# ROYAL DEVON & EXETER NHS FOUNDATION TRUST

**JOB DESCRIPTION**

**1. JOB DETAILS**

**Job Title: Admin Assistant**

**Band: Band 3**

**Reports to: Head of Performance & Procurement Support**

**Department / Directorate: Procurement (PPSA)**

**2. JOB PURPOSE**

To assist the Head of Performance & Procurement Support and the wider PPSA team members in many aspects of their work.

To provide a competent and efficient administrative service to the PPSA team including general office services as well as admin support on collaborative procurement exercises for numerous high value critical projects.

To be customer focussed and deal with queries, often complex in nature, via telephone, email or other means as appropriate.

To organise and prioritise own workload and to work to deadlines and under pressure.

To formulate agendas, collation of documents and to take and distribute accurate meeting notes relating to complex procurement and team meetings.

To collect, input and analyse data to support the PPSA, to collate information in the form of workplans and tables.

Maintain accurate e-filing system and load, send and retrieve documents from shared drives and e-tendering system.

To support and develop various administration tasks, forms and reports as requested by senior management. To arrange meetings for the team.

To order stationery and office equipment when necessary through the use of e-procurement systems.

To work accurately and efficiently within the e-tendering system to support numerous procurement projects.

To develop excellent working relationships with all stakeholders including PPSA staff, PPSA project stakeholders, NHS and other national organisations, suppliers and distributors.

To positively encourage all staff to adopt professional procurement practice by encouraging compliance with relevant legislation and guidance, both internally and externally and PPSA and NHS Trusts policies and procedures.

To assist in actively promoting the role and raising awareness of the PPSA and taking a pro-active approach in offering advice and guidance to PPSA Member Trusts in all matters relating to procurement.

**3. DIMENSIONS**

The PPSA is a virtual collaborative commercial and procurement organisation with 14 NHS Member Trusts working mainly across Devon, Cornwall and Somerset. The purpose of the organisation is to work collaboratively with its Member Trusts to identify and deliver cash releasing savings and other efficiency benefits.

The PPSA influences approximately £600m contract expenditure across its Member Trusts which represents 11% of its total annual non-NHS supplier expenditure.

The post holder will be part of the Performance & Procurement Support team and will be required to work across organisational boundaries to maximise outcomes of projects.

The post holder will be hosted and employed by the Royal Devon University Healthcare NHS Foundation Trust to work solely for the PPSA and will be based in Devon, Somerset or Cornwall.

The post will involve liaison with PPSA staff, PPSA Member Trusts including procurement, clinical, finance and other stakeholders, suppliers and other NHS bodies.

Working across the NHS Member Trusts mainly located across Devon, Cornwall and Somerset, the post will involve occasion travel to meetings and events across the region.

**4. ORGANISATION CHART**



**5. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES**

**Communication and Relationship Skills**

Promote PPSA staff and PPSA Member Trusts’ awareness of and development in the understanding of PPSA policy, processes and procedures as well as Standing Financial Instructions, Standing Orders and other supply chain related policies/ procedures.

Develop a close working relationship between PPSA Member Trusts and their supplier base; ensuring performance standards are consistently achieved.

**Analytical and Judgemental Skills**

Collects, analyses, interprets and presents data from various sources to provide support for collaborative projects.

**Planning and Organisational Skills**

Support development and delivery of the integrated annual corporate objectives agreed by the PPSA Board.

Proactive management and prioritisation of workload to ensure deadlines are met in a professional and timely manner.

**Physical Skills**

Keyboard skills.

**Responsibility for Policy and Service Development**

Assist the Head of Performance & Procurement Support with the development, implementation and embedding of agreed policy, procedure and process changes.

**Responsibility for Financial and Physical Resources**

Work with the Head of Performance & Procurement Support and other PPSA senior management with confidential financial information.

**Responsibility for Human Resources**

**Other Responsibilities:**

To take part in regular performance appraisal reviews.

