

PERSON SPECIFICATION

Job Title: IT Administrator (General Practice)

Assessment Criteria	Essential	Desirable	Identified
Experience	<p>Standard educational level (see below)</p> <p>Microsoft Office</p> <p>Appropriate skills and knowledge to quickly learn new IT systems and software.</p>	<p>Knowledge of IT systems in General Practice - EMIS Web, Docman, MJOG, Docmail, NHS.net</p> <p>Intermediate level skills in Microsoft Word and Excel.</p> <p>Customer or service industry experience</p> <p>Working in General Practice or other healthcare provision</p>	Application Form/Interview
Qualifications/Training	Minimum of 5 GCSEs including mathematics and english	Any IT-related qualifications/or courses undertaken	Application Form

Interpersonal Skills	<p>Good communication skills to both individuals and teams /groups</p> <p>Ability to interpret and decipher problems</p> <p>Able to communicate technical information to non-technical staff.</p> <p>Approachable and responsive</p>	<p>Confidence when working within clinical environments which have an associated level of pressure</p> <p>Enjoys challenging and changing environments</p>	<p>Application Form/Interview</p>
Organisational Skills	<p>Able to plan order of work independently and justify decisions made.</p> <p>Outcome focused</p> <p>Ability to work independently at times without direct supervision</p> <p>Ability to learn from past faults to quickly resolve recurring IT issues.</p>		<p>Application Form/Interview</p>