

Person Specification

The purpose of this specification is to identify the attributes and competencies required for the post holder to perform the duties described in the job description.

These are identified as either essential i.e. those without which the job could not be performed adequately, or desirable i.e. those which, although not essential, could enhance job performance and would be expected to be developed by the successful candidate during their employment in the role.

These criteria should be capable of being measured in some way through the selection process either by information given on the application form or by questions or assessments planned for the interview. The specification will be used to shortlist applicants, who will need to meet most of the essential criteria and to compare how well candidates match the full specification.

Job Title:	Medical Administration Apprentice – Clinical Coding
Job Band:	National Apprenticeship Salary

Education & Qualifications	Essential	Desirable	How identified
Educated to GCSE or equivalent level in Maths and English, grade C or above.	Yes		Application form, interview and references

Skills & Experience	Essential	Desirable	How identified
Proven knowledge of Microsoft Office products including, MS Word, MS Excel and MS Outlook		Yes	Application form, interview and references
Accurate keyboard skills	Yes		Application form, interview and references
Problem solving	Yes		Application form, interview and references
Accuracy/Attention to detail	Yes		Application form, interview and references



CARE

A CARING, KIND AND COMPASSIONATE PLACE: We will support people to have joy in work and to treat each other with compassion and kindness.



RESPECT

A PLACE WHERE COLLEAGUES RESPECT ONE ANOTHER: We will behave with respect towards everyone we meet to encourage an inclusive culture where we all believe in and live by our Trust values.



RESPONSIBILITY

A WORKFORCE FOR NOW AND THE FUTURE: Making Dudley the place people want to be and stay because everyone has a role to play and takes responsibility for themselves and their teams.

Good organisation skills	Yes		Application form, interview and references
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Personal Qualities	Essential	Desirable	How identified
Able to fulfil the requirements of the job role	Yes		Application form, interview and references
Awareness of confidentiality	Yes		Application form, interview and references
Professional approach	Yes		Application form, interview and references
Reliable	Yes		Application form, interview and references
Good timekeeping	Yes		Application form, interview and references
Ability to work as part of a team and/or individually	Yes		Application form, interview and references
Ability to deal professionally with both staff and patients	Yes		Application form, interview and references

Interests & Motivation to the Job	Essential	Desirable	How identified
Interest in pursuing a formal apprenticeship in administration	Yes		Application form, interview and references
Willing to learn and develop	Yes		Application form, interview and references



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Demonstrated work experience		Yes	Application form, interview and references
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Communication & Interpersonal Skills	Essential	Desirable	How identified
Good written communication skills	Yes		Application form, interview and references
Good verbal communication skills	Yes		Application form, interview and references
Good interpersonal skills	Yes		Application form, interview and references
Demonstrates a responsible attitude to their work.	Yes		Application form, interview and references

Trust Vision & Values	Essential	Desirable	How identified
Able to provide safe, caring and effective services	Yes		Interview
We would expect your values and behaviours to reflect the Trust values of Care, Respect & Responsibility	Yes		Interview

Prepared by:	Paul Allen
Date:	23/10/19



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