



*Being there for you  
and your family*

## SELECTION CRITERIA

**POST:**

**Administrator**

**DEPARTMENT:**

**Ward/Infection Prevention & Control/Tissue Viability**

	Essential Criteria	Desirable Criteria	How & When
<b>Education / Qualification</b>	GCSE grades A to C in English and Maths or equivalent. ECDL/CLAIT/RSA/Pitman or equivalent typing qualification or equivalent level of experience	NVQ level 2 in administration or equivalent	Application Form Certificates
<b>Skills / Abilities</b>	Excellent communication skills both verbal and written. Good organisational skills including diary management. Ability to prioritise workload, meet deadlines and provide a high quality service. Minute taking.		Application Form Assessment Centre
<b>Experience</b>	Proven experience of working in a similar role. Proficient in the use of Microsoft Office applications (including Word, Excel and Outlook)	Previous experience of working in an administration/co-ordination type role within a healthcare environment. Experience of SystmOne or equivalent Patient Record System. Experience of PowerPoint and Publisher.	Application Form Assessment Centre
<b>Knowledge</b>	An appreciation of the principles of palliative care and the needs of patients with a life-limiting illness and their families.	Knowledge of medical terminology.	Application Form Assessment Centre
<b>Motivation and personal attributes</b>	Able to contribute to LOROS' Values & Behaviours. Empathic Ability to work within a team environment with shared responsibilities. Adaptable to meet the changing needs of the role. Confidential Ability to work under pressure in an accurate and timely manner. Good interpersonal skills Self motivated Flexible in order to meet the needs of the service		Assessment Centre