**DATA ADMINISTRATOR**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **APPEARANCE/MANNER** |  |  |
| Dress – smart and appropriate | **🗸** |  |
| Speech – clear and articulate | **🗸** |  |
| Manner – pleasant and professional | **🗸** |  |
| **QUALIFICATIONS** |  |  |
| Educated to GCSE level (English and Maths) | **🗸** |  |
| Computer literacy qualification |  | **🗸** |
| Touch typist |  | **🗸** |
| **EXPERIENCE AND TRAINING** |  |  |
| Previous experience in an office environment | **🗸** |  |
| Previous experience of working with the public | **🗸** |  |
| Experience of working in a healthcare setting |  | **🗸** |
| Experience of working as part of a team | **🗸** |  |
| **SKILLS** |  |  |
| Experience of EMIS Web or alternative clinical software |  | **🗸** |
| Competent in the use of Office and Outlook | **🗸** |  |
| Good demonstrable keyboard skills | **🗸** |  |
| Good demonstrable IT skills | **🗸** |  |
| Good literacy skills (spelling, comprehension, etc) | **🗸** |  |
| Effective time management | **🗸** |  |
| Problem solving and analytical skills | **🗸** |  |
| Ability to follow policy and procedure | **🗸** |  |
| **COMMUNICATION SKILLS** |  |  |
| Verbal communication skills | **🗸** |  |
| Body language – positive and self-assured (firm handshake, eye contact) | **🗸** |  |
| **QUALITIES AND ATTRIBUTES** |  |  |
| Able to work with a wide variety of tasks | **🗸** |  |
| Accurate and thorough approach to tasks | **🗸** |  |
| An understanding, acceptance and adherence to need for strict confidentiality | **🗸** |  |
| Able to work under pressure | **🗸** |  |
| Able to work in a changing environment | **🗸** |  |
| Able to use own initiative | **🗸** |  |
| Sensitive and empathetic in distressing situations | **🗸** |  |
| **FLEXIBILITY** |  |  |
| Flexible approach to undertaking a wide variety of tasks | **🗸** |  |
| Flexible with regards to working hours, shifts and providing cover for sickness/holiday | **🗸** |  |
| Interested in and aptitude for learning new skills and taking on new challenges | **🗸** |  |

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|  | **ESSENTIAL** | **DESIRABLE** |
| **JUDGEMENT AND DECISION MAKING** |  |  |
| Comfortable working to agreed objectives | **🗸** |  |
| Ability to work without supervision | **🗸** |  |
| **PEOPLE SKILLS** |  |  |
| Strong appreciation of customer service skills | **🗸** |  |
| Awareness of diversity issues; works in a positive, non-discriminatory way | **🗸** |  |
| Mature, professional | **🗸** |  |
| **SOCIAL SKILLS** |  |  |
| Good interpersonal skills | **🗸** |  |
| Team player | **🗸** |  |
| Highly motivated | **🗸** |  |
| **OTHER REQUIRMENTS** |  |  |
| Disclosure Barring Service (DBS) Check | **🗸** |  |