

## JOB DESCRIPTION

<b>Job Title:</b>	Personal Assistant for Radiology & Imaging Services
<b>Band:</b>	4 <i>(tbc following A4C panel review)</i>
<b>Job Group:</b>	Administration
<b>Centre:</b>	Radiology & Imaging Services
<b>Location:</b>	Royal Shrewsbury Hospital
<b>Accountable to:</b>	Radiology Centre Manager/Radiology Quality & Governance Lead

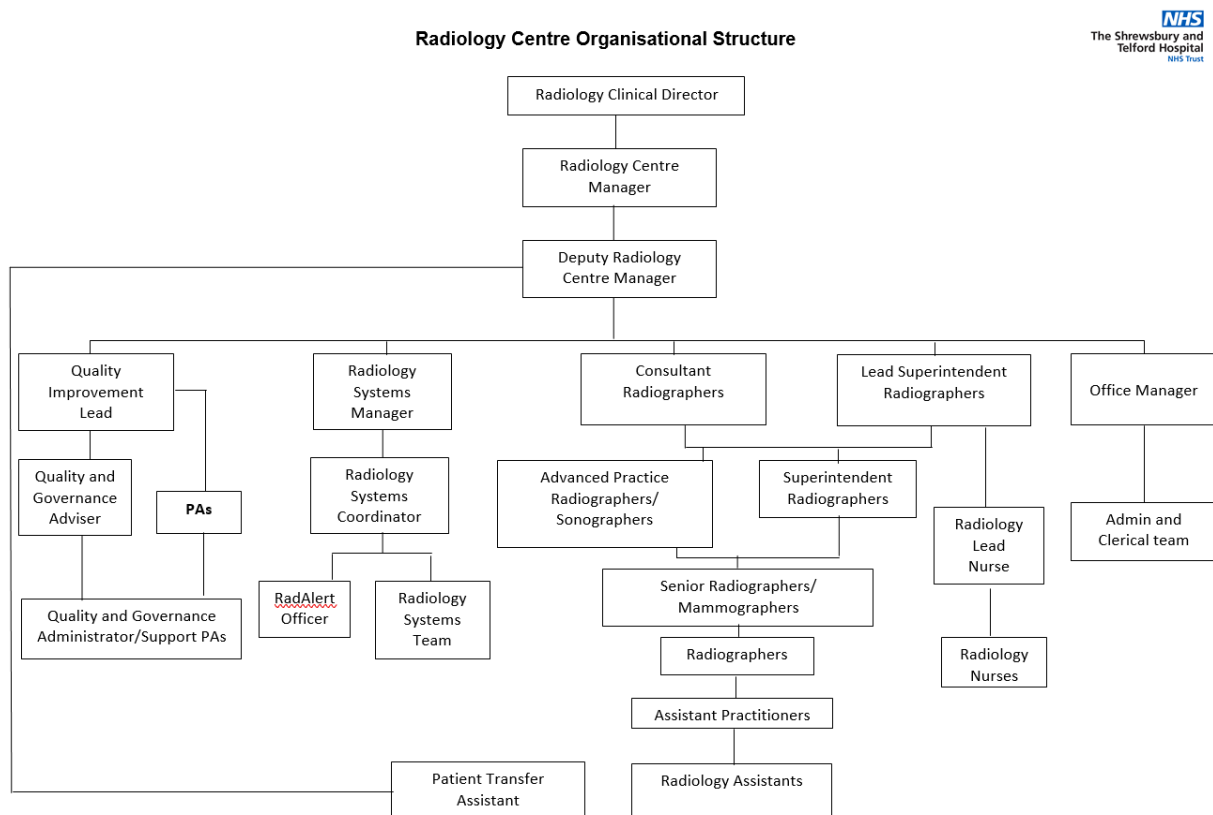
### Job Purpose

The post holder provides a professional and confidential administrative and secretarial service for the Radiology Centre Manager, Radiology Clinical Director, Deputy Radiology Centre Manager and Deputy Clinical Director for Radiology.

The post holder will work with administrative colleagues within the Clinical Support Services Care Group and across the Clinical Care Groups to assist the Radiology Centre Manager and Clinical Director in delivering the Trust's overall strategic objectives.

The post holder works autonomously within defined policies and procedures, although advice is available.

