



## Administration Assistant

### Job Description

Reports to:	Quality and Governance Manager
Accountable to:	Associate Director of Strategy and Development
Responsible For:	None
Hours:	25 hours per week
Salary	£19,737 to £21,142 (Band 3) pro rata

### Job Purpose

To support the Federation's Quality and Governance Manager and wider Federation with a high level administrative function.

### Principle Duties

#### Administration:

1. To maintain systems for receiving, checking and logging invoices and payments to ensure our Accountants and Finance Officer have all the relevant information.
2. To organise meetings and training for the Federation and wider membership, ensuring venues are booked, catering requirements are fulfilled and relevant invites are sent and attendance collated.
3. To ensure that there is a regular schedule of Board meetings and that agendas are prepared and circulated in advance of the meeting.
4. To organise the monthly CQC and Governance meetings and ensure the agendas are prepared and circulated in advance of the meeting.
5. To assist the Management Team and Directors with diary management and travel arrangements when required.
6. To assist the Project Officer in maintaining our GP Locum Portal.
7. To manage the systems for Clinician documentation in line with the Protocol and CQC requirements.

8. To provide a HR administration function including completing all pre-employment checks, assisting with recruitment and selection, issuing contracts and offer letters, maintaining personnel files etc.
9. Attend meetings to take accurate notes of the discussion and to document key action points.
10. To assist the Management Team by undertaking ad hoc typing, photocopying, filing shredding and scanning.
11. Dealing with telephone calls, taking messages and signposting to the appropriate Officer.
12. Maintaining our filing systems including ensuring the Clinical documents remain up to date and that GPs and Nurses are reminded when documents are expiring.
13. Assist maintenance people who come to the site-who require access and to report jobs in which need attention to managers or NHS Property Services.
14. Any other duties appropriate to the post that are requested of you on occasion.

#### Maintaining Stock & Supplies:

1. To order stationary and supplies for the Federation upon request.

#### Planning & Organisational Skills:

1. Manage own time effectively, prioritising own workload to meet competing demands.
2. Deal with queries and issues, understanding the limitations of the role and know when to escalate to a manager.

#### Communication and Working Relationships:

1. Deal with enquiries via phone, face to face or email from clinicians and other staff and ensure that these are addressed or signposted to the appropriate person.
2. Use own initiative.
3. Liaise with other staff and hubs to ensure all stock and equipment is supplied and maintained.
4. Demonstrate a professional approach in handling sensitive and confidential information.

#### Personal and People Development:

1. Take responsibility for own role and identify any knowledge or skills gaps where additional support or training is required.
2. Actively participate in the Federation's annual appraisal process providing evidence to meet the requirements of the post.
3. Ensure you work in accordance with our Health and Safety policies at all times and maintain a healthy and safe working environment for self, other staff and patients.

4. Attend and keep up to date with all statutory and mandatory training requirements commensurate with the role.