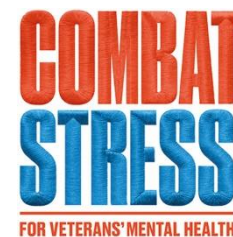


PERSON SPECIFICATION



Job title: Administrator
Directorate: Operations
Location: Hub

Factor	Essential	Desirable	Method of Assessment
Education / Qualifications	<ul style="list-style-type: none"> • Good general educational background 	<ul style="list-style-type: none"> • Qualification in Administration 	Application form / interview
Skills and Knowledge	<ul style="list-style-type: none"> • Full range of IT skills using the Microsoft suite • Good interpersonal skills • Good analytical skills and ability to continually develop systems and processes • Planning and organisational skills • Database experience • Minute taking experience • Ability to maintain confidentiality and compliance with General Data Protection Regulation requirements 	<ul style="list-style-type: none"> • Quality standards skills 	Application form / skills test / interview
Aptitude and personal attributes	<ul style="list-style-type: none"> • Strong team working skills • Well organised, and able to handle and progress a demanding workload to strict deadlines • Good numeracy and literacy skills • Keeping calm under pressure • Has a proactive 'can do' positive approach and is self-motivated and hands on • High level of attention to detail • Flexible approach to work to meet demands of the service and changing priorities 		Application form / Scenario test
Previous Experience	<ul style="list-style-type: none"> • Experience in a health or social care setting 	<ul style="list-style-type: none"> • Experience in the charity or public sector • Knowledge of clinical terminology 	Interview / application form
Other requirements	<ul style="list-style-type: none"> • To undertake a DBS / PVG (Disclosure Scotland) check 	Full Driving licence	DBS / PVG application

Date revised: January 2022