### Organisation Chart



## **Main Duties and Responsibilities**

### *1. Secretarial and Administrative*

- Acts as a first point of contact for the Radiology Centre Manager, the Radiology Clinical Director and their Deputies, dealing with staff of all levels inside and outside the Trust.
- Diary management on behalf of the Radiology Centre Manager, Radiology Clinical Director, their Deputies and the Radiology Centre Management Team, including resolution of conflicting diary appointments.
- Prioritisation and delegation of incoming mail, emails and telephone calls.
- Organisation of meetings, conferences, presentations, workshops and training events, including arranging external speakers, booking venues and all associated administration.
- Organisation of patient, carer or public meetings on behalf of the Radiology Centre Manager, Radiology Clinical Director and the Radiology Centre Management Team.
- Provision of suitable travel and accommodation arrangements for the Radiology Centre Manager, Clinical Director, their Deputies, the Radiology Centre Management Team and other staff on an ad hoc basis.
- Minute taking and transcription of formal meetings on behalf of the Radiology Centre Manager and the Radiology Centre Management Team.
- Creation of databases and/or spreadsheets.
- Preparation, typing and distribution of correspondence, reports and ad hoc papers to support the work of the Radiology Centre Manager, Radiology Clinical Director, their Deputies and the Radiology Management Team.
- Implementation of relevant office policies and procedures, suggesting changes as appropriate.
- Management of office systems, including a Bring Forward system for meeting papers and pending items.
- Responsibility for maintaining storage and retrieval systems (paper or electronic) on behalf of the Radiology Centre Manager, Radiology Clinical Director, their Deputies and the Radiology Management Team.
- Demonstration of own responsibilities to new or less experienced members of staff.

### *2. Centre Workforce Administration*

- Responsibility for the preparation and maintenance of all workforce documentation on behalf of the Radiology Centre Manager, Radiology Clinical Director, their Deputies and the Radiology Management Team, including:
  - Preparation of ESR forms in readiness for signature;
  - Management of personnel files;
  - Maintenance of annual leave booking processes;
  - Maintenance of sickness monitoring;
  - Maintenance of appraisal records;
  - Booking and maintaining records of statutory training records for relevant staff within the Radiology Centre;
  - Maintenance of personnel files.
- Appraisal planning and coordination (over a 12-month timescale) for all relevant staff on behalf of the Radiology Centre Manager, Radiology Clinical Director and their Deputies.

- Co-ordination of recruitment processes on behalf of the Radiology Centre Manager, Radiology Clinical Director, their Deputies and the Radiology Management Team including:
  - Ensuring recruitment documentation is up to date and completed;
  - Ensuring the correct approval process is followed and all relevant approvals are confirmed;
  - Liaison with the Recruitment Team;
  - Acting as Administrator for vacancies within the Centre;
  - Providing all administrative support and arrangements for interviews.

### 3. *Project Work*

- Planning and organisation of own portfolio of projects on behalf of the Radiology Centre Manager, Radiology Clinical Director, their Deputies and Radiology Management Team.
- Successful delivery of own projects on time and within budget.
- Follow-up of specific issues on behalf of the Radiology Centre Manager, Radiology Clinical Director, their Deputies and Radiology Management Team, investigating and proposing solutions where possible.
- Gathering and analysis of information in respect of projects.
- Provision of support to other Radiology Centre staff as required in delivering projects.

### 4. *Quality and Service Improvement*

- To support quality and service improvements within the Radiology Centre by supporting the work of the Radiology Quality Improvement & Governance Leads as required.

### 5. *Representing the Centre and the Trust*

- To support the Radiology Centre Manager and the Radiology Centre Management Team in establishing effective working relationships at all levels inside and outside the Trust.
- To foster good working relationships with and colleagues within the Radiology Centre and the Trust.
- To act as an ambassador for the Radiology Centre within the Trust.

### 6. *Finance and Resources*

- Management of relevant Radiology Centre stock with responsibility for ordering relevant stock on behalf of the Radiology Centre.
- Responsibility to ensure that the Radiology Centre's assets and resources are used efficiently and economically.
- Responsibility to ensure that all business is carried out in accordance with the Trust's Standing Orders and Standing Financial Instructions.

## **Physical, Mental and Emotional Demands of the Post**

- Occasional analysis of information in order to identify trends or highlight potential issues.

- Coping with frequent interruptions during periods of concentration.
- Occasional exposure to verbal aggression.

## Working Conditions

- To work in normal office conditions, including regular VDU work.
- Occasional travel between all Trust sites.

## Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

## Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any

time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.

- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

### **Professional Standards and Performance Review**

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

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

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
  - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
  - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

### **Social Responsibility**

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

### **Continuous Improvement**

The Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust continues to further

develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

## Review

This job description is an outline of the principal areas of responsibility and may be subject to periodic change. The job title is not restrictive and the job holder may at any time be required to undertake other duties within their competence beyond the confines of this job description.

The post may change over time to reflect the developing needs of the Trust and its services, as well as the personal development of the job holder. All changes will be discussed with the post holder.

## Job Description Agreement

I have read and understood the duties that are expected of me.

<b>Manager</b> Name	<b>Post holder</b> Name
Signature	Signature
Date	Date