

## Person Specification

**Post: PA to Network Director(s) – Band 4**

Attribute	Essential The qualities without which a post holder could not be appointed	Desirable Extra qualities which can be used to choose between candidates who meet all the essential criteria	How Assessed e.g. application form, interview, test, in-tray exercise etc
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>RSA 2 or equivalent typing skills</li> <li>NVQ 3 in business administration or equivalent in training or experience</li> <li>Experience to diploma level</li> </ul>	<ul style="list-style-type: none"> <li>Shorthand</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Certificates</li> <li>Interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous experience in a senior administrative position</li> <li>Experience of producing high quality documents within corporate identity standards</li> <li>Competent in Minute Taking</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of working within a large complex organisation.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Sound knowledge of word processing packages including Word, Excel, PowerPoint, Outlook (email)</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of the structure of the NHS.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Good communication skills to maintain effective relationships with managers and staff</li> <li>Ability to construct memos and letters from notes provided, by word of mouth, and from digital dictation</li> <li>Advanced keyboard skills</li> <li>Ability to demonstrate a high level of oral, written and presentation skills in dealing with external agencies and Trust staff at all levels</li> <li>Ability to improve operational effectiveness by using own initiative to meet departmental needs</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>

<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Planning and organisational skills to prioritise and manage own workload without any direct supervision, and working to tight deadlines whilst maintaining accuracy</li> <li>• Ability to be assertive, reliable and focused and have a commitment to own personal and professional development</li> <li>• Flexibility and adaptability</li> <li>• Ability to maintain utmost confidentiality</li> <li>• Ability to deal effectively with service users, according them respect and dignity at all times</li> <li>• Ability to work under pressure whilst paying attention to detail.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Professional attitude</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>Work Related Circumstances</b>	<ul style="list-style-type: none"> <li>• Use of a car or access to a means of mobility to travel across the Trust footprint in line with service needs</li> <li>• Willing to carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies</li> <li>• Appointments to regulated and controlled activities require an enhanced DBS disclosure.</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>