fel ysgrifennydd meddygol</p> <p>Profiad o drefnu llwyth gwaith ac unigolion</p>                                                                              | <p>Profiad blaenorol o'r GIG</p>                                                                                                                                                                                       | <p>Ffurflen gais/cyfweliad</p>                                                                   |

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| <b>SGILIAU</b> gan gynnwys y sgiliau corfforol angenrheidiol ar gyfer y swydd | <p>Sgiliau cyfathrebu ardderchog</p> <p>Sgiliau teipio uwch</p> <p>Gweithio heb oruchwyliaeth</p> <p>Sgiliau gwasanaeth cwsmer rhagorol</p> <p>Sgiliau trefnu rhagorol</p> <p>Blaenoriaethu ei lwyth gwaith ei hun</p> <p>Profiad o gymryd cofnodion</p> |                                                                                                                 | <p>Prawf teipio</p> <p>Ffurflen gais/cyfweliad Asesiad o ofal cwsmer</p> |
| <b>GWYBODAETH</b>                                                             | <p>Gwybodaeth a gallu i ddefnyddio rhaglenni Microsoft office</p> <p>Profiad o Ddatblygiad Personol Parhaus</p>                                                                                                                                          | <p>Hunan wasanaeth ESR (neu brofiad cyfwerth o gymhwysiad)</p> <p>Gwybodaeth am broses Cyfeirio i Driniaeth</p> | <p>Ffurflen gais/cyfweliad</p>                                           |
| <b>RHINWEDDAU PERSONOL</b> (Amlwg)                                            | <p>Gwerthoedd da o ran gweithio mewn tîm.</p> <p>Brwdfrydig ac ymroddgar</p> <p>Rhagweithiol ac agwedd cadarnhaol.</p> <p>Bod yn arloesol i fodloni heriau sefydliad sy'n newid.</p> <p>Arddull sy'n canolbwyntio ar y cwsmer</p>                        |                                                                                                                 | <p>Ffurflen gais/cyfweliad</p>                                           |
| <b>GOFYNION PRIODOL ERAILL</b> (Nodwch)                                       | <p>Os yw'n ofynnol, gallu teithio rhwng safleoedd os yw'n berthnasol i alwadau'r swydd.</p>                                                                                                                                                              | <p>Siaradwr Cymraeg</p>                                                                                         | <p>Ffurflen gais/cyfweliad</p>                                           |



## PERSON SPECIFICATION: Senior Medical secretary Band4

|                       | <i>ESSENTIAL</i><br>The qualities without which a post holder could not be appointed                                                                                                                                                                         | <i>DESIRABLE</i><br>Extra qualities which can be used to choose between candidates who meet all the essential criteria working at full competencies                                                    | <i>METHOD OF ASSESSMENT</i>                                                                          |
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| <b>QUALIFICATIONS</b> | <p>NVQ Business administration L4 or equivalent experience</p> <p>Or</p> <p>City &amp; Guilds (AMSPAR) Level 3 Diploma in Medical administration or equivalent medical secretary experience</p> <p>RSA /OCR level 3</p> <p>ECDL or equivalent experience</p> | <p>Management qualification or working towards</p> <p>NVQ 3 Customer Service</p> <p>ILM Level 2 (or working towards) relevant equivalent qualification</p> <p>NHS Statutory and Mandatory Training</p> | <p>Application form certificates</p> <p>Audio assessment of competence</p> <p>Digital file usage</p> |
| <b>EXPERIENCE</b>     | <p>Experience of coordinating administration activities.</p> <p>Experience of working as a medical secretary</p> <p>Experience of organising workload and people</p>                                                                                         | <p>Previous NHS Experience</p>                                                                                                                                                                         | <p>Application form/interview</p>                                                                    |

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| <b>SKILLS</b> including those physical skills necessary for the post. | <p>Excellent communication skills</p> <p>Advanced typing skills</p> <p>Will work unsupervised</p> <p>Excellent customer service skills</p> <p>Excellent organisational skills</p> <p>Will prioritise own workload</p> <p>Minute taking experience</p> |                                                                                                                        | <p>Typing test</p> <p>Application form/interview</p> <p>Assessment of customer care</p> |
| <b>KNOWLEDGE</b>                                                      | <p>Knowledge and ability to use Microsoft office applications</p> <p>Evidence of Continual Personal Development</p>                                                                                                                                   | <p>ESR self serve(or equivalent experience of application)</p> <p>Knowledge of Referral To Treatment process (RTT)</p> | <p>Application form/interview</p>                                                       |
| <b>PERSONAL QUALITIES</b><br>(Demonstrable)                           | <p>Good team working ethic.</p> <p>Enthusiasm and commitment</p> <p>Proactive and positive attitude.</p> <p>Be innovative to meet the challenges of a changing organisation.</p> <p>Customer focused approach</p>                                     |                                                                                                                        | <p>Application form/interview</p>                                                       |
| <b>OTHER RELEVANT REQUIREMENTS</b><br>(Please Specify)                | <p>If required be able to travel between sites if relevant to the demands of the post</p>                                                                                                                                                             | <p>Welsh speaker</p>                                                                                                   | <p>Application form/interview</p>                                                       |