

JOB DESCRIPTION

POST: PA to Guardian of Safe working

DEPARTMENT: Postgraduate Medical and Dental Education

BAND: 5

HOURS PER WEEK: 22.5

REPORTS TO: Guardian of Safe Working (GoSW)

RESPONSIBLE FOR: N/A

WORK BASE: Oxford Road Campus (ORC)

JOB PURPOSE

The postholder provides a comprehensive, confidential and high quality secretarial and administrative service to ensure the efficient and effective organisation of the GoSW. The role of the GoSW is to ensure that issues of compliance with safe working hours for junior doctors and dentists in training and locally employed doctors (employed on the same terms and conditions as junior doctors) are addressed by the Trust and /or doctor.

The postholder will have knowledge of all the relevant administrative and secretarial procedures applicable to the Guardian's role and the ability to manipulate and analyse data in order to produce monthly reports, deal with non-routine activities that arise, problem solve and proactively monitor exception reports. The postholder is expected to manage their own workload and work flexibly in support of the GoSW.

KEY DUTIES AND RESPONSIBILITIES

Operations & Administration

- Providing administrative support to the GoSW as required.
- To manage the diary of the GoSW, making decisions regarding the appropriateness and priority of appointment requests and using independent judgment to make necessary revisions.
- To show creativity and innovation in developing new ways of working to improve the efficiency of the role and routine tasks.
- Develop, review and promote best working practice, implementing change and contributing to policy where necessary, ensuring standards and protocols are in place.
- Keep records of work schedule reviews undertaken.
- Receive, sort, distribute, prioritise and deal with all forms of mail correspondence.
- Maintain an effective filing system both electronically and for hard copies.
- Photocopy documentation as required.
- In liaison with relevant personnel, ensure the Trust website & intranet information on the GoSW is up to date.
- Prioritise workload around timelines in relation to national and local requirements.
- Take an active role in personal continuing professional development and participate in relevant courses, conferences and other development opportunities.

Communication & Teamwork

- Monitor exception reports as they are submitted and send alerts to Educational Supervisors and Clinical Supervisors if no action is taken within the agreed timescale.
- Monitoring and tracking all incoming correspondence and queries. Ensure the GoSW is aware of ongoing issues and chase up actions as required.
- In line with set standards ensure that agendas, papers, minutes and actions are produced and circulated in accordance with the schedule of meeting dates.
- Deal with telephone enquiries, taking appropriate actions: i.e. taking messages, providing information or referring to the relevant person.
- Acting as a point of contact for trainees requiring specific help with potentially sensitive issues in an appropriate manner.
- To develop a network of key relationships both within and outside the Postgraduate Medical Education Department in order to help facilitate the work of the GoSW.
- Assist in promoting & fostering good working relationships within the team and with other teams.
- Performing as part of a well-integrated medical education team.
- Attend wider PGME team meetings and provide cross-cover for other PGME activities as required.
- To act in ways that support equality and diversity and the rights of individuals, ensuring own practice is in accordance with Trust policies. Identify and take action when own or others' action undermines equality and diversity

Governance & Data Analysis

- Use the eRota system to export data into Excel and then manipulate this to produce monthly reports of exception reports by Hospital/Department.
- Identify where exception reports need to be escalated.
- Identify where a fine is applicable.
- Collate data from different sources into tables with a high degree of accuracy.
- Analyse data and produce charts for the quarterly and yearly GoSW's reports.
- Produce briefings and presentations for meetings as requested.
- Bring to the attention of the GoSW, recurrent ERs and specific areas where work schedule reviews may be required.

This Job Description is intended as a general guidance to the duties and responsibilities of the post and is not, therefore, exhaustive. It will be subject to review, in light of changing circumstances and in consultation with the post-holder.

Infection control

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

Health and safety

Amended 16/03/21

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

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

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

Safeguarding

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

Security

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

Confidentiality

The post holder is required to maintain confidentiality at all times in all aspects of their 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 control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Good first degree or equivalent professional qualification or equivalent experience. 	<ul style="list-style-type: none"> • Evidence of Personal Development.
Experience	<ul style="list-style-type: none"> • 2 years' experience as administrator in an education/ training role or similar. • Previous PA and secretarial experience. • Experience of operating a range of systems and administrative procedures • Data analysis on potentially complex information. • Production of executive/board level reports & presentations. 	<ul style="list-style-type: none"> • Experience of Postgraduate Medical Education programmes • Customer facing/service environment experience to a high standard. • NHS or Education experience
Knowledge	<ul style="list-style-type: none"> • Demonstrable understanding of the GoSW, and the delivery of services in a secondary or tertiary care environment. 	<ul style="list-style-type: none"> • Knowledge of GMC framework and statutory regulations • Knowledge of Jr Doctor contracts
Skills	<ul style="list-style-type: none"> • Confidence with IT and experience of using Microsoft Office (especially Word, Excel, and Outlook) and the internet • Ability to analyse situations / information to identify and resolve a range of problems • Excellent communication skills both verbally and written • Capable of facilitating professional relationships • Ability to interact effectively with senior professional colleagues. • Good organisational skills and ability to co-ordinate and prioritise complex projects with an eye for detail. • Enthusiastic, resolute and flexible approach to work, including ability to positively motivate team members. • Ability to deliver service improvement measures and project planning • Self-motivation, flexibility and ability to work with minimal supervision 	<ul style="list-style-type: none"> •