

JOB DESCRIPTION

AFC No.: C0087b

JOB TITLE:	Departmental Secretary to the Emergency Planning, Resilience and Response
BAND:	4
DEPARTMENT:	Corporate
GROUP:	Operations
RESPONSIBLE TO:	Emergency Planning Officer
ACCOUNTABLE TO:	Head of Operations and Resilience Management

JOB SUMMARY

To provide a full and comprehensive secretarial/administrative support enabling the Department to function effectively on a daily basis.

MAIN RESPONSIBILITIES:

- To provide a full and comprehensive secretarial/administrative service, including effective diary management and day to day administrative tasks such as typing of correspondence, reports, letters, memos and other documents as required. To include preparing replies to routine correspondence on behalf of the Emergency Planning, Resilience and Response Team.
- To develop and maintain effective communication networks at all levels and to facilitate the effective function of the Department.
- To contribute to the ongoing review of computerised/manual administrative systems and procedures on a regular and effective basis.
- To ensure that all messages are received and dealt with efficiently and actions taken as and when necessary.
- To assist the Emergency Planning Officer in coordinating the update of Corporate and Local Business Continuity Plans.
- To provide an effective daily bring forward system.
- To oversee and action the organisation of meetings on behalf of the Department, including booking venues and circulation of relevant documentation as appropriate.
- To establish, develop and maintain effective confidential filing systems in line with the requirements of the Department.
- To input and extract complex data/information relevant to the Department using appropriate software packages, and to present that information in the required format.
- To establish and maintain effective non-stock and ordering systems for the department/team on a regular basis in order to ensure cost effectiveness is maintained.

- To be aware of and have a general understanding of relevant local/department procedures and current issues, as required.
- To provide cover for administrative and clerical colleagues, as and when required.
- To deal with opening, sorting and presentation of daily post, collating as necessary with previous correspondence and letters pending to enable efficient and timely response.
- To photocopy, collate and distribute documentation as required.
- To provide additional support as appropriate, where links to external agencies are required.
- To provide an effective archive/retrieval system.

CONFIDENTIALITY:

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

HEALTH AND SAFETY:

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

If you are a manager, you will be responsible for the Trust's policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

RISK MANAGEMENT:

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

EQUAL OPPORTUNITIES:

The Trust has a clear commitment to its equal opportunities policy, and it is the duty of every employee to comply with the detail and spirit of the policy.

CONFLICT OF INTEREST:

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

USE OF INFORMATION TECHNOLOGY:

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post.

SAFEGUARDING – CHILDREN/YOUNG PEOPLE AND VULNERABLE ADULTS:

Every employee has a responsibility to ensure the safeguarding of children and vulnerable adults at all times and must report any concerns immediately as made clear in the Trust's Safeguarding Policies.

INFECTION CONTROL:

The Trust is committed to reducing the risk of health care acquired infection. Accordingly, it is essential that you adhere to all Trust infection control policies, procedures and protocols (to include hand decontamination, correct use of PPE (Personal Protective Equipment) and care and management of patients with communicable infections). You are required to report any breaches/concerns promptly using the Trust's incident reporting system.

SMOKING:

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Trust No-Smoking Policy.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs and will be commensurate with the grade and competencies of the post.

I agree that this Job Description is an accurate reflection of my current role and responsibilities.

Name:

Signature:

Date: