**Delivering care through collaboration**

**NHS Golden Jubilee**

Beardmore Street, Clydebank G81 4HX

Telephone: 0141 951 5000

www.nhsgoldenjubilee.co.uk

Chair: Susan Douglas-Scott CBE

Chief Executive: Gordon James

Recruitment line: 0800 0283 666

Dear Candidate,

**POST: Administration Assistant (Fixed term 24 months)**

**HOURS: 26 Hours per Week**

**BAND: 3**

**SALARY: £25,468 - £27,486 Pro Rata per Annum**

**CLOSING DATE: 31st October 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,



Gabriella Swinyard

Senior Recruitment Advisor

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**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**

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How assessed |
| Personal Traits | * Understands and demonstrates the NHS Golden Jubilees Values
* Ability to form and maintain professional relationships with both internal and external stakeholders
 |  | A/I/R |
| Qualifications and Training | * SVQ2/HNC in Business Administration or equivalent experience

. |  | A/I/R |
| Experience and knowledge | * Advanced keyboard skills, including Word, Excel, PowerPoint and Outlook
 | * Knowledge of SQAs processes and systems
 | A/I/R |
| Skills and/or Abilities | * Excellent organisational ,oral and written communication skills
 |  | A/I/R |
| Specific Job Requirements | * Hybrid working required so flexibility is essential
 |  | A/I |

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| **Key – how assessed** |
| A = Application form | I = Interview |
| C = Copies of certificates | T= Test or exercise |
| P = Presentation | R = References |

**Job Description**

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| 1. **JOB IDENTIFICATION**

**Job Title: Clinical Education Administrator band 3 0.7 WTE (26 hours)****Department(s): Corporate Nursing Dept** **Job Holder Reference: 166619****No of Job Holders: 1** |
| 1. **JOB PURPOSE**

This post will provide a wide range of administrative support to the Clinical Education Team and Resuscitation Officer (RO), reporting to the Associate Nurse Director (Corporate). Post holder will work under the support and guidance of the Clinical Education Coordinator and have a set range of responsibilities to support existing post holders and education functions within the Clinical Education Team. A significant part of this role will be to support the Resuscitation Officers. |
| 1. **ORGANISATIONAL POSITION**

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| 1. **SCOPE AND RANGE**

No direct budgetary responsibilities but an awareness of resources is required to ensure that they are used effectively.This post is pivotal to ensure the smooth running of Resuscitation Training/ Clinical Education and will involve communication with a range of staff and the development of effective administrative systems.The role will support these posts and functions within clinical education / resuscitation training and time to support each of the posts is as follows:

|  |  |
| --- | --- |
| Resuscitation Officer  | 20 hours per week |
| Practice education  | 2 hours per week |
| Manual Handling Service Lead | 2 hours per week |
| Lead nurse for Dementia  | 2 hours per week |

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| 1. **MAIN DUTIES/RESPONSIBILITIES**

General Administrative Support The post holder provides general administrative support to the Resuscitation Officer, Manual Handling Service Lead, Lead Nurse for Dementia and Practice Education Facilitators.This includes:* Collating audit results for several groups and committees and presenting them in an accessible, user-friendly form. Generate reports as requested and within specific timetables of workload.
* Compiling data and statistics tables for reports for several groups including Resuscitation committee, Senior Nurse Governance and Review Group (SNGRG) and including Annual Clinical Education report and quarterly reporting.
* Take part and develop a process for collecting resuscitation audit forms/data.
* Maintain and update resuscitation training on eESS/RCUK/NHSGJ Clinical Education Database ensuring information is accurate.
* Arranging meetings as required/ directed including room bookings and taking and distributing minutes as directed. This includes Resuscitation Committee, Pre Registration Nurse Group meetings, Dementia Champions Network meetings etc
* Maintain a stock level of training stationary for the department
* Responsible for printing, laminating, binding and sending resuscitation/ Manual Handling documentation to NHSGJ departments as directed.
* Responsible for signing for items delivered to the department and ensure that mail is dealt with appropriately.
* Support the resuscitation service to provide Resuscitation Council (RCUK) courses
* Participate in maintenance and development of NHSGJ databases relating to Clinical Education training records, equipment, evaluation of training following staff attendance at training.
* Communicate and maintain accurate records for all departmental Resuscitation and Manual Handling training activity, work alongside the Clinical Education Coordinator to ensure that clinical education records are maintained accurately.

