

# Person Specification IAPTus Administrator Being Well in Bexley (IAPT)

## **QUALIFICATIONS/ EDUCATION**

IT Qualifications especially statistics/ databases  
Medical Secretary or equivalent training desirable.

## **KNOWLEDGE**

Knowledge of Mental Health issues  
Knowledge of Statutory and Third Sector Health provision  
Knowledge of the IAPT agenda

## **EXPERIENCE**

\*Experience of database and data collection programmes e.g IAPTus, RIO  
\*Experience of office systems management.  
\*Experience of note taking and producing minutes and reports  
\*Experience of working effectively within a busy office setting  
\*Experience of working within multi disciplinary and multi cultural settings.  
Experience of working/ networking across disparate organisations

## **SKILLS & ABILITIES**

A committed and professional approach to work  
\*Highly effective communication skills, presentational, general verbal and written.  
High level of IT skills including Database management.  
\*Ability to give appropriate support to staff whose IT knowledge is limited .  
\*Ability to work under pressure  
\*Ability to be a team player within a multi disciplinary team  
Good organisational and time management skills, ability to plan and prioritise workload

## **OTHER**

\*Commitment to equal opportunities for all particularly in the empowerment and full involvement of clients  
Willingness to undertake training  
Willingness to abide by the principles, policies and procedures.

**Items marked with an asterisk (\*) on the Person Specification are the short listing criteria. In order to be short listed for this position, you must provide, on your application form, details of how you meet each criteria.**