

Delivering care through collaboration

NHS Golden Jubilee

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www.nhsgoldenjubilee.co.uk



Chair: Susan Douglas-Scott CBE

Chief Executive: Gordon James

Recruitment line: 0800 0283 666

Dear Candidate,

POST: Radiology Administration Assistant

HOURS: 27.5 hours per week

BAND: 2

SALARY: £23,362 to £25,368 pro rata

CLOSING DATE: 17th August 2023

NHS Golden Jubilee welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G Swinyard', written over a light blue horizontal line.

Gabriella Swinyard

Senior Recruitment Advisor

NHS Golden Jubilee

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about NHS Golden Jubilee.
- The contents of this package are as follows:
 - Job Description/Person Specification
 - Terms and Conditions of Service
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form which you will be requested to complete via our electronic application system is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- NHS Golden Jubilee operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of two year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please submit your completed application through the Jobtrain Recruitment System.
- The shortlisting process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
 - Valuing dignity and respect
 - A "can do" attitude
 - Leading commitment to quality
 - Understanding our responsibilities
 - Effectively working together

Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> • Educated to standard grade level 	<ul style="list-style-type: none"> • HND or HNC in admin/secretarial
Experience	<ul style="list-style-type: none"> • Previous experience in a hospital based environment dealing with telephone enquiries and making appointments 	<ul style="list-style-type: none"> • Manning a reception desk
Skills and Knowledge	<ul style="list-style-type: none"> • Highly developed interpersonal and communication skills • Numeracy, literacy and basic typing/keyboard skills 	<ul style="list-style-type: none"> • Some knowledge of medical terminology
Personal Attributes	<ul style="list-style-type: none"> • Ability to work under pressure and to meet set targets • Ability to multitask 	
Other Requirements		

Job Description

1. JOB IDENTIFICATION

Job Title: Radiology Department Administration Assistant (Band 2)

Department(s): Radiology

Job Holder Reference:

No of Job Holders:

2. JOB PURPOSE

To provide administrative support to the Radiology Department.

3. ORGANISATIONAL POSITION

See attached chart

4. SCOPE AND RANGE

Budget:

No budgetary responsibility but is required to ensure that resources are used efficiently and effectively.

Staffing:

No direct reports.

Level of Service:

The GJUNH Radiology department provides a comprehensive diagnostic imaging service to a wide range of patients from this site and other Health Boards. In excess of 25,000 examinations are carried out in within the Diagnostic Imaging Department annually.

5. MAIN DUTIES/RESPONSIBILITIES

- Provide administrative support to the Radiology Department
- Ensure telephone enquiries, patients, relatives and visitors are dealt with quickly and efficiently
- Input patient information into Hospital clinical systems to create / maintain a patient record
- Maintain filing systems and film/image management for Radiology
- Collate and mail imaging reports both internally and externally
- Collects stationery supplies for the Department
- Organise regular paper supply to fax machines and photocopiers within the Department
- Collect and distribute incoming/outgoing mail
- Ensure patient confidentiality is maintained in accordance with Hospital policies and statutory regulations

6. SYSTEMS AND EQUIPMENT

- A working knowledge of the computerised clinical systems
- Competent and confident with office systems used to carry out job
- Operation of telephone and paging system
- Operation and maintenance of fax, photocopier, printer and shredder as required
- Operation of medical filing system including filing of X-rays/imaging media

7. DECISIONS AND JUDGEMENTS

Workload is organised on a daily basis by other members of the team, but prioritised by the Jobholder. Has access to Radiology Department Administrator on an ongoing basis.

8. COMMUNICATIONS AND RELATIONSHIPS

To maintain clear lines of communication at all times with various sources:

- Patients and Relatives:
 - To convey information involving appointments and radiological examinations, direct patient complaints to the appropriate staff member
- Staff within the Radiology Department:
 - Liaise with clinical/clerical staff in order to organise workload
- Staff in other Departments:
 - Liaise with staff from various departments throughout the hospital as required in order to carry out job, e.g. Reception, Maintenance, Stores etc.

