



PERSON SPECIFICATION

Post Title: PA to Director of Estates & Facilities
Band: 4
Department, Location: Estates Department – BRI / SLH



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.



We are Bradford: we value diversity and champion inclusion

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
Experience of providing PA duties including diary management, minute taking and typing of letters, memos and reports etc.	Application form/interview	E
Experience of providing an effective administrative support function.	Application form/interview	E
Experience of clerical work within the NHS.	Application form/interview	D
Significant relevant experience working for a senior manager within a large complex organisation.	Application form/interview	D

Skills	How Identified	E/D
<i>Includes; Analytical & judgemental Skills, Communication & Relationship Skills, Physical Skills,</i>		
Strong organisational, written and verbal communication skills.	Application form/interview	E
Ability to work in a demanding environment and to meet deadlines.	Application form/interview	E
Ability to work with a wide range of people, establishing an internal/external network of relationships and contacts.	Interview/references	E
Effective time management.	Interview	E

Audio typing.	Application form/interview.	E
Ability to use Adobe Acrobat.	Application form/interview.	D

Knowledge <i>Includes; Knowledge & Training</i>	How Identified	E/D
Advanced skills in the use of Microsoft Office including Outlook, Powerpoint, Word and Excel.	Application form/interview	E
Understanding of Information Governance and Confidentiality	Application form/ 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

Qualifications - <i>In most cases (where indicated *) demonstration of equivalent qualification, skills or experience is an acceptable alternative.</i>	How Identified	E/D
GCSE English or equivalent and good standard of general education.	Application form/interview	E
RSA III Typing / Text Processing or equivalent	Application form/interview	E
ECDL or equivalent	Application form/interview	D

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
Flexible attitude to work.	Interview/references	E
Be prepared to undertake training to fulfil the requirements of the post.	Application form/interview.	E

