



We are Bradford: we value diversity and champion inclusion

PERSON SPECIFICATION

Post Title: Senior Medical Secretary

Band: 4

Department, Location: Dermatology

An Equal Opportunity Employer

Bradford Teaching Hospitals NHS Foundation Trust positively welcomes applications from Disabled People and will make reasonable adjustments to posts in compliance with the Equality Act 2010

E or D indicates whether a selection criterion is ‘Essential’ to the job role or ‘Desirable’.

As a minimum a candidate must meet the essential criteria for the post to be recruited.

Experience	How Identified	E/D
Previous Medical Secretarial Experience	Application Form/ Interview	E
Experience in developing and implementing administrative systems, processes and procedures	Application Form/ Interview	E
Experience of dealing with people at all levels in a variety of situations, some of which could be sensitive, distressing or emotional	Interview	E
Line Management/supervisory experience including recruitment, appraisal, etc	Application Form/ Interview	E

Skills <i>Includes; Analytical & judgemental Skills, Communication & Relationship Skills, Physical Skills,</i>	How Identified	E/D
Excellent keyboard skills including the ability to undertake	Typing Test	E
Excellent Interpersonal skills	Interview	E
Literacy and Numeracy skills	Assessment/ Application Form/ Interview	E
Excellent verbal and written communication skills	Application Form/ Interview	E
Excellent organisational and time management skills	Interview	E
Ability to manage and prioritise a diverse workload, work without direct supervision, use own initiative, and work to tight deadlines	Interview	E
Able to deal with sensitive/confidential issues on a daily basis	Interview	E
Professional telephone manner	Interview	E
Excellent people management skills	Application Form/ Interview	E
Able to work as part of a multi-disciplinary team	Interview	E
Ability to achieve thoroughness and accuracy when accomplishing a task	Application Form/ Interview	E
Shorthand	Application form	D

Knowledge <i>Includes; Knowledge & Training</i>	How Identified	E/D
Understanding of Information Governance and Confidentiality.	Interview	E
Understanding of equality and diversity issues and how this affects patients, visitors and staff	Interview	E
Understanding of what the NHS Constitution means to you, and your responsibilities to the public, patients and colleagues.	Interview	E
Sound knowledge and understanding of Microsoft Office packages, including Excel and Power-point, internet, e-mail etc...	Application Form/ Interview	E
Knowledge of Patient Administration System (or equivalent system)	Application Form/ Interview	E
Knowledge of Medical Terminology	Application Form/ Interview	E

Qualifications - <i>In most cases (where indicated *) demonstration of equivalent qualification, skills or experience is an acceptable alternative.</i>	How Identified	E/D
Educated to GCSE standard*	Application Form/ Certificates	E
Vocational qualification level 3 or equivalent	Application Form/ Certificates/	E
An appropriate speed and accuracy of typing is required for this role and this will be assessed at interview	Application Form/ Certificates/Test	E
Medical Secretary Diploma	Application Form/ Certificates	D
Advanced secretarial qualifications	Application Form/	D

	Certificates	
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Values and Behaviours (some of these standard core values may be demonstrated in meeting other criteria cited on this person specification)	How Identified	E/D
We are one team <ul style="list-style-type: none"> • We trust each other and work together • We talk clearly and honestly. • We make every penny count. • We get better all the time 	Application form/ Interview/ Test	E
We care <ul style="list-style-type: none"> • We are kind and compassionate. • We take ownership and keep our word. • We are passionate, proud and committed. • We say thank you. 	Application form/ Interview/ Test	E
We value people <ul style="list-style-type: none"> • We respect each other and our patients • We embrace difference • We support each other • We say when we have done well and learn from mistakes 	Application form/ Interview/ Test	E

Other Requirements: <i>Includes; Working Conditions</i>	How Identified	E/D
Able to fulfil Occupational Health requirements for the post (with reasonable adjustments, if necessary). Including clearance on blood borne viruses, in compliance with Trust Policy.	Occupational Health Paper Screening, followed by an Immunisation Assessment in the first week of work	E
Adaptable, flexible approach to work	Interview	E
Maintain a professional appearance	Interview	E