

JOB DESCRIPTION

JOB DETAILS:

Job Title:	PA to Medical Education Senior Team
Directorate:	Medical Director's Department
Base:	Postgraduate Centre

ORGANISATIONAL RELATIONSHIPS

Reports to:	Operational Services Manager
Professionally accountable to:	Associate Director of Medical Education & Head of Postgraduate Medical Education

JOB PURPOSE:

Provide a professional, confidential, comprehensive PA support service to:

Director of Postgraduate Medical Education
Group Associate Director of Medical Education
Group Head of Service for Postgraduate Medical Education
Group Associate Medical Director

MAIN DUTIES AND RESPONSIBILITIES:

- Responsible for managing the diaries of the senior team listed above
- Provide a comprehensive administrative and secretarial service, including the typing of letters/memos/reports/minutes/references/job descriptions/photocopying etc to the senior team.
- Prioritise and monitor correspondence for the senior team. Reply promptly to correspondence received each day. Answer any queries where necessary and draft responses/action as appropriate.

- Manage a bring forward system for the management team to ensure that all issues are correctly followed through.
- Responsible for all ESR recording for the Education team.
- Manage accurate planning calendar for office cross cover purposes in co-operation with other team members.
- Responsible for the production and circulation of the agenda/minutes of various meetings.
- Ensure all paperwork for various Boards and committee meetings are submitted within deadline given.
- Responsible for organising meetings on behalf of the senior management team, both internally and externally [including the booking of venues/catering that may be required]. Ensure that relevant attendees are in receipt of necessary paperwork for these meetings and provide maps where necessary.
- Organise and co-ordinate travel/accommodation for the senior team.
- Produce Power Point presentations as required
- Responsible for answering and logging telephone calls, ensuring that messages are passed on promptly and deal with any queries where possible which might arise from the caller.
- Open all mail received s ensuring prompt attention is given to any urgent matters. On return of mail distribute/file/chase up/draft responses and action as necessary. Maintain a database for same. Deal with all outgoing mail.
- Prioritise jobs urgently required and ensure that all deadlines are completed on time
- Responsible for the maintaining and improvement of filing procedures for the senior team ensuring that correspondence is quickly and correctly filed.
- Communicate on a day-to-day basis with staff at a very senior level ie Chief Executive, Board Members, CHD Consultants and Directors etc.
- Responsible for ensuring any complaints are passed on to the senior team as a matter of urgency.
- Responsible for the monitoring, record keeping and diary reminders for mandatory training and KSF reviews across the Education team.
- This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change with time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder

HEALTH AND SAFETY AT WORK

The post-holder must not wilfully endanger him/herself or others while at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where provided.

ACCIDENTS

All accidents must be reported to your senior officer and you are asked to participate in accident prevention by reporting potential hazards.

SECURITY

The post-holder has a responsibility to ensure the preservation of NHS property and resources.

CONFIDENTIALITY

The post holder has a responsibility to maintain confidentiality at all times, in all aspects of the work.

TEAM BRIEFING

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

NO SMOKING POLICY

THE TRUST OPERATES A NO SMOKING POLICY, WHICH APPLIED TO ALL STAFF, PATIENTS AND VISITORS AND EXTENDS TO THE HOSPITAL GROUNDS AS WELL AS INTERNAL AREAS. STAFF APPOINTED SHOULD AGREE NOT TO SMOKE ALL HOSPITAL PREMISES.

The Trust is an Equal Opportunities employer.

PERSON SPECIFICATION

Attributes	Essential	Desirable	Method of Assessment
Education / Qualifications	Good Standard of Secondary Education RSA II Typing or equivalent RSA Audio or equivalent GCSE Level English or equivalent	RSA III Typing ECDL or equivalent	Certificates
Knowledge	Proficient with administrative/secretarial practice including Microsoft Word, Excel & PowerPoint		Application form Interview
Experience	3 years senior PA experience or comparable experience in other background Experience managing senior level diary commitments	Work experience in medical environment Experience of utilising Electronic Staff Record.	Application form Interview
Skills and Abilities	Excellent organisational and interpersonal skills Ability to communicate at Executive level Computer literate Ability to work on own initiative Ability to present a professional appearance Ability to prioritise and work to deadlines		Application form Interview
Work Related Circumstances	Able to always maintain confidentiality Flexible Must be able to work as part of a team Willingness to develop personally		Application form Interview