


Person Specification

DEPARTMENT	JOB TITLE	BAND
Cancer Services	RMS Pathway Tracker	3

CRITERIA RELEVANT TO THE ROLE	ESSENTIAL	DESIRABLE
Education / Qualifications	<ul style="list-style-type: none"> • Good general education with at least English and Maths as GCSE level, or equivalent. 	<ul style="list-style-type: none"> • NVQ In Business and Admin
Skills/Abillities	<ul style="list-style-type: none"> • Ability to work under own initiative, without supervision and as part of a team • Self-motivated, well organised, and able to drive work forward • Ability to work effectively in a busy demanding environment • Ability to work to tight deadlines • Ability to pay close attention to detail and accuracy • Ability to take responsibility for sourcing and recording accurate information • Ability to communicate effectively with staff at all levels 	<ul style="list-style-type: none"> • Knowledge of EPIC, other hospital systems and work competently with multiple applications over two computer screens • Experience of database upkeep and/or management • Knowledge of basic medical terminology
Experience	<ul style="list-style-type: none"> • Experience of using Microsoft Office within the workplace – including excel and word • Experience of working in an office or similar environment • Experience of working to exacting deadlines 	<ul style="list-style-type: none"> • Experience of sourcing, collecting, and inputting data • Healthcare sector experience
Values and behaviours	We will expect your values and behaviours to mirror those of the Trust, available at:	

	http://www.frimleyhealth.nhs.uk/wp-content/uploads/2014/10/FH-our-values-for-internet.docx	
Other	<ul style="list-style-type: none"> • Ability to travel between sites • Ability to work occasional flexible hours to meet the needs of the service. • Willing to follow written and verbal instructions 	