

ROLE PROFILE

**Job Title:** Management Team Secretary (Project Support Assistant - Primary Care Improvement Plan)

**CAJE ID:** AS.0293

**Band:** 4

**Accountable to:** Medical Director, South Lanarkshire H&SCP

**Reports to:** Senior Improvement Manager - Primary Care

**1.0 JOB PURPOSE**

This post is key in supporting the development, delivery and implementation of the Primary Care Improvement Plan (PCIP). The PCIP is a programme of work that will realise the delivery of the new GMS Contract 2018 by NHS Lanarkshire and both North and South Lanarkshire’s Health and Social Care Partnerships. The new GMS contract aims to improve access for patients, address health inequalities and improve population health, provide financial stability for GPs and reduce GP workload through the expansion of multi-disciplinary teams. The overall benefits to patients in delivering the PCIP is that it will help people access the right person, in the right place, at the right time delivering services as close to people’s homes as possible.

To support the delivery of the PCIP in Lanarkshire, there is a dedicated team established to drive forward the requirements of the programme to meet its transformational aims, using a combination of project management, quality improvement, operational management and communications & engagement expertise (refer to organisational chart).

This post will be directly responsible to and report to the Senior Improvement Manager with a workload that will require collaborative working spanning across the entire Primary Care Improvement Team (PCIT) to support activity across the PCIP.

Primarily the Senior Improvement Manager will assign work and establishes a broad framework for the post holder. However, the post holder will be expected to also complete tasks provided for action via the Service Manager using their autonomy to carry out their workload using discretion and initiative. The post holder will identify the main areas of work requiring attention and prioritise work accordingly, using their initiative whilst updating respective team members as appropriate on action taken.

Specifically, the post holder will:

* Provide a proactive, comprehensive, high quality and efficient project support administrative provision to the PCIT and PCIP.
* Manage day-to-day administrative tasks to support the PCIT and PCIP providing a smooth, effective and efficient service.
* Provide direct administrative and diary management support to both the Senior Improvement Manager and Service Manager.
* Carry out all associated project administrative tasks relating to the programme in a proficient and organised manner working to a high standard paying close attention to detail and accuracy in the execution of tasks, notably:
* Providing general office management in setting up administrative systems and processes for the smooth running of the PCIT and PCIP.
* Being the first point of contact for the PCIT and PCIP.
* Providing comprehensive administration support to the PCIT and PCIP including the collation of reports, presentations, developing reporting templates, managing access levels and organisation of the shared organisational PCIT/PCIP R:drive.
* Providing diary management to the Senior Improvement Manager and Service directly, as well as, the PCIP centralised email account.
* Being responsible for all SSTS administration and management.
* Being responsible for all procurement ordering (ie PECOS or non-stock ordering) ensuring value for money at all times and appropriate authorisation levels are maintained for management authorisation can be completed timeously against PCIT and PCIP cost codes in line with standing financial instructions.
* Maintaining financial overview ensuring that there are systems and processes in place to record/monitor all budget ledger reconciliations and management of PCIT / PCIP petty cash.
* Providing a comprehensive administrative support for all associated meetings as directed by the Senior Improvement Manager and/or Service Manager by communicating meeting dates timeously with respective committee/group members; preparing agenda’s with chair of the committee/group; taking comprehensive and accurate minutes or action notes for chairperson’s approval; follow up actions in advance of meetings to support decision making processes; organise venue locations for meetings (as required) and setting up venue equipment (as required). Responsive turnaround times of all meeting requirements is crucial.
* Providing comprehensive and accurate data processing support through inputting data into excel project workbooks; extracting data from relevant systems and data sources as directed by the Senior Improvement Manager and/or Service Manager.
* Liaising with an extensive number of internal and external stakeholders - General Practice teams including GPs, patients and carers, external agencies, wide range of voluntary organisations, Board members (Executive Directors, clinicians, corporate services, public health, GPs and social work)

The Project Support Assistant post is based on the Management Team Secretary post below. The job profile laid out above provides information on what is different about the PCIP Project Support Assistant post as opposed to Management Team Secretary. The remainder of the specifics of this role are the same as outlined in the Management Team Secretary Job Description, except all reference to ‘Management Team’, should be replaced with ‘Primary Care Improvement Team’.

**2.0 ORGANISATIONAL CHART**

