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| **Qualifications** | **Essential** | **Desirable** |
| GCSE Grade 4 or above in Maths and English (or equivalent) | ✓ |  |
| A Level or NVQ Administration Level 3 or equivalent experience |  | ✓ |

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| **Experience** | **Essential** | **Desirable** |
| Experience of working in a NHS Health Care environment |  | ✓ |
| Previous experience of clinical SNOMED or other clinical coding | ✓ |  |

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| **Knowledge and Skills** | **Essential** | **Desirable** |
| Knowledge of EMIS Web clinical system |  | ✓ |
| IT Skills (including Microsoft Office Suite) | ✓ |  |
| Excellent communication skills (Written and Oral) | ✓ |  |
| Ability to work as part of a multi-disciplined team or as an individual | ✓ |  |
| Ability to follow policies, procedures and guidance | ✓ |  |
| Problem solving and analytical skills | ✓ |  |
| Highly organised individual with strong attention to detail with a methodical, structured approach | ✓ |  |
| Ability to challenge as and when appropriate. | ✓ |  |
| Confident in dealing with people at all levels of the organisation | ✓ |  |
| Ability to prioritise workload to meet agreed targets | ✓ |  |
| Working knowledge of Information Governance legislation | ✓ |  |
| Knowledge of the Records Management Code of Practice for health and Social Care | ✓ |  |

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| **Personal Attributes** | **Essential** | **Desirable** |
| Caring and Compassionate | ✓ |  |
| Ability to adhere to confidentiality rules | ✓ |  |
| Able to work under pressure in an ever changing environment | ✓ |  |
| Self-motivated and a forward thinker | ✓ |  |