



VELINDRE JOB DESCRIPTION

JOB DETAILS:

Job Title	nVCC ENVIRONMENTAL WORK PLACEMENT
Pay Band	Band 3
Hours of Work and Nature of Contract	Full time (37.5 hours/week) 12 month fixed term placement
Division/Directorate	nVCC Project
Department	Transforming Cancer Services
Base	Hybrid working, to be agreed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Principal Project Manager
Reports to:	Hannah Moscrop, Project Manager
Professionally Responsible to:	Principal Project Manager



Job Summary/Job Purpose:

Velindre Cancer Centre is a division of the Trust, and one of the leading non-surgical oncology centres in the United Kingdom. The challenge is to go further and achieve the quality of services, patient experience and clinical outcomes that are comparable with the best in Europe and the western world. In support of this ambition, the Trust has facilitated the Transforming Cancer Services Programme, which sets out a compelling vision for excellence in South East Wales. Working closely with Welsh Government and Local Health Boards, the programme will consist of a number of projects which include the development of a new cancer centre in Cardiff, a Radiotherapy Satellite Centre in Abergavenny and the reconfiguration of outreach services.

The Environmental Placement role will provide excellent support to the new Velindre Cancer Centre (nVCC) Project team and supporting the sustainability agenda and initiatives. The post requires an individual who is studying a relevant degree, excellent organisation, administration and communication skills and a passion for sustainability. This is an important role which will provide excellent opportunities for career and personal development.

A summary of the key requirements and responsibilities of the post are listed below:

1. Provide project and administrative support to the nVCC Project Team and supporting key sustainable projects
2. Administer meetings, workshops and events to engage staff regarding sustainable initiatives
3. Maintain project documentation, files, databases and resources.
4. Act as the first line contact for external and internal queries regarding sustainability projects involved in.
5. Knowledge of administrative procedures, including specialised IT systems and project management, training knowledge, acquired through formal training or experience to diploma level equivalent
6. Responsibility for data entry, word processing, storage of data and maintenance of databases
7. Regular requirement to develop or create reports and documents, drawings
8. Required to use a wide range of IT applications
9. Work flexibly and as part of a team.

DUTIES/RESPONSIBILITIES:**Communication**

- Receive information from both clinical and non-clinical staff, stakeholders, advisors and bidders

- Communicates project information to a range of clinical and non-clinical staff, stakeholders, advisors and bidders
- Engage and foster relationships with relevant external partners
- Support the team in production of reports on project progress to the Project Board and other groups as appropriate
- Maintain accurate, comprehensive and timely records in relation to the Project
- Communicate effectively with the team and to use own initiative to prioritise own workload exercising discretion as to the degree of urgency, importance and confidentiality required.

Service Management / Service Improvement / Information Processing

- Use judgement involving facts and situations required when escalating issues of concern to the project manager
- Produce high quality minutes for both clinical and non-clinical meetings
- Plan and organise engagement events as requested
- Be a point of reference for queries which could involve complex and sensitive concerns.
- Organise workload on a daily basis
- To provide full administrative support (including scheduling rooms, catering and attendees, administrating the agenda, distribution of papers and minute taking, transcribing and distribution) to the Project Board and any stakeholder events/workshops
- Organised and able to maintain effective records of both paper based and electronic filing systems

Health Safety and Security

- Adherence to the Trusts Health & Safety and Security policy including attending mandatory & statutory training

Quality

- Follows policies for own area of work
- May be asked to comment on proposals for change in own work area.

Effort and Environmental (Physical, mental, emotional and work conditions)

- Standard keyboard skills are essential for the post
- Majority office / desk based
- The post holder will be largely office based and may require to travel throughout South East Wales on occasion.

Clinical Skills

- The post holder will not be involved in direct patient care but may have contact with patient representatives to ensure a patient-focused plan.

PERSON SPECIFICATION –

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Good basic education NVQ Level 4 or equivalent Keyboard skills IT competent	RSA1 Project Management Qualification	Application form CV and pre-employment checks
Experience	Experience of administering projects Good knowledge of computer skills and of Microsoft Office Suite, with the ability to master new applications Understanding of Confidentiality Able to use own initiative Administration role within healthcare	Understanding of NHS and of Velindre NHS Trust's role in service deliver Knowledge of Velindre Cancer Centre and of the delivery of non-surgical cancer services Experience of setting up databases	Application form, interview and references
Aptitude and Abilities	Good organisational skills and the ability to identify priorities Computer literate Keyboard skills Good communication skills Filing ability Typing skills	Ability to speak Welsh	Application form, interview and references Presentation
Values	Diplomatic Calm and objective Personally and professionally mature Demonstrates enthusiasm Able to travel between sites Highly motivated proactive effective team player Effective communicator with		Interview

	excellent interpersonal skills		
Other	May be required to travel within geographical area. Able to work hours flexibly.		Application form and interview

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Trust are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.

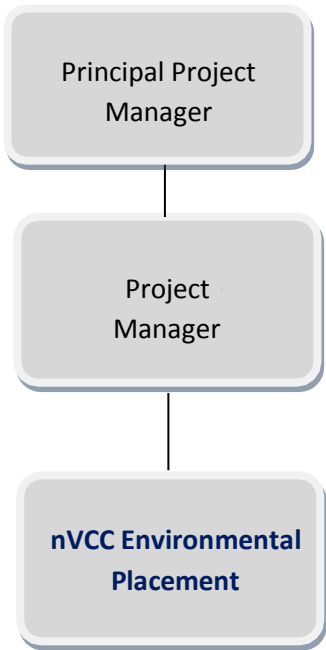
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections.
All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

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Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



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Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job. Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, for example, 'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week /	For how long?	Additional Comments
The post holder will be based and largely working in office involving a combination of sitting and standing	Per week	Circa 5 hours per day	
Able to travel to other sites when required	Per month	Circa 2 days	

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines. Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day. For example. 'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
The post holder will be required to concentrate for prolonged periods of time when checking documents and reports and analysing statistics on project issues	Per day	Circa 5 hours per day	

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding. Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with. For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Little exposure to emotional effort	Per month	1 hour	

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers. Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month. Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
The Post holder will be largely office-based and be required to use a VDU	Per week	Circa 5 hours per day	

