

## **JOB DESCRIPTION**

<b>Job Title:</b>	Administration Assistant - Rotas
<b>Grade/salary:</b>	£15,000 to £17,000
<b>Location:</b>	Newbridge House, Sutton Coldfield
<b>Reporting to:</b>	Unit Administrator
<b>Accountable to:</b>	General Manager

### **JOB SUMMARY**

Working within a small multi-disciplinary administration team the post holder will provide comprehensive administrative support to the business. Responsible for producing and maintaining the clinical staff rotas in accordance with laid down timescales. A working knowledge of the IQUS Rotamaster system or similar would be advantageous but not essential as full training will be provided.

### **Key Responsibilities**

- To prepare and deliver clinical rotas in a timely fashion.
- To maintain staff shift records within the rota system and assign and update shift plans, identifying any shortfalls in staffing levels.
- To upload information on holidays, absence and training courses completed.
- To measure and analyse operational performance
- To liaise with the Administration and Leadership teams in order to facilitate the smooth flow of information between departments.
- To provide an on-going update to Management on the resource changes required to matrix levels on a daily / weekly / monthly basis.
- To escalate any system issues impacting on the business.
- To provide general administrative support where required within the administration team ensuring that skills are kept up to date where relevant for any cross cover required in times of sickness and absence of other members of the admin team.
- To undertake any other duties of a similar nature consistent with the responsibilities of the post in order to provide a quality service.

## Skills & Experience

- Excellent communication, influencing and interpersonal skills. Able to build a rapport with others.
- Excellent organisational skills.
- Creative problem solving skills.
- Excellent IT skills are essential and experience of electronic rota systems desirable.
- Experience of creating and managing schedules and plans.
- Analytical ability.
- Ability to perform under pressure.
- Able to adapt to change at short notice.
- Experience of working in a multi-disciplinary administration team.

### **Confidentiality:**

Your attention is drawn to the confidential nature of information collected within Newbridge House. The unauthorised use of disclosures of patient or other personal information is regarded as gross misconduct and will be subject to Newbridge House's Disciplinary Procedure in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.

### **To be noted:**

This is not an exhaustive list of duties and responsibilities. The post holder may be required to undertake other duties which fall within the grade of the job in discussion with the General Manager.

This job description will be reviewed on a regular basis in light of changing service requirements and any such changes will be discussed with the post holder.

The post holder is expected to comply with all Newbridge policies.

<b>Signed:</b>	<b>(Post holder)</b>
<b>Date:</b>	
<b>Signed:</b>	<b>(General Manager)</b>
<b>Date:</b>	