



PERSONAL ASSISTANT TO DEPUTY DIRECTORS OF PEOPLE & OD

INFORMATION FOR CANDIDATES



ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

We are looking for an inspiring, motivated individual who demonstrates our values, and who can provide clear vision and direction as we continue to move forward.

You will know that our Trust is on an improvement journey. Our recent Care Quality Commission inspection demonstrates that we are making progress towards our aim of Getting to Good, despite the challenges of a pandemic. We also know that we have more to do and that we must sustain the changes if we are to keep on improving. We are wholeheartedly committed to this and have plans in place to support this including our exciting Hospitals Transformation Programme. This will support the reconfiguration of where and how we deliver our services and the modernisation of our facilities and infrastructure, so that we can deliver better quality care for all of our communities.

It is a really exciting time to be a part of our Trust. I hope that you will join us to help steer and support us on our journey.

Louise Barnett

Louise Barnett
CHIEF EXECUTIVE OFFICER

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

Job Title	Personal Assistant to Deputy Directors of People and OD and People Operations
Band	4 - banding subject to AFC job evaluation banding
Directorate	People and OD Directorate
Accountable to	Deputy Directors of People and OD and People Operations.
DBS Required?	No

JOB PURPOSE

The role of Personal Assistant is required to provide a full and comprehensive Personal Assistant service to the Deputy Directors of People and OD and People Operations, including the management of mailboxes, diaries and will involve providing a full administrative service to meetings / committees at a Board Sub Committee / Forum level including the taking and preparing of agendas, comprehensive minutes and the collation and timely distribution of papers.

Liaison with other departments and staff including executive personal assistants, directors, senior clinicians and external organisations such as representatives from within the Integrated Care System (ICS) will be required by the postholder.

The post holder will also provide administrative and organisational support within the Executive Support Team. The team comprises a number of Executive Personal Assistants who provide a confidential administrative and secretarial support service to assigned members of the Trust's Executive Team.

The post holder will be expected to work collaboratively with all colleagues, to undertake assigned daily administration and organisational duties. The post holder will also be expected to provide cover for pre-determined activities during periods of planned and unforeseen absence.

The role will involve contact on a daily basis with a wide range of stakeholders, both internal and external to the organisation, and the post holder will need to display discretion, courtesy and professionalism at all times.

MAIN DUTIES & RESPONSIBILITIES

- Daily administration duties including confident use of MS Outlook, Word, PowerPoint, Excel, database and other software packages as required.
- Provide secretarial support for operational level meetings, drafting agendas, minute or note taking as appropriate, and undertaking effective scheduling and forward planning
- Undertake administrative and organisational duties, working collaboratively to provide support across the team at peak periods, and in particular support to assigned senior Directorate members
- Acts as a first point of contact for the Deputy Directors of People and OD dealing with staff of all levels inside and outside the Trust.
- Diary management on behalf of the Deputy Directors of People and OD, including resolution of conflicting diary appointments.
- Email management on behalf of the Deputy Directors of People and OD.
- Prioritisation and delegation of emails and telephone calls.
- Organisation of meetings, presentations, workshops and training events, booking venues and all associated administration.
- Minute taking and transcription of formal meetings on behalf of the Deputy Directors of People and OD or at the request of the Executive Assistant to the Director of People and OD.
- Preparation, typing and distribution of correspondence, reports, and ad hoc papers to support the work of the Deputy Directors of People and OD.
- Implementation of relevant office policies and procedures, suggesting changes as appropriate.

Workforce

- Responsibility for the preparation and maintenance of workforce documentation on behalf of the Deputy Directors of People and OD, including:
- Preparation of ESR forms in readiness for signature.
- Maintenance of annual leave booking processes;
- Maintenance of sickness monitoring.
- Maintenance of appraisal records.
- Booking and maintaining records of statutory training records for relevant staff within the department.
- Maintenance of personnel files.
- Co-ordination of recruitment processes on behalf of the Deputy Directors of People and OD or at the request of the Executive Assistant to the Director of People and OD including:
- Ensuring recruitment documentation is up to date and completed.
- Ensuring the correct approval process is followed and all relevant approvals are confirmed; Administration and maintenance of vacancies on Trac
- Acting as administrator for bank and agency staff within the department.
- Acting as administrator for vacancies within the department
- Providing administrative support and arrangements for interviews

Communication and Relationship Skills

- There is a requirement to provide, receive and exchange both routine and complex, confidential, sensitive, and / or contentious information with others, requiring tact and diplomacy, where persuasive, negotiating skills are required.
- Responsibility for handling telephone and other communications with sensitivity and confidentiality using personal judgement and acquired knowledge to assess each situation and to deal with accordingly and liaising with external organisations.
- To ensure systems are in place to deliver a high standard of communications to build and maintain good working relationships.
- To communicate with a variety of staffing groups maintaining working relationships with departments across the organisation

Other Requirements

- This job description is indicative of the range of responsibilities of the post. It is not intended to be an exhaustive list of duties and the post holder may undertake other duties not specified within the job description but within the general scope of the post.



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.



QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • NVQ Business Admin Level 3 or equivalent experience • Good standard of general education, including GCSE English Grade 9-4 or equivalent 	<ul style="list-style-type: none"> • Secretarial qualification

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Experience of providing admin support in a busy environment • Excellent skills in Microsoft Outlook, Word, PowerPoint, Excel, database and other software packages as required • Experience of supporting meetings • Evidence of ability to work proactively under pressure with minimal supervision Able to work flexibly to meet the needs of the service • Effective and willing team worker • Enthusiasm and passion for making a difference and for change/improvement • Clear commitment to personal development. Must have the utmost integrity and regard for the confidential environment in which they will be working. 	

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Excellent written and verbal communication skills • A high level of professionalism, discretion, diplomacy and confidentiality • Excellent organisational and time management skills • The ability to calmly and effectively prioritise numerous tasks and work under pressure to achieve tight deadlines • Ability to use initiative as appropriate 	

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

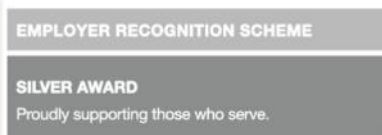
The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





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Minicom: 01743 261213

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Shrewsbury

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Getting to The Royal Shrewsbury Hospital

The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital