

## **JOB DESCRIPTION**

### **1. JOB DETAILS**

<b>Job Title:</b>	Personal Assistant to Director of Estates & Facilities
<b>Reports to:</b>	Director of Estates & Facilities
<b>Grade:</b>	AFC 4
<b>Unit/Department:</b>	Estates & Facilities Directorate
<b>Location:</b>	Bradford Teaching Hospitals NHS Foundation Trust premises.

### **2. JOB PURPOSE**

To provide Personal Assistant (PA) and high level administrative support to the Director of Estates & Facilities including the Deputy Director of Estates & Facilities and the Deputy Director of Estates Capital & Strategic Development.

### **3. JOB DIMENSIONS**

- 3.1 Responsible for the effective management of diaries (including all travel and accommodation requirements as necessary) making decisions on whether and when diary appointments are made, scheduling formal and complex meetings ensuring deadlines are achieved and flow of workload is maintained based on knowledge of the priorities and deadlines involved.
- 3.2 To coordinate and facilitate meetings, including producing agendas and papers as required. Distribution of papers as appropriate, ensuring any actions are undertaken and followed up as required. Ensure relevant equipment is available and set up for meetings, sourcing and booking venues, organising refreshments and ensuring that meetings run smoothly and efficiently.
- 3.3 Support and foster positive relationships with internal and external stakeholders. This may at times also include communicating sensitive information.

### **4. ORGANISATIONAL CHART**

See attached structure.

### **5. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

See attached Person Specification.

## **6. PRIMARY DUTIES & AREAS OF RESPONSIBILITY**

- 6.1 Provide a PA and high level administrative service including comprehensive diary management, preparing meeting documentation including agendas, issuing of papers, taking accurate formal minutes, action logs, typing of letters, memos, reports etc. in a timely manner as directed by the Director of Estates & Facilities and two Deputy Directors of Estates.
- 6.2 Maintain diaries for Director of Estates & Facilities, Deputy Director of Estates & Facilities, Deputy Director of Estates Capital & Strategic Development as required, taking decisions regarding competing priorities and ensuring appointments are scheduled effectively.
- 6.3 Plan, organise, and manage own workload to achieve key priorities.
- 6.4 Act as a first point of contact for the Director of Estates & Facilities and two Deputy Directors handling all enquiries by telephone, email and face to face using judgement, diplomacy and discretion.
- 6.5 Managing all emails and postal mail by prioritising, redirecting and writing appropriate replies to correspondence using initiative and knowledge of subject when required.
- 6.6 Plan, organise and coordinate visits, seminars and conferences when required by the Director/Deputy Directors, including the requirement to book travel, hotel accommodation, organising guest speakers, venues, invitations and preparation of presentations.
- 6.7 Identify and arrange cost effective travel and accommodation when required.
- 6.8 Assist with management of records and implementation of records audits as required. Summarise audit findings and report to Departmental Records Manager.
- 6.9 Identify and take responsibility for meeting own learning and development needs including mandatory training, in conjunction with the Estates & Facilities Business Administration Manager.
- 6.10 Undertake an annual personal appraisal and meet personal objectives as agreed.
- 6.11 Ensure advanced level use and a thorough understanding of all relevant computer software packages to deliver a high level PA service using Microsoft Word, Excel, Outlook, PowerPoint and Publisher.
- 6.12 Provide supervision and guidance to other members of staff as required on the correct application of a full range of administrative policies and procedures including instruction on effective use of Microsoft Office - Outlook, Powerpoint, Word, Publisher, Excel etc.
- 6.13 Responsible for managing and maintaining the E&F Directorate webpage and for production of the E&F Directorate newsletter as required.
- 6.14 Procure goods and services through the Trust's ordering system as required.
- 6.15 Review, develop and implement administrative policies and procedures as required to ensure effective administrative support services are provided across the Directorate.
- 6.16 Ensure that office space and equipment is maintained to a satisfactory working standard, liaising with IT Department and logging calls to resolve issues in a timely manner.
- 6.17 Setting up telephone/video conferencing facilities for meetings, sharing technological advancement as necessary with the team and support roll out of other technology as required.

- 6.18 Handle potentially contentious information in a confidential and professional manner.
- 6.19 Communicate and provide appropriate advice as required on behalf of the Director and Deputy Directors with internal and external stakeholders from all disciplines, including the requirement to deal with any difficult and contentious issues in a discrete and diplomatic manner.
- 6.20 Liaise with Estates & Facilities colleagues, external contractors and other Trust departmental staff as required to collate information confirming performance standards, resulting in production of the monthly Directorate KPI dashboard report.
- 6.21 Create, maintain and format spreadsheets as required using computerised system(s).
- 6.22 Any other duties at a comparable level of responsibility.

#### **Health and Safety/Risk Management**

The jobholder must comply at all times with Bradford Teaching Hospitals NHS Foundation Trust Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the Trust's Risk Incident Reporting System.

#### **Equality and Diversity**

The jobholder is required to abide by the Trust's policies and procedures and to actively support the Trust's commitment to equality and diversity in both employment and the delivery of services. All patients, staff and visitors must be treated equitably, with dignity and respect taking into account their race, gender, ethnic origin, age, disability, sexuality etc".

#### **Training and Personal Development – Continuous Professional Development**

The jobholder must take responsibility in agreement with his/her line manager for his/her own personal development by ensuring that Continuous Professional Development remains a priority. The jobholder will undertake all mandatory training required for the role.

#### **Patient and Public Involvement**

All staff will be expected to comply with S.242 of the NHS Act 2006.

#### **Respect for Patient Confidentiality**

The jobholder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

#### **Environment and Sustainability**

All employees have a responsibility to promote sustainability and carbon reduction within the Foundation Trust adhering to our Sustainable Development Strategy and therefore ensuring that all our business is conducted in a sustainable manner

#### **Infection Prevention and Control**

All employees have a personal responsibility to comply with Trust and departmental Infection Prevention and Control policies to protect their own health, the health of patients, visitors and other employees and to prevent Health care associated infections. This includes a requirement to maintain a safe, clean and tidy work environment and to complete mandatory Infection Prevention and Control training as provided by the Trust

#### **Safeguarding Children and Adults**

All employees have a responsibility to safeguard and promote the welfare of children and adults. The postholder will be responsible for ensuring they undertake the appropriate level of training in accordance with the safeguarding policy training strategy and that they are aware of and work within the safeguarding policies of the Trust

## **7. JOB DESCRIPTION AGREEMENT**

Jobholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head of Department's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head of Department's Job Title: \_\_\_\_\_

## **Terms and Conditions:**

You will be appointed on Agenda for Change Terms and Conditions

### **1. Probationary Period**

New employees appointed to Bradford Teaching Hospitals NHS Foundation Trust covered by Agenda for Change Terms and Conditions (whether on a fixed term or substantive basis) are subject to a probationary period. The length of your probationary period is dependent on your length of contract as detailed in the table below. During this time you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.

<b>Length of Contract</b>	<b>Probationary Period</b>
Substantive	6 months
Fixed Term for 12 months or more	6 months
Fixed Term for 6 – 12 months	3 months
Fixed Term for less than 6 months	1 month

***Probationary periods do not apply to internal moves/transfers and promotions***

### **2. Pension Scheme**

New starters to the Foundation Trust will be auto-enrolled into the NHS Pension Scheme subject to qualifying criteria at the appropriate contribution rate. Contribution rates can be found at [www.nhsbsa.nhs.uk/member-hub/cost-being-scheme](http://www.nhsbsa.nhs.uk/member-hub/cost-being-scheme)

The employer contribution rate is 20.68%.

Employees who are not eligible to join the NHS Pension Scheme will be auto-enrolled into an alternative scheme subject to qualifying criteria.

### **3. Annual Leave**

The leave entitlement for this job is \*262.5\* hours, pro rata (inclusive of bank holidays).

The annual leave year runs from 1 April to 31 March.

Your leave entitlement will rise to \*277.5\* hours, pro rata after 5 years NHS Service and to \*307.5\*, *pro rata* hours after 10 years NHS Service (inclusive of Bank Holidays).

- 4. Health Screening** The post is subject to health screening, as appropriate to the post.
- 5. Special Conditions** The postholder may be required to work irregular hours on occasions in order to satisfactorily fulfil the requirements of the post.
- 6. Sickness Absence** Employees absent from work owing to illness will be entitled, subject to the conditions of the agreement and appropriate certification, to receive sick pay in accordance with the Department of Health Agenda for Change agreement (which may be varied from time to time by the NHS Negotiating Council). For details of the sick pay scheme please access the “Agenda for Change” staff Terms and Conditions via the Department of Health Website [www.nhsemployers.org](http://www.nhsemployers.org) , or the HR Pages of the Trust Intranet.

**The Foundation Trust is a NO SMOKING Employer** - Smoking will not be permitted on Foundation Trust premises and grounds, and there will be no provision made for employees who wish to smoke.

### **General Data Protection Regulations**

All members of the staff are bound by the requirements of UK Data Protection legislation and any breaches of the legislation or of the confidential nature of the work of this post could lead to dismissal.

### **Disclosure and Barring Service**

Please note that this post may be subject to a criminal records check from the Disclosure and Barring Service.

For certain roles the check will also include information held on the DBS's children and adults barred list, together with any information held locally by police forces that is reasonably considered to be relevant to the applied for post.