

## Job Description

<b>Job Title:</b>	<b>Admin / Rota Co-ordinator</b>
<b>Job Band:</b>	<b>Band 4</b>
<b>Department:</b>	<b>Obstetric and Gynaecology Directorate Children's Directorate</b>
<b>Responsible to:</b>	<b>Obstetric and Gynaecology Directorate Manager</b>

### Why join The Dudley Group?

Here at the Dudley Group our patients and staff are at the heart of all that we do to offer a high-quality patient experience in a caring and supportive environment that aligns with our vision of providing safe, caring, and effective services because people matter.



## **Job Summary**

To provide a comprehensive administrative service to support the two Directorates, particularly for the Clinical Director and Clinical Service Leads.

## **Structure Chart**

Clinical Director: Mr Basam Muammar and Dr Raj Uppal  
Directorate Manager: Joanne Malpass  
Assistant Directorate Managers: Holly Robinson and Emma Hughes

### **Paediatrics & Neonates**

Clinical Service Lead: Dr Amy Page and Dr Salman Khurshid  
Head of Children's Services: Karen Anderson  
Matron: Lucy Rozga and Simon Gregory  
Support Manager: Emma Harvey

### **Obstetrics & Gynaecology**

Clinical Service Lead(s): Ms Nasreen Syeda and Ms Sushma Gupta  
Gynaecology Outpatients Matron: Leanne Beedles  
Support Manager: Julie Durn

### **Maternity**

Head of Midwifery: Claire MacDiarmid  
Matron: Katie Philpot

## **Principal Duties & Responsibilities**

1. To be the main point of contact for all enquires to the Departments.
2. To be responsible for preparing, co-ordinating and allocating clinical staff to the clinical Rota to provide cover for all theatre, ward care, outpatients and emergency on-call cover, ensuring that any changes to the planned rota are timely communicated to the relevant parties.
3. To continually update the electronic rota to ensure all changes are published "live".
4. To use initiative to redeploy clinical staff and make appropriate changes at short notice to cover unplanned leave.
5. To deal with all annual and study leave requests for the trainees and physicians' assistants, ensuring appropriate cover within the department and any necessary on-call swaps have been actioned.
6. To facilitate, through the Staff Bank, locum/agency cover for doctors in training and consultant level, liaising with agencies and receiving CVs.
7. Organise, in conjunction with Medical Workforce, the induction programme for the new trainees, in particular support those arriving from abroad.
8. When sick leave is reported to the Clinical Lead, to liaise with Medical Workforce to ensure the relevant details are on the Electronic Staff Record (ESR).



9. To provide administrative support for the directorate management team.
10. To be responsible for setting up meetings, including arranging dates, help prepare the agendas, taking minutes and circulating the agenda and minutes to all attendees.
11. To maintain the contact list for the directorates to include email addresses, telephone numbers and the group call lists and assist with the ongoing administration of the Directorate's Major Incident Plan.
12. To check the details on waiting list claim forms prior to being submitted for signature to the Clinical Lead.
13. To use all IT software packages available to their best advantage to continue to improve and develop access to all required information for the Department.
14. Arrange and monitor staff compliance with induction programmes and mandatory training for all new staff and existing staff, including locums.
15. To organise any group mandatory and other training sessions as required.
16. To ensure the office is covered during core hours in line with the needs of the service.
17. To be responsible for reporting faulty office equipment within the Department and arranging for repairs or replacement equipment when required.
18. To order stationery for the Department, including name badges for staff.
19. To distribute any post on a daily basis.
20. To undertake all relevant mandatory training on a timely basis

## Organisational Values

### The post holder will:

**Care:** You will listen, be respectful and treat others with compassion and kindness.

**Respect:** You will behave with respect to everyone you meet and encourage an inclusive culture where we respect the contribution everyone makes.

**Responsibility:** You will take responsibility for yourself and your team.

There may also be a requirement to undertake other similar duties as part of this post to provide a quality service. These will be consistent with the level of responsibilities outlined above.



This job description may be reviewed from time to time considering developments and may be amended in consultation with the post holder.

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## **Location**

The Trust provides services from different sites. You may be expected to work at any of the Trust locations. These include Russells Hall Hospital, Dudley Guest Hospital and Corbett Hospital as well as various community-based sites across the borough.

## **Code of Conduct**

It is expected that all staff would be able to show that they live our trust values in their work and that they will deliver the essential behaviours in their role.

Staff are expected to adhere to Trust policies and procedures which establish standards of good practice as well as follow any codes of conduct which are relevant to their own profession.

## **Equality, Diversity, and Inclusion**

All Trust staff have a responsibility to embrace the diverse cultures of both our staff and the communities that we serve, and as such, all staff should ensure that equality, diversity, and inclusion are embedded in their work philosophy and reflected in their behaviour. Equality, Diversity, and inclusion are pivotal to the values and vision of the Dudley Group so that they shape everything that you do every single day.

## **Safeguarding Children and Adults**

All Trust staff have a responsibility to ensure the safeguarding of children, young people, and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults policies and procedures and inter-agency guidance as showed in the Trust's Safeguarding policies and procedures.

## **Improvement Practice**

The trust has a long-term commitment to its continuous quality improvement programme; "Dudley Improvement Practice." As part of your role, you will be asked to take part in improvement activity relevant to your post.

## **No Smoking**

The Trust is a completely Smoke Free Organisation and all premises will be considered No Smoking Zones.

## **Health and Safety**

The Trust has a duty of care to employees and will ensure that, as far as is practical, adequate training, facilities and arrangements for risk avoidance are in place.



It is the individual employee's responsibility, however, to manage their own health and wellbeing.

All Trust employees must follow relevant Health and Safety legislation and the Trust's policies relating to Health & Safety and Risk Management.

<b>Prepared by:</b>	Joanne Malpass
<b>Date:</b>	Revised April 2024
<b>Job evaluation completed:</b>	
<b>Job evaluation reference number:</b>	

