

GENERIC JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT / ASSISTANT SECRETARY

BAND 3

JOB SUMMARY

To assist the provision of Administrative or Secretarial support to staff within a designated Department/Area. May be responsible for the supervision of other support staff, for example, Audio Typists.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Communicates with a range of contacts, for example, staff from other Departments and external clients, concerning both routine and complex information, some of which may be confidential.
2. Be required to prioritise own work and make judgements in relation to, for example, resolving conflicting Diary appointments and/or Meeting arrangements.
3. Responsible for the prioritising of own work commitments on a day-to-day basis, and the planning of Diary maintenance and Meeting schedules.
4. Produce letters, reports and other documents as required from, for example, audio tapes, dictation and/or handwritten format, utilising advanced word processing keyboard skills.
5. Ensures that both Trust and local Policies and Procedures are followed as necessary to own work, and may be required to comment/provide input to, the development of work processes relative to own area of activity.
6. May be required to undertake the ordering of stock and supplies or contribute to the monitoring of levels.

7. If appropriate, be responsible for the supervision of other support staff, and contribute, where necessary, to the induction of new or less experienced staff.
8. Where necessary, input to relevant Departmental/Area computerised databases, create and run reports, and may be required to take and distribute relevant Minutes of Meetings.
9. Wherever necessary, participates in Trust, Directorate or Departmental/Area surveys relating to own or client experience.
10. The post holder will maintain the security of sensitive personal and other confidential information and will apply all relevant Information Governance policies reliably to working practice. Additionally they will be expected to follow secure operating procedures for handling information in all formats, including verbal, written and that held electronically.

The post holder will support the Trust's internal audit service during regular reviews of financial and other systems across the organisation. The post holder will assist audit in these reviews and will provide information as required and without undue delay.

The post holder will observe all the relevant Infection Prevention and Control policies in carrying out their duties.

The post holder will have, or acquire through training provided by the Trust, the appropriate level of safeguarding and child protection knowledge, skills and practice required for the post and be aware of and comply with the Trust's safeguarding and child protection policies and procedures.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them. Particular attention is drawn to:

- **Health & Safety:** Under the Health and Safety at Work etc Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work, and that of others who may be

affected by their acts at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards. The post-holder is required to undertake annual training in respect of Health and Safety and comply and adhere to all Trust Health and Safety Policies.

- Fire: The post-holder must adhere to the Trust's Fire Policy, including attendance at training.

The post holder will uphold and support York Hospitals NHS Foundation Trust in its goal to promote and embed diversity and inclusivity throughout the organisation. The post holder will, in support of The Trust's aims, ensure that everyone is treated as an individual, with dignity and respect Further, the post holder will embrace the Trust's philosophy that as individuals we are all unique, and will acknowledge and value difference in order to treat everyone fairly'.

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make a change on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any change will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder.

GENERIC RECRUITMENT PERSON SPECIFICATION

ADMINISTRATIVE ASSISTANT / ASSISTANT SECRETARY

CRITERIA	ESSENTIAL	DESIRABLE
Knowledge, Training & Experience	<p>Educated to GCSE Level or equivalent. Maths and English at C or above – or equivalent qualification/demonstrable experience.</p> <p>Word Processing and Computer literacy skills to RSA3/NVQ3 Level</p> <p>Previous Secretarial/ Administrative experience (6 months minimum)</p>	<p>ECDL Qualification</p> <p>Previous experience of Supervising others/ the work of others</p> <p>Previous Office/Administrative experience in an NHS environment</p> <p>Experience (1 year minimum) Office/Administrative role</p> <p>Experience of dealing with confidential information</p>
Personal Attributes	<p>Self-disciplined/motivated to function independently</p>	
Skills	<p>Able to organise and prioritise own workload</p> <p>Possess a range of communication skills</p> <p>Able to function effectively as part of a Team</p>	<p>Supervisory skills</p>

