

TETBURY HOSPITAL TRUST LTD

JOB DESCRIPTION

Title:	Team Administrator
Grade :	Level S
Responsible to:	Chief Executive Officer
Accountable to:	Chief Executive Officer
Works for:	Chief Executive; Medical Director; Matron; Head of Administration, Information and Technology; Head of Estates of Facilities; Management Accountant; Fundraising, GP Liaison and Marketing Manager
Liases with:	Other members of the hospital team, external organisations and members of the public, Human Resource Consultants working for the Trust under contract.

Job Summary:

To lead in the provision of a comprehensive, professional, effective secretarial and administrative service to the Hospital Management Team. The post holder will be required to work independently using initiative and apply a high degree of confidentiality to all their work. To undertake non-routine duties without direct supervision, working within broad procedural guidelines.

Responsibilities include management of diaries, maintaining an effective filing system, typing correspondence and other papers, managing administration systems, attending regular and ad-hoc meetings taking clear, concise minutes for later circulation to appropriate parties. To collate information required for the recruitment and staff induction process under the supervision of the recruiting manager

Principle Duties:

1. Human Resources

- 1.1 With support from our external HR consultants, give advice to Trust Managers and other staff responsible for recruitment on the recruitment process and the paperwork required to advertise a post.
- 1.2 To be responsible for collating the vacancy paperwork and inputting jobs onto the NHS Jobs website, the Trusts website, and external media sites. Ensuring that all the correct documents are received electronically and securely stored.
- 1.3 To monitor the NHS Jobs website, sending for comments, receiving comments, responding to queries as directed by the recruiting manager
- 1.4 To set up and scheduling interviews
- 1.5 To process successful interview candidates by:
 - 1.5.1 issuing our template conditional/unconditional offer letter

- 1.5.2 issuing new starter paperwork
 - 1.5.3 requesting/chasing reference requests
 - 1.5.4 ensuring all interview paperwork is fully completed by Managers
 - 1.5.5 ensuring correct ID documents have been verified before processing
 - 1.5.6 sending a DBS link to candidates under conditional offer, recording results on candidate's paperwork and informing Manager
 - 1.5.7 collating all the new starter paperwork and once completed by the successful applicant, disseminating to the correct departments to initiate the 'new recruit' processes, e.g., add to pay roll, passwords for IT
- 1.6 Using our established templates to produce employee contracts and amendment letters.
- 1.7 To process other HR paperwork, for example, maternity paperwork under the direction of the individuals line manager and with support from our external HR consultants.
- 1.8 To audit personal files to ensure line managers are following our recruitment processes and we are compliant with relevant statutory requirements (i.e. Right to work checking).
- 1.9 To maintain and monitor the training matrix for all Trust staff. This involves ensuring staff training records are updated in a timely manner, assisting staff with any issues with regards to accessing the E-learning modules and highlighting to individual members of staff when their training has lapsed. Booking staff on training courses external to the Trust
- 1.10 To collate the paperwork required from consultants for the Medical Advisory Committee (MAC) to award Practising Privileges. To maintain the Practising Privileges database ensuring annual declarations and paperwork is received and any omissions to be escalated to the Chief Executive.
- 1.11 With support from our external HR consultants to give first level HR advice on annual leave, special leave, sickness and maternity/paternity/adoption leave and entitlements, as detailed in hospital policy

2 General Administration

- 2.1 Maintain the Hospital Policy database, highlighting to the Hospital management team when policies are up for renewal / review. The typing of any amendments to the policies and ensuring they are tabled on the agenda for appropriate meetings for approval.
- 2.2 To provide administrative support at the following meetings: -
- Hospital Quality Committee (Monthly)
 - Workforce and Wellbeing Committee (Quarterly)
 - Medical Advisory Committee (Quarterly)
 - Health & Safety Meeting (Quarterly)
 - Annual General Meeting (Annually)
 - Any other meeting at the request of the management team

This includes compiling agendas, circulating any associated documentation i.e., Policies for approval, taking formal minutes and the distribution of the minutes in a timely manner. To organise meetings which may involve co-ordinating the diaries of several senior staff from both inside and outside the Trust

3 Other Duties

- 3.1 Undertake photocopying, scanning and faxing as and when required.
- 3.2 Deal with internal and external post for hospital managers, as appropriate.
- 3.3 Maintaining the hospital management teams diaries, as required.
- 3.6 To provide general administrative support, as required to the hospital management team
- 3.7 To maintain effective filing systems, both paper and electronic, ensuring the shared drive is well organised.
- 3.8 Archive appropriate documentation, in discussion with the Hospital Management Team and Information Governance Lead, as required.

Confidentiality

As an employee you have a responsibility to maintain the confidentiality of any confidential information which comes into your possession regarding patients, employees or any other business relating to the Tetbury Hospital Trust

Your attention is drawn to the confidential nature of information collected within the health service. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act.

Health & Safety

As an employee you have a responsibility to abide by all of the safety practices and codes provided by the Trust and have an equal responsibility with management for maintaining safe working practices for the health and safety of yourself and others.

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors,

All employees must comply with the Trust Infection Control Policy. All employees must attend infection control training

Quality Assurance

As an employee of the Trust you are a member of an organisation that endeavours to provide the highest quality of service to our patients. You are an ambassador of the organisation and, as such, are required to ensure that high standards are maintained at all times.

Equal Opportunities

As an employee you have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Trust's Equal Opportunities Policy.

Risk Management

You have a responsibility for the identification of all risk which have a potential adverse affect on the Trust's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

General Notes

The duties outlined in this role specification serve as a guide to the current and major responsibilities of the post. The duties and obligations associated with the post will inevitably vary and develop and the role specification will be reviewed on a regular basis. Changes will be subject to consultation with the postholder.

Safeguarding

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures

Development

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular 1:1s and appraisals with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

NHS Constitution

As a commissioned provider of NHS services, Tetbury Hospital Trust has a responsibility to adhere to the NHS Constitution which establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another. All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to NHS Constitution for England - Publications - GOV.UK that essentially provides further and more detailed explanation of each of the rights and pledges.

Criminal Records

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions.

PERSON SPECIFICATION

SPECIFICATION		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE's at grade A-C (or equivalent) in English and Maths Intermediate Microsoft Word and Excel (or equivalent) 	<ul style="list-style-type: none"> RSA Level II Typing (or equivalent)
Experience/Skills	<ul style="list-style-type: none"> Excellent typing, minute taking skills, and Microsoft knowledge of Excel and Word Excellent organisational skills Excellent written and verbal communication/interpersonal skills Excellent customer service skills Effective time management and prioritisation skills Competent user of Microsoft Word and Excel Ability to deal with frequent interruptions and unpredictable pattern of work Understanding of confidentiality and data protection act 	<ul style="list-style-type: none"> HR experience Understanding of recruitment processes and basic employment legislation
Communication Skills	<ul style="list-style-type: none"> Able to apply high level of written /spoken English. Projects a positive professional image To have proven skills and experience of establishing effective working relationships with managers and colleagues 	
Flexibility	<ul style="list-style-type: none"> Able to work flexibility on own or as part of a team Able to work with competing and changing demands 	
Other	<ul style="list-style-type: none"> To be aware of all aspects of statutory responsibilities eg Health and Safety, Data Protection, Manual Handling The post holder will be required to use the VDU for periods of time. 	

I understand and accept my accountabilities and responsibilities as outlined in this job description and person specification

	Name	Signature	Date
Post Holder			

	Name	Signature	Date
Line Manager			