

GATESHEAD HEALTH NHS FOUNDATION TRUST

SITUATIONS VACANT

We are an Equal Opportunities Employer

SURGICAL BUSINESS UNIT

Medical Secretary Assistant – General Surgery

**BAND 3 – FULL TIME
(PERMANENT)**

We are looking to recruit a highly motivated and skilled Team Secretary to join our General Surgery Admin Team, providing secretarial assistance across all Services including Colorectal, Upper GI, Urology, Oncology and Stoma. The role will mainly support the Medical Secretaries in their day to day care of patients under specific named consultants within General Surgery.

The Surgical Business Unit is a very busy service, delivered by a close knit multi-disciplinary team, made up of a wider team of medical professionals and administrative support. The ability to work as part of a team is therefore a key aspect of the role. Ideal candidates will have previous relevant NHS experience in a secretarial or admin role. They will be able to demonstrate at interview a good understanding of how to manage the challenges that this role can bring demonstrating excellent communication and interpersonal skills. It is essential that you have at least one year's typing experience along with a good working knowledge of Microsoft Software packages including Word and Excel. Knowledge of medical terminology is desirable. It is essential that post holder is well organised, has the ability to work calmly and effectively under pressure whilst being caring and compassionate.

The post holder will be expected to manage and prioritise their own work on a daily basis and to use their initiative and discretion to manage the competing priorities. They will however work under the supervision of the Admin Manager, as well as working closely with General Surgery Admin Team members who will provide advice and support. The successful candidate will frequently be expected to interact with a wide number of staff from across different services, as well as members of the Trust Cancer Tracking Team and Theatre Team.

As this role is a Team Secretary, it will be expected that the post holder will spend various amounts of times across all teams within General Surgery learning the various processes and procedures within each specialty. .

The successful candidate will be required to work full time and will be based at the QEH site. We look forward to hearing from motivated individuals keen to join our dedicated breast admin team.

Informal enquires and welcomed/encouraged and should be directed to Karen Fleming, Admin Manager on 0191 445 2841 or via email to karen.fleming5@nhs.net or to Ruth Thompson, Assistant Service Line Manager on 0191 445 2514 or via email to ruth.thompson26@nhs.net.

Gateshead Health NHS Foundation Trust operates a "No-Smoking Policy"