

PHOENIX GROUP

**IT SYSTEMS AND COMMUNICATIONS ADMINISTRATOR
PERSON SPECIFICATION**

Specification	Essential	Desirable
Education Qualifications Training	High standard of general education, including at least 5 GCSEs or equivalent (including English and Maths)	
Experience	<p>Proven track record of installation and configuration of hardware and software</p> <p>IT Proficient</p> <p>Experience of managing network links</p> <p>Experience of desktop administration</p> <p>Liaising with external agencies</p> <p>Provision of training to various levels of staff and ability levels</p> <p>Implementing new developments</p> <p>Ability to plan and manage change</p>	<p>Experience of working in the NHS and practical experience of general practice</p> <p>Experience in using GP clinical software</p>
Skills / Knowledge	<p>Excellent communication skills, verbal and written</p> <p>Problem Solving</p> <p>Good Numeracy skills</p> <p>Excellent interpersonal skills</p> <p>Planning and organisation of own workload</p> <p>Ability to prioritise</p> <p>Time management</p>	

<p>Qualities & Attributes</p>	<p>Adaptability</p> <p>Ability to work to deadlines</p> <p>Ability to work under pressure and remain even tempered</p> <p>Ability to work with people with varying levels of IT knowledge and understanding</p> <p>Diplomatic</p> <p>Trustworthy</p> <p>Self-motivated and ability to make decisions using own initiative</p> <p>Flexibility</p> <p>Sense of humour</p>	<p>Innovative</p> <p>Able to develop local support networks</p>
<p>Other</p>	<p>Willingness and ability to travel between sites and meetings as required</p> <p>Access to own transport</p> <p>Good attendance record</p>	