Training courses* First point of contact for all enquires to the NHSGJ Resuscitation Officers for ALS /eILS and ILS recertification courses.
* Booking of venues/catering/transport/accommodation for ALS courses and meetings
* Participating in the organisation of all training courses, e.g. advertising courses, booking candidates through the eESS/RCUK LMS system, timely distribution of teaching materials via email, post and e-learning
* Ensure availability of manuals for national courses are sent or collected by participants, to ensure adequate preparation before course attendance
* Filling cancellations slots with other high priority staff, in order to maximise use of training resource within organisation.
* Production and distribution of certificates through NHSGJ and Resuscitation Council by email/internal/external post as required
* Responsible for reporting breakdown Resuscitation training equipment etc.
* Booking rooms for other training courses/ workshops (including Dementia related training and manual handling) as directed by Clinical Education Team.
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| 1. **SYSTEMS AND EQUIPMENT**
* Microsoft Word, Excel, Outlook, PowerPoint
* Laminating
* Binding Machine
* Printing
* Photocopying
* Laptop, data projector and overhead projector
* Scanner
* Learning Management Systems – RCUK/eESS
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| 1. **DECISIONS AND JUDGEMENTS**
* Guided by Standard operating procedures
* Work alongside the Clinical Education Coordinator and manage workload as directed to meet clinical education department needs within clearly defined guidelines
* Make decisions with regard to training course bookings/administration and policy with support from Resuscitation Officer
* Diary management to support Resuscitation Officer for planning training courses etc.
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| 1. **COMMUNICATIONS AND RELATIONSHIPS**
* Work with colleagues within own department and all other NHSGJ departments
* At all times the post holder must maintain confidentiality and ensure sensitive information is not inappropriately divulged.
* Communication with other Resuscitation training departments in Scotland and UK Resuscitation Council in liaison with RO
* Relationships and clear lines of communication (telephone, letter, email and in person) required across NHSGJ / non NHSGJ departments
* Input patient information of a sensitive and distressing nature into databases
* Deal with staff members when their requests cannot be met and to negotiate fairness in booking places
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| 1. **PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**
* Sitting for prolonged periods at a computer screen.
* Moving and Handling of office equipment.
* The safe use of i.e. computers, printers, manual handling of stationary supplies /manuals etc.
* Occasional assistance with movement of resuscitation equipment may be required, following the recommendations of the Moving and Handling guidelines for NHSGJ
* Hybrid working pattern- some working from home and on site.
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| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**
* Ensuring accuracy of information given to colleagues / data inputted into databases
* Mostly predictable workload, requiring prolonged concentration, but must be completed in an environment with frequent telephone interruptions
* The workload is generated by the training demands of the organisation
* Infrequent flexible working to support delivery of ALS course (Resuscitation Service)
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| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**
* Excellent administrative/secretarial skills.
* Ability to organise daily workload under direction , prioritise competing demands and work to deadlines
* Excellent communication/interpersonal skills and telephone manner
* Knowledge of medical terminology is advantageous , staff job roles, responsibilities and areas of work
* Competence of all commonly used computer packages
* Understanding of confidentiality and handling of sensitive information.
* Progressive experience working at an equivalent level.
* SVQ3/HNC qualification desirable (or equivalent experience).
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| 1. **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:** **Head of Department Signature:** | **Date:****Date:** |

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**

£25,468 to £27,486 pro rata per annum

**3. Grade**

This post is offered at Band 3

**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**

26 hours per week

**6. Tenure of Employment**

This post is offered on a fixed term basis for 24 months

**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:**

Employees’ contributions to the NHS Scheme range from to 5.7% to 13.7% of salary (depending on rate of Pensionable Pay) and the employe’r contribution currently equates to 20.9% of salary.

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 5.7% to 13.7% depending on annual pensionable pay. Benefits include a pension when you retire, death in service benefits of 2 years’ pay, 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.