9. PHYSICAL DEMANDS OF THE JOB

- Working in an area in direct view of the public
- Sitting at VDU for 40%to 80% of the working day
- Operate office machinery (photocopier, fax, printer etc.)
- Regular light lifting including X-ray files (up to 5Kg)

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Duties are diverse therefore a broad knowledge of different tasks is required
- Maintaining a pleasant and cheerful manner in view of the public when confronted with difficult situations or situations they have not encountered before

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Communication and interpersonal skills
- Computer skills gained through formal qualification or equivalent experience

12. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

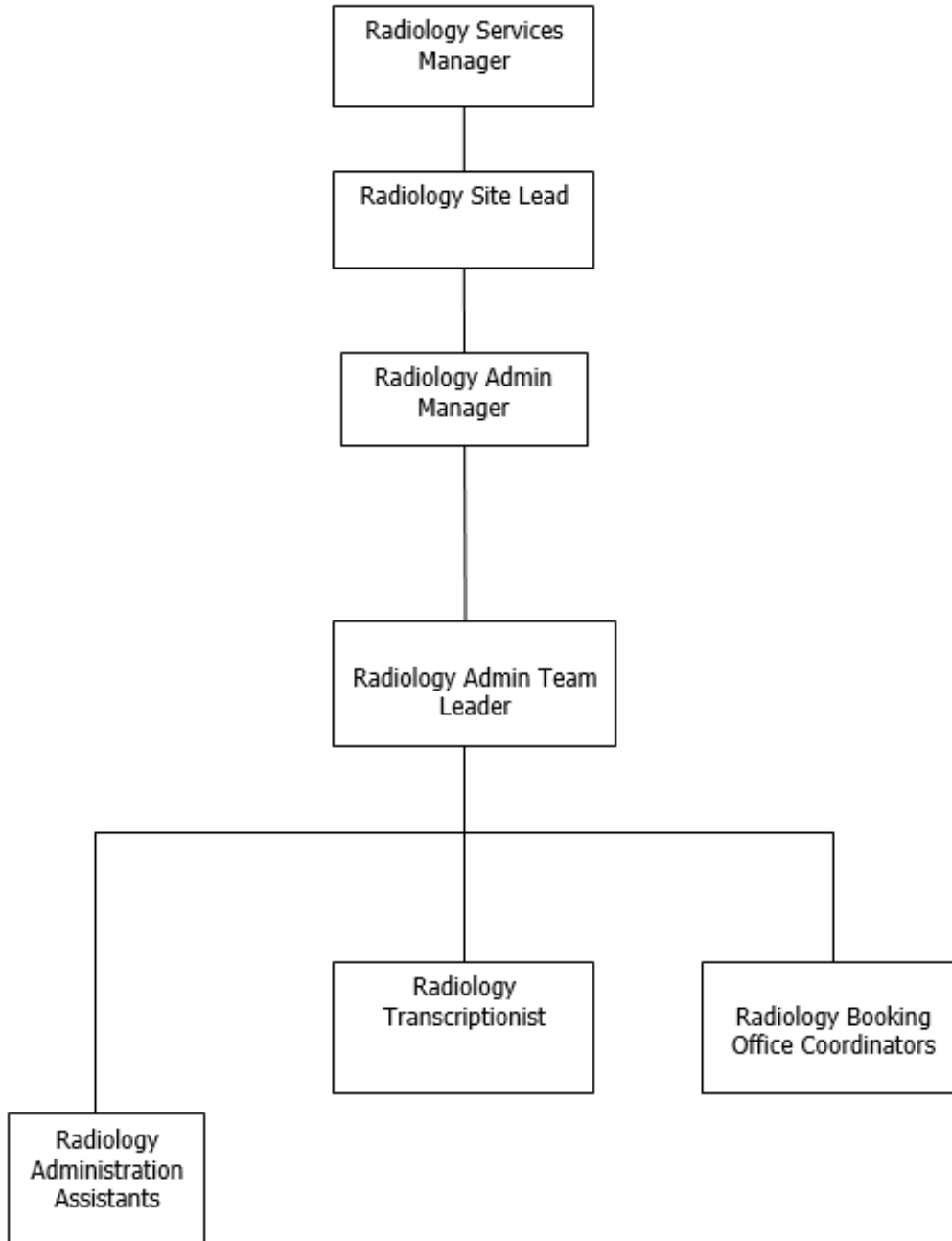
Date:

Head of Department Signature:

Date:

**Golden Jubilee National Hospital
Radiology Department**

**Administrative Organisation
Chart 2023**



NHS Golden Jubilee Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from to 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£23,362 to £25,368 pro rata

3. Grade

This post is offered at Band 2

4. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

5. Hours of Duty

27.5 hours per week

6. Tenure of Employment

This post is offered on a permanent basis

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

NHS Golden Jubilee Benefits

NHS Superannuation scheme:

New entrants to NHS Golden Jubilee who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days' annual leave on appointment
37 days' annual leave after 5 years
41 days' annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

- **Leisure Club membership** – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £25 per month.
- **Discounted Room Rates** - Rooms rates discounted subject to specific conditions
- **Discounted Dining** - 20% off food and beverage when dining in the hotel.
- **Golden Bistro (Hospital Restaurant)** - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in NHS Golden Jubilee, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.