



## JOB DESCRIPTION

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|---------------------------------------|---|
| <b>JOB TITLE:</b>                     | Corporate Assurance Assistant                             |
| <b>PAY BAND:</b>                      | Band 3  |
| <b>DEPARTMENT/DIVISION:</b>           | Corporate Risk & Compliance                               |
| <b>BASED AT:</b>                      | TBD   |
| <b>REPORTS TO:</b>                    | Corporate Risk Officer/ Risk Register Assurance Assistant |
| <b>PROFESSIONALLY RESPONSIBLE TO:</b> | Deputy Foundation Secretary                               |
| <b>LAST UPDATED:</b>                  | May 2018  |

### JOB PURPOSE:

The role of the Policy Assurance Assistant is to work within the Corporate Governance team, providing comprehensive support to the Department and Stakeholders across the Trust.

The post holder will be responsible for the maintenance of a comprehensive controlled document register, supporting the Policy Assurance Officer.

The post holder will be expected to exercise independent judgement, initiative and be able to work under pressure while balancing competing priorities.

### KEY WORKING RELATIONSHIPS:

|                  |   |                  |              |
|------------------|---|------------------|--------------|
| <b>Internal:</b> | Clinical Compliance<br>Corporate Affairs<br>Managers across the Trust | <b>External:</b> | Other Trusts |
|------------------|---|------------------|--------------|

### MAIN DUTIES AND RESPONSIBILITIES:

#### Policy and Service Development

- Monitor Trust controlled documents inbox and deal with emails relevant to corporate controlled documents
- Support the Policy Assurance Officer in the administrative duties supporting the controlled documents register
- Review controlled document register for overdue entries, liaise with document leads to initiate review, set up meetings as and when required
- Maintain a version control for each controlled document
- Support the Policy Assurance Officer and Corporate Compliance Manager in setting up a policy monitoring process which supports the Compliance Framework Support the Policy Assurance Officer and Corporate Compliance Manager in devising reports for the Policy Review Group (PRG), DCA Governance Group and any other group as may be required



- Support the Policy Assurance officer in the conduct of audits and creation of an audit trail supporting the controlled document framework
- Work collaboratively with the Clinical Compliance team to ensure corporate and clinical controlled documents adhere to the same governance principles
- Liaise with Webmaster to ensure that the most up-to-date controlled documents are populated and check appropriate publication (including FOI Publication Scheme)

### **Risk Registers**

- Support the Risk Register Assurance Assistant in collating necessary information in support of corporate risk registers, chasing Risk Leads and carrying out other administrative functions as and when required
- Work collaboratively with the Clinical Risk team to ensure all corporate risk registers adhere to agreed standards
- Maintain a version control on all corporate risk registers

### **Planning and Organisational Skills**

- Work flexibly to suit the needs of the team when required to ensure deadlines are met
- Effectively manage one or more diaries, prioritising meetings/appointments, as necessary, ensuring sufficient work/reflective time
- Be able to work under pressure and exercise initiative to organise own workload within constraints or defined deadlines and changing priorities
- Work with the Trust's document management systems, ensuring that information is appropriately and securely stored, filed and retrieved whilst adhering to information governance and record management policies
- Set up, managing and maintaining office systems, including paper and electronic files, ensuring that information is appropriately and securely stored, filed and retrievable
- Prepare and distribute documents and papers as required
- Manage internal and external post, including sorting and arranging collection when necessary
- Arrange, co-ordinate and attend meetings of specific committees/groups (e.g. DCA/PRG and other groups as may be required): including booking meeting rooms, producing and circulating agendas and reports, taking and producing minutes for the meeting and monitoring or undertaking any follow up actions.
- Write detailed minutes/action logs as required. Ensure actions are updated for each meeting and update is available at subsequent meetings.
- Carry out general PA tasks such as answering the phone, taking messages, diary management and set up meetings as and when required

### **Communication**

- Deal with sensitive information in an appropriate way, taking into consideration the Data Protection Act and any relevant Trust policies
- Work collaboratively with other teams to maintain an efficient service, especially in times of absence



- Provide and receive routine information orally, in writing and electronically to inform work colleagues and external organisations
- Ensure effective communication between departments and providing information and advice in a timely manner
- Liaise with other departments and members of the Trust to ensure the smooth running of the office and to assist the functioning of the team
- Deal with emails and take action on delegated emails at manager's request and supervision

### **Financial and Physical Resources**

Have a personal duty of care in relation to equipment and resources used within the function.

### **Human Resources**

- Participate in self development to improve performance and undertake development activities that are identified
- Support training delivered by the Corporate Risk & Compliance department
- Support the induction of new members of staff on systems and procedures within the department

### **Information Resources**

- Responsible for ensuring that internal databases and system (Health Assure, Risk Register trackers) are maintained and updated regularly to enable ongoing update and review
- Responsible for the entry and storage of data compiled by others
- Ensure compliance with information governance controlled documents

### **Freedom to Act**

- To work under the supervision of the Senior Manager, Corporate Risk
- Prioritise own workload and deadlines, seeking as advice when required

### **Physical Effort**

- Required to use a computer and office equipment on a daily basis

### **Mental Effort**

- Required to concentrate for frequent periods of time where work pattern is predictable, with the ability to deal with unforeseen interruption

### **Emotional Effort**

- The possibility of exposure to sensitive information in relation to patient/staff issues is rare

### **Other**



- The post requires the regular use of VDU equipment throughout the day, inputting data, compiling statistics, creating reports and documents.
- To take part in regular performance appraisals.
- To undertake any training required in order to maintain competency including mandatory training i.e. Fire and Manual Handling.

**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 patient's 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.

**\* Please delete the appropriate Equal Opportunities statement and Health and Safety statement dependant upon the level of the job description being compiled.**

**Name of Post Holder:** .....

**Signature of Post Holder:** ..... **Date:** .....

**Name of Manager:** .....

**Post Title of Manager:** .....

**Signature of Manager:**..... **Date:** .....