

Job Description

| | |
|------------------------|-----------------------------|
| Job Title: | Secretary to Matron |
| Job Band: | Band 3 |
| Department: | Emergency Department |
| Responsible to: | Matron |

Why join The Dudley Group?

Here at the Dudley Group our patients and staff are at the heart of all that we do to offer a high-quality patient experience in a caring and supportive environment that aligns with our vision of providing safe, caring, and effective services because people matter.



Job Summary

To provide an efficient and effective secretarial and administrative service to the Matron, Deputy Matron and Lead Nurses.

To support the Recruitment selection and appointment process in line with Trust Policy for agreed specialist areas.

Structure Chart

| |
|-------------------------|
| DIVISIONAL CHIEF NURSE |
| MATRON |
| DEPUTY MATRON |
| LEAD NURSES |
| MATRON SECRETARY |



Principal Duties & Responsibilities

1. Provide a comprehensive secretarial administration service to the Matron, Deputy Matron and Lead Nurses to include:
 - Receive and open mail, read and take appropriate action with routine/non routine and urgent correspondence, prioritise items for attention and draft replies ready for discussion and agreement with the Matron.
 - Prepare appropriate documentation in relation to the management of sickness and absence.
 - Typing of general correspondence.
 - Manage Matron's diary using Microsoft .
 - Maintain and update the department filing system, archiving files as necessary.
 - Schedule meetings, book a meeting room with any required equipment, send out invite using Microsoft Office, compile the agenda, record then type minutes of the meeting and collate any supporting documentation. Identify follow up actions as required.
2. To provide secretarial administrative support to the recruitment selection and appointment process for relevant specialist areas to include:
 - Prepare documentation associated with staff vacancies e.g. VAR form, job description, person specification, advertisement, appointment, change and termination forms.
 - Collate all necessary paperwork required by the Panel for the interview process and ensure that the appropriate forms are completed and forwarded to the Centralised Recruitment Team following appointment.
 - Support the Centralised Recruitment Team to prepare Main Terms and Conditions of service for authorisation by the Matron as required.
 - Ensure personal files contain relevant documentation in line with Trust Policy.
 - Process any internal transfer documentation in line with Trust Policy.
3. Maintain workforce database for areas in the Emergency Department to include:
 - Main Department/ Minor Injuries & ED Paediatric Area.
 - Changes to contract including electronic change forms and amendment to contract.
 - Nursing registration renewal dates, ensuring PINs have not expired, on a monthly basis for relevant specialist areas.
 - Disclosure of Baring Service 3 yearly checks.
 - Complete paperwork for Flexible Working including amendment to contract.
4. Provide information in accordance with Trust guidelines/policy to staff within the specialist area, e.g. annual leave entitlements, salary scales, special leave etc.
5. Process application forms for Maternity Leave in accordance with Trust Policy.

There may also be a requirement to undertake other similar duties as part of this post in order to provide a quality service. These will be consistent with the level of responsibilities outlined above.

This job description may be reviewed from time to time in light of developments and may be amended in consultation with the post holder.



Organisational Values

The post holder will:

Care: You will listen, be respectful and treat others with compassion and kindness.

Respect: You will behave with respect to everyone you meet and encourage an inclusive culture where we respect the contribution everyone makes.

Responsibility: You will take responsibility for yourself and your team.

Location

The Trust provides services from different sites. You may be expected to work at any of the Trust locations. These include Russells Hall Hospital, Dudley Guest Hospital and Corbett Hospital as well as various community-based sites across the borough.

Code of Conduct

It is expected that all staff would be able to show that they live our trust values in their work and that they will deliver the essential behaviours in their role.

Staff are expected to adhere to Trust policies and procedures which establish standards of good practice as well as follow any codes of conduct which are relevant to their own profession.

Equality, Diversity, and Inclusion

All Trust staff have a responsibility to embrace the diverse cultures of both our staff and the communities that we serve, and as such, all staff should ensure that equality, diversity, and inclusion are embedded in their work philosophy and reflected in their behaviour. Equality, Diversity, and inclusion are pivotal to the values and vision of the Dudley Group so that they shape everything that you do every single day.

Safeguarding Children and Adults

All Trust staff have a responsibility to ensure the safeguarding of children, young people, and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults policies and procedures and inter-agency guidance as showed in the Trust's Safeguarding policies and procedures.

Improvement Practice

The trust has a long-term commitment to its continuous quality improvement programme; "Dudley Improvement Practice." As part of your role, you will be asked to take part in improvement activity relevant to your post.

No Smoking

The Trust is a completely Smoke Free Organisation and all premises will be considered No Smoking Zones.



Health and Safety

The Trust has a duty of care to employees and will ensure that, as far as is practical, adequate training, facilities and arrangements for risk avoidance are in place.

It is the individual employee's responsibility, however, to manage their own health and wellbeing.

All Trust employees must follow relevant Health and Safety legislation and the Trust's policies relating to Health & Safety and Risk Management.

| | |
|---------------------|----------------|
| Prepared by: | Matron |
| Date: | September 2022 |



CARE

A CARING, KIND AND COMPASSIONATE PLACE: We will support people to have joy in work and to treat each other with compassion and kindness.



RESPECT

A PLACE WHERE COLLEAGUES RESPECT ONE ANOTHER: We will behave with respect towards everyone we meet to encourage an inclusive culture where we all believe in and live by our Trust values.



RESPONSIBILITY

A WORKFORCE FOR NOW AND THE FUTURE: Making Dudley the place people want to be and stay because everyone has a role to play and takes responsibility for themselves and their teams.