

PERSON SPECIFICATION

| | |
|-------------------|--------------------|
| JOB TITLE: | Team Leader |
| JOB BAND: | Band 5 |

GUIDANCE FOR MANAGERS:

This document will not be used for the purpose of advertising the post but should be used as a tool to assist in the shortlisting of candidates. All role requirements detailed in this document, both essential and desirable that will be used to assess the suitability of a candidate must be added to the Role Requirements tab on the Trac System.

| Qualifications & Education | Weighting (Essential or Desirable) |
|---|---|
| GCSE level/ grade C or above in Math's and English | Essential |
| NVQ Level 3 Business Administration or equivalent | Essential |
| Practical experience in Microsoft modules in word and excel | Essential |
| Medical Secretary experience | Essential |
| Medical Secretary AMSPAR Diploma | Essential |

| Knowledge and Training | Weighting (Essential or Desirable) |
|--|---|
| Knowledge of NHS administration procedures | Essential |
| Knowledge or experience of waiting list management and contract monitoring together with understanding of 18-week RTT policies and rules | Essential |
| Proficient in the use of Oasis | Essential |
| Problem solving skills | Essential |
| Computer Literate | Essential |
| Numerate | Essential |
| Demonstrates an understanding on confidentiality | Essential |
| Willing to undertake training to meet the requirements of the role, in an ever changing NHS | Essential |

| Experience | Weighting (Essential or Desirable) |
|--|---|
| Previous experience/ knowledge of the speciality | Essential |
| Previous experience using NHS information/ data | Essential |

| Communication & Relationship Skills | Weighting (Essential or Desirable) |
|--|---|
| Developed communication and interpersonal skills | Essential |
| Presents a positive image of self and the team | Essential |
| Ability to work as part of a team | Essential |

| Analytical & Judgement Skills | Weighting (Essential or Desirable) |
|--|---|
| Ability to work to tight deadlines | Essential |
| Ability to work unsupervised | Essential |

| Planning & Organisational Skills | Weighting (Essential or Desirable) |
|--|---|
| Work to a high degree of accuracy with attention to detail in a busy environment | Essential |
| Flexible approach | Essential |

| Physical Skills | Weighting (Essential or Desirable) |
|--|---|
| Presents a positive image of self and the team | Essential |

| Equality, Diversity, Inclusion and Trust Values | Weighting (Essential or Desirable) |
|--|---|
| Able to provide safe, caring, and effective services | Essential |
| Values and behaviours that reflect the Trust values of Care, Respect and Responsibility | Essential |
| Commitment to creating a diverse and inclusive workplace that is free from discrimination and where people feel they belong and their contribution is valued | Essential |

| | |
|---|----------------------|
| Prepared by: | Laura Garbett |
| Date prepared: | 28/02/2023 |
| Job evaluation completed: | |
| Job evaluation reference number: | |