

## Personal Specification

<b>Job title:</b>	Wellbeing Administrator
<b>Location:</b>	Here, 4 <sup>th</sup> Floor, 177 Preston Road, Brighton BN1 6AG

You will be assessed according to the extent in which you meet these qualities/skills and how well matched you are to our core beliefs and commitments.

Please note the methods of assessment which are:

A = Application

I = Interview

C = Certificate

T = Test



Some flexibility may be exercised in the application of the criteria outlined above where a disabled candidate covered by the DDA is unable to meet certain parts of the specification because of their disability. Candidates who this applies to should outline details on their application form. This Information will be assessed on an individual basis throughout the selection process.

Requirement	(E)ssential / (D)esirable	Method of assessment (see note to applicants)	On the job training provided?
<i>Criteria 1: Qualifications</i>			
Educated to NVQ Level 3, Certificate of Higher Education and/or equivalent experience.	E	A, C	
<i>Criteria 2: Experience and Job Related Knowledge</i>			
Previous experience in an administrative role	E	A, I	
Of working with a professional team	E	A, I	
Of complying with patient confidentiality and Data Protection requirements	E	A, I	Y
Of patient administration systems and/or appointment booking systems	D	A, I	Y

Requirement	(E)ssential / (D)esirable	Method of assessment (see note to applicants)	On the job training provided?
Of customer care or similar service industry practices	E	A, I	Y
Intermediate level use of Word, Excel, and basic Access skills	E	A, I	
Fast and accurate keyboard skills to RSA III or equivalent	E	A, I	
Of dealing with upset or difficult patients by telephone	D	A, I	Y
Using electronic referral systems (Choose & Book; e-RS)	D	A	Y
Principles of care e.g. First do no harm and patient confidentiality	D	A, I	Y
Using Databases/ paper filing systems to ensure efficient management of processes	E	A, I	Y
<b>Criteria 4: Skills</b>			
Able to communicate effectively face to face and on the telephone with a range of people in a range of situations	E	A, I	
Excellent telephone manner; managing calls in a professional way	E	A, I	Y
Good listening skills with an ability to maintain focus, recognise possible distractions and ignore/deal with them	E	A, I	
Able to plan and organise own work effectively and work under own initiative to achieve key performance indicators	E	I	
A meticulous approach to paperwork and to data entry	E	A, I	
Able to write clear, concise, grammatically accurate letters and reports	E	I, A	
Able to summarise referral numbers into accurate performance reports	E	I	
<b>Criteria 5: Other Requirements</b>			
Proven record of good timekeeping and attendance	E	I	
Tact and Diplomacy	E	I	
Able to show understanding of issues relating to equal opportunities	E	A, I	

Requirement	(E)ssential / (D)esirable	Method of assessment (see note to applicants)	On the job training provided?
To be able and willing to work flexible hours as specified in Job Description	E	A, I	