

**Person Specification**  
**NW Lynch MDT Coordinator**

Category	Description	Essential / Desirable	Means of Assessment
Training & Qualifications	Good standard of general education including English Language GCSE grade C or equivalent	Essential	Application Form / Interview
	RSA, NVQ or equivalent typing and computer skills or relevant experience gained	Essential	
	ECDL	Desirable	
Experience & Knowledge	Minimum of Two years secretarial/administrative experience	Essential	Application Form / Interview
	Experience of working in a customer/patient focused environment	Essential	
	Experience of working in a busy office and dealing with conflicting demands	Essential	
	Proficient audio/copy typist	Essential	
	Experience of organising meetings and taking formal minutes	Essential	
	MS Office application experience (MS Word, Excel, Access, Powerpoint)	Essential	
	Proven experience of working to deadlines	Essential	
	Knowledge of a range of secretarial procedures	Essential	
	Knowledge of Information Governance and data protection with regard to respect for confidential information	Essential	

	<p>NHS/Health related administrative/secretarial experience.</p> <p>Knowledge of medical terminology</p> <p>Good understanding of IT generally</p> <p>Experience of organising events/meetings.</p> <p>Experience of dealing with the public</p>	<p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	
Skills	<p>Good verbal and written communication skills including excellent telephone manner with young people</p> <p>Fast, accurate copy and audio typist</p> <p>Problem solving skills</p> <p>Able to use initiative and judgement in dealing properly with day to day issues and queries</p> <p>Ability to prioritise competing tasks effectively</p> <p>Able to deal sensitively and tactfully with all contacts and maintain confidentiality.</p> <p>Organisational ability</p> <p>Excellent interpersonal skills</p> <p>Knowledge and experience of hospital systems i.e. HIVE</p> <p>Knowledge of audit procedures</p> <p>Database management</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	Application Form / Interview
Additional	<p>Conscientious and hard working</p> <p>Friendly and approachable</p>	<p>Essential</p> <p>Essential</p>	Application Form / Interview

	<p>manner</p> <p>The ability to remain calm and professional under pressure</p> <p>Ability to act diplomatically and empathetically with people in difficult situations, maintaining confidentiality at all times</p> <p>Proactive and able to work on own initiative and manage own workload</p> <p>Well organised, able to prioritise and to take responsibility</p> <p>Ability to work in a team as well as on own initiative</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	
Other specific job requirements	<p>Ability to deal with frequent interruptions that may require being called away.</p> <p>Willing to undertake appropriate training to progress within the role</p>	<p>Essential</p> <p>Essential</p>	Application Form / Interview

