****

**ADMIN/RESOURCE WORKER**

**PERSON SPECIFICATION**

**Job title:**Admin/Resource Worker

**Division:**HD Specialist Service (Lanarkshire)

**Based:** Hybrid working model (office/home based). The successful applicant must be able to
 travel to Hunter Health Centre, East Kilbride.

**Reporting to:**Senior HD Specialist

**Hours:**24 hours per week (part-time). Days/times to be negotiated.

**Duration:** Permanent

**Salary:**£22,618 (pro rata)

|  |  |  |
| --- | --- | --- |
| **EXPERIENCE AND KNOWLEDGE** | ESSENTIAL | **DESIRABLE** |
| Experience of working in a busy office environment, fulfilling a range of admin duties | **x** |  |
| PC keyboard skills, including database and spreadsheet applications | **x** |  |
| Notetaking | **x** |  |
| Audio typing | **x** |  |
| Customer/client service experience |  | **x** |
| Experience of working with NHS IT systems |  | **x** |
| **SKILLS** | **ESSENTIAL** | **DESIRABLE** |
| **Interpersonal:**Excellent verbal, telephone and written communication skillsExperience of working as part of a team | **x****x** |  |
| **Planning and organising:**Ability to manage own time effectively and prioritise workloadsAbility to work on own initiative and as part of a teamAbility to work under pressure and to meet deadlinesRecord and document management, diary management, meetings and appointments | **x****x****x****x** |  |
| **Products:**Knowledge of standard layouts employed in preparing minutes, reports, general correspondence | **x** |  |
| **Financial:**Basic bookkeeping, balance sheets and petty cash system management | **x** |  |
| **Knowledge of data protection and confidentiality:**Across all areas of practice and in accordance withcompany policy | **x** |  |
| **IT:** Should have excellent IT skills and be very familiar with Microsoft Office, including Excel and PowerPoint, and other relevant software applications | **x** |  |
| **Other:** Commitment to undertake further training as necessary | **x** |  |

June 2024