



Sheffield's Hospice

EMPLOYEE SPECIFICATION

POST: Clinical Systems Administrator

A = Application

I = Interview

P = Presentation

St Luke's Hospice is an Equal Opportunities employer and promotes equality of access to employment. St Luke's Hospice employees are required to follow the specific HR Policies supporting recruitment & selection.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE			
Previous experience of using databases/Management of information systems	√		A,I
Experience of co-ordinating and prioritising own workload		√	A,I
Experience of working in in a healthcare setting		√	A
Experience of using Microsoft Office products	√		A,I
KNOWLEDGE			
Good Knowledge of Excel/Access/PowerPoint	√		A,I
Knowledge of medical terminology		√	A,I
QUALIFICATIONS/TRAINING			
Educated to GCSE level	√		A
RSA/OCR typing/word processing basic level or equivalent		√	A
ECDL qualification		√	A
SKILLS/ABILITIES			
Good quality interpersonal, oral and written communication skills	√		A,I



Ability to establish, coordinate and maintain effective administrative systems		√	A,I
Ability to deal with problems as they arise, using judgment, knowledge and decision making skills	√		I
Ability to work effectively in a team and autonomously	√		A,I
Ability to take direction with regards to workload and allocation	√		A,I
Good organisational skills with ability to prioritise workload		√	A,I
Self-motivated with an ability to deliver work in line with priorities and timescales	√		A,I
Attention to detail and high levels of accuracy	√		A,I
Excellent data input skills	√		A,I
Ability to produce accurate and timely correspondence and meeting notes	√		A,I
Good IT skills	√		A,I
Good analytical skills		√	A,I
Organisational skills and logical approach to work		√	A,I
Problem Solver	√		I
PERSONAL ATTRIBUTES			
Team player committed to open collegiate relationships and corporate effectiveness	√		I
Personal Integrity	√		I
Resilience in complex and demanding situations	√		I
Ability to work flexibly	√		I
Excellent telephone manner	√		A,I
Ability to work on own initiative	√		A,I

<p>Values Ability to demonstrate, understand and apply our organisation's values. These are embedded in all roles and applicants must evidence their own values during the selection process.</p> <ul style="list-style-type: none"> • Compassionate • Dignified • Inspired • Pioneering 	√		
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