

## CORPORATE AFFAIRS ADMINISTRATION ASSISTANT

### JOB DESCRIPTION

<b>JOB TITLE</b>	: Corporate Affairs Administrator
<b>PAY BAND</b>	: Band 3
<b>DEPARTMENT/ DIVISION</b>	: Corporate Affairs
<b>BASED AT</b>	: Nuffield House, 3 <sup>rd</sup> Floor
<b>REPORTS TO</b>	: Corporate Affairs & Governor Liaison Officer
<b>PROFESSIONALLY RESPONSIBLE TO</b>	: Deputy Foundation Secretary (DFS)
<b>LAST UPDATED</b>	: May 2018

### JOB PURPOSE

To provide a comprehensive high quality administration service to ensure the smooth running of the day to day operational issues of the Corporate Affairs Department.

### KEY WORKING RELATIONSHIPS:

<b>Internal:</b>	Corporate Affairs Officers Land & Property Officer
<b>External:</b>	Membership database provider

### MAIN DUTIES & RESPONSIBILITIES:

1. General PA duties to the DFS, including diary management, and organising or attending meetings, either internal or external, on behalf of the department as required and produce minutes of high quality.
2. Support the Corporate Affairs Officers in the timely production of board packs for the Board, Council of Governors, Audit Committee, Investment Committee, Executive Appointment and Remuneration Committee and Trust subsidiary meetings, using AdminControl and ensure appropriate dissemination of such packs prior to each meeting.

3. Deal with general queries about the Board, Council of Governors, Audit Committee, Investment Committee, Executive Appointment and Remuneration Committee and Trust subsidiary meetings, annual cycle and reports in the absence of Corporate Affairs Governor Liaison Officer/Corporate Affairs Officer.
4. Support the Corporate Affairs Officers in the maintenance of all secretarial registers such as the register of directors/directors' interests, governors, insurance (including motor), and all such other lists and log-books as may be required for the Foundation Secretariat.
5. Support the Corporate Affairs Officers in membership recruitment campaigns, governor elections, tenders and all other projects pertaining to membership, insurance
6. Assisting the Corporate Affairs Officers in actively recruiting new members and facilitating membership events as and when required.
7. Assisting the Corporate Affairs Officers in maintaining the membership database by removing records of 'deceased' members, handling notices of changes in address and any other updates.
8. Ordering and receipting of non-stock items, following Sage and Logistics requisitioning procedures.
9. Ordering, receipting and distribution of all stock items of stationery for Corporate Affairs following NHS Logistics requisitioning procedures. Maintaining stock control system to monitor usage and ensuring adequate supplies are held.
10. Assist the Corporate Affairs Officers in archiving, indexing and retrieving corporate records.
11. Facilitating the development of filing systems and maintaining these to meet administrative and legal requirements.
12. Ensuring the implementation of retention and disposal schedules and general compliance with relevant legislation and regulations.
13. Photocopying, collation and distribution of all Board and associated Committee papers within strict deadlines.
14. Ensuring that photocopying machine and photocopying room are well maintained. To monitor all stationery supplies and ensure stock control.
15. Sorting and distribution of all internal and external post, ensuring post is ready for collection for franking.
16. Arranging ad-hoc transport and courier services.
17. Ensuring full maintenance of all office printers and to call out maintenance engineer when breakdowns occur.

18. Assisting in general office duties, including but not limited to photocopying, faxing, distribution of papers/post to wider circulations.
19. Other duties as and when delegated by the DFS or Corporate Affairs Officers.

### **Physical Effort**

Combination of sitting, standing and walking – occasional manual handling (Archiving of corporate records).

### **Mental Effort**

The post holder will be expected to maintain complete confidentiality, only releasing confidential information on the advice of a more senior team member.

The post holder is expected to be able to adhere to strict deadlines.

### **Emotional Effort**

The service might occasionally be busy (e.g. several different committee papers might be due to go out at the same time) and being able to reprioritise and cope with conflicting demands will be essential.

The post holder will undertake other duties as may be required to achieve the Trust's objectives, commensurate with the grading of the post.

## **GENERAL INFORMATION:**

### **Trust Vision and values**

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; To Deliver the Best in Care. Our values apply to every member of staff. They are to treat all with respect, to take personal and team responsibility, to look to improve the way we do things (innovation) and to act with honesty in all we do.

### **Trust Policies and Procedures**

The post-holder will be required to comply with all policies and procedures issued by and on behalf of University Hospitals Birmingham. In addition, if the post-holder is required to work at other organisations premises they must adhere to the specific policies relating to the premises in which they work.

## **Clinical Governance & Risk Assessment**

The post-holder must be aware of and ensure compliance with the Trust's Clinical Governance systems and Risk Management systems.

## **Confidentiality**

Your attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act.

## **Data Protection**

If required to do so, the post-holder will obtain, process and/or use information held on a computer in a fair and lawful way; and hold data only for the specified registered purposes and to use or disclose the data only to authorised persons or organisations.

## **Equal Opportunities and diversity**

University Hospitals Birmingham is striving towards being an equal opportunities employer. No job applicant or member of staff will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

University Hospitals Birmingham the post-holder will have personal responsibility to ensure they do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

## **Health and Safety**

The post-holder must make him/herself aware of the responsibilities placed on them by the Health and Safety at Work Act [1974] to ensure that the agreed safety procedures are carried out to maintain a safe environment for other members of staff and visitors.

The post-holder will have at all times a duty to conduct themselves and to undertake their work, in a safe manner, so not to endanger themselves and others around them. Clearly, the degree of such responsibilities carried out by a particular individual will depend on the nature and extent of his/her work. Should any individual feel concerned over the safety aspects of his/her work, it should be brought to the attention of his/her manager/supervisor and/or Trade Union Safety Representative.

The post-holder must adhere to the health and safety rules and procedures of the Trust. He/she has a legal duty to use safety devices and equipment provided.

All staff will receive a general introduction to health and safety at work as part of their induction. They will also be given advice on fire, security and lifting procedures.

**Flu Pandemic or major incident**

In the event of a flu pandemic or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the hospital. Prior to undertaking any duties, the member of staff will have full training and induction. No member of staff will be asked to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.

**No Smoking Policy**

The Trust has a no smoking policy. Staff are only permitted to smoke in designated smoking shelters. Members of staff must not smoke inside any of the Trust’s premises nor in any vehicle used on Trust Business. Members of staff must adhere to the Trust’s Uniform Policy and therefore any uniforms must be covered whilst smoking.

**Public Service User and Carer Involvement**

Under Section 11 of the Health and Social Care Act we have a duty to involve patients and the public at all levels within the organisation. The post-holder will be required to recognise and value the benefits of listening and responding to patients and recognise that the patients experience is the catalyst for doing things differently to improve the way we deliver services.

**Untoward Incidents**

The post-holder must take responsibility for incident and near miss reporting and must ensure they adhere to all departmental policies and procedures.

**Safeguarding**

The Trust is committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.

**Review of the Role**

This job description will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the service and the organisation.

This role profile is designed to identify principal responsibilities. The post holder is required to be flexible in developing the role in accordance with changes within the Trust’s management agenda and priorities. Although this is a list of the key responsibilities of the post it is expected that the post holder and manager will develop and define the detail of the work to be undertaken.

The Trust is committed to equal opportunities, providing opportunities for flexible working and is a no smoking organisation.

**Name of Post Holder:**

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**Signature of Post Holder: ..... Date:**  
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**Name of Manager:**  
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**Post Title of Manager:**  
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**Signature of Manager..... Date:**  
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