

### Person Specification

<b>Post Title</b>	<b>Team Administrator</b>
<b>Band</b>	<b>Band 3</b>
<b>Directorate</b>	<b>Salford</b>
<b>Location/Base</b>	<b>Salford Royal Hospital</b>
<b>Responsible to</b>	<b>Senior Administrator</b>
<b>Accountable to</b>	<b>Performance and Admin Manager</b>
<b>Job Summary/Purpose</b>  <p>To provide an efficient administrative service for the Team including processing referrals, typing of clinical correspondence, minute taking and other administrative duties. Ensure effective communication with the team staff and service users in order to ensure the smooth running of the Liaison Service.</p>  <p>In order to meet the needs of the Trust services, you may be required from time to time to work outside of your normal area of work. The Trust reserves the right to change your normal area of work to any other location within the Trust footprint.</p>	

<b>Essential Criteria</b> - The qualities without which a post holder could not be appointed.	<b>Desirable Criteria</b> - Extra qualities which can be used to choose between candidates who meet all the essential criteria	<b>How Assessed –</b> <b>AP</b> = Application form <b>IN</b> = Interview <b>OA</b> = Other Assessment
<b>Education / Qualifications</b> - to be able to complete the duties as laid out on the Job Description		
<ul style="list-style-type: none"> <li>Relevant level 3 competency based qualification (such as RSA or NVQ)</li> <li>2 years previous office experience or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>IT related qualification</li> </ul>	AP
<b>Experience</b> - to be able to complete the duties as laid out on the Job Description		
<p>The post holder should have experience with:</p> <ul style="list-style-type: none"> <li>Use of VDU</li> <li>Working in a confidential environment</li> <li>Secretarial or administrative experience</li> <li>Experience of improving data quality</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Use of office equipment</li> <li>Medical terminology</li> <li>Contact with patients / service users</li> </ul>	AP IN
<b>Knowledge</b> - to be able to complete the duties as laid out on the Job Description		
<p>The post holder should have knowledge in regards to:</p> <ul style="list-style-type: none"> <li>The Data Protection Act</li> <li>Patient Confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Use of EPR systems</li> <li>Use of office equipment</li> </ul>	AP IN

<b>Skills and Abilities</b> - to be able to complete the duties as laid out on the Job Description		
<p>The post holder should be able to demonstrate:</p> <ul style="list-style-type: none"> <li>• Effective time management skills</li> <li>• The ability to prioritise and plan conflicting and complex work demands</li> <li>• An excellent telephone Manner</li> <li>• Outstanding communication Skills</li> <li>• Advanced keyboard Skills</li> <li>• The ability to navigate IT systems, inc Word, Excel and Outlook</li> <li>• A caring and sensitive attitude when communicating with staff and patients</li> <li>• Ability to be numerate and provide statistical data accurately.</li> </ul>	<ul style="list-style-type: none"> <li>• Patient administration background</li> <li>• Knowledge of EPR systems</li> </ul>	<p>AP IN</p>
<b>Other Requirements</b> - to be able to complete the duties as laid out on the Job Description		
<ul style="list-style-type: none"> <li>• There is an occasional requirement to travel across the wide footprint of the Trust to attend meetings and events relevant to the role.</li> <li>• Use of VDUs for a long period of time</li> </ul>		<p>IN</p>

The Trust will consider any reasonable adjustments to the recruitment and selection process and to employment for applicants who have protected characteristics under the Equality Act 2010.