To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling.

To contribute to and work within a safe working environment.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.

**THE TRUST - PURPOSE AND VALUES**

We are committed to serving our community by being a high-quality specialist Hospital with consultant-led services. We aim to co-ordinate our services with primary and community care, and to develop a limited number as Sub-Regional Referral Centres with appropriate levels of research, development and educational involvement. Where appropriate, and consistent with our services, we may provide services aimed at preventing disease and debilitation.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

**PENINSULA PURCHASING AND SUPPLY ALLIANCE**

The Peninsula Purchasing and Supply Alliance is a virtual collaborative commercial and procurement organisation with 14 Member Trusts working mainly across Devon, Cornwall and Somerset.

Our purpose is to support the treatment of more patients with improved outcomes at a lower cost.

All major procurement projects shall have due regard for sustainability and recognise the impact on the social, economic and environmental wellbeing within the Alliance, whilst ensuring value for money.

Procurement projects support the ‘once only’ approach by engaging commitment from all PPSA Member Trusts to participate.

The collective resource within all commercial and procurement functions throughout the Peninsula, mainly Devon, Cornwall and Somerset will, as a virtual team, support colleagues to deliver project plans within agreed timescales.

### GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, the Trust reserves the right to insist on changes to your job description after consultation with you.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call 01392 207462.

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

**ROYAL DEVON & EXETER NHS FOUNDATION TRUST**

**ADMIN ASSISTANT**

**PERSON SPECIFICATION**

**POST BAND: 3**

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| --- | --- | --- |
| **REQUIREMENTS** | At Recruitment | AtPDR |
| **QUALIFICATIONS/SPECIAL TRAINING:** |  |  |
|  |  |  |
| Five GCSEs (A\*-C) or equivalent. | **E** | **E** |
| **KNOWLEDGE/SKILLS:** |  |  |
|  |  |  |
| IT and keyboard skills with excellent knowledge of Microsoft Office – Outlook, Word, Excel and Powerpoint or equivalents.Excellent customer service skills Administration and organisational skillsThe ability to work on own initiative including the prioritisation of own workload in the absence of senior management.  | **E****E****E****E****E** | **E****E****E****E****E** |
| Strong organisational, prioritisation and time management skills with the ability to see a job through with a ‘can do’ attitude, in a timely and professional manner.Able to work well as a part of the team and to demonstrate excellent customer relationship skillsGood interpersonal skills, tact and diplomacy and able to build and maintain positive working relationships with colleagues and other key stakeholders. | **E****E****E** | **E****E****E** |
| Able to communicate and suggest improvements to continuously improve to achieve excellence in procurement.Knowledge of Procurement regulations | **E****D** | **E****E** |
| **EXPERIENCE:** |  |  |
| A minimum of two years working in an admin support role. | **E** | **E** |
| **PERSONAL REQUIREMENTS:** |  |  |
|  |  |  |
| Strong organisational and time management skillsCommercially astuteFlexible approachExcellent written and oral communication skillsProfessional attitude and appearancePositive team playerHighly motivatedResponsibleInnovative and forward thinking | **E****E****E****E****E****E****E****E****E** | **E****E****EEEEEEE** |
| **OTHER REQUIREMENTS:** |  |  |
| Willing to travel to Member Trusts and events as required. | **E** | **E** |
|  |  |  |

\* **E**ssential/**D**esirable

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| **HAZARDS:** |
| Laboratory Specimens Proteinacious Dusts |  | Clinical contact with patients |  | Performing Exposure Prone Invasive Procedures |  |
| Blood / Body Fluids |  | Dusty environment |  | VDU Use | X |
| Radiation |  | Challenging Behaviour |  | Manual Handling | X |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in isolation | x |
| Handling Cytotoxic Drugs |  |  |  |  |  |

**JOB DESCRIPTION AGREEMENT**

**Job Holder’s Signature:** …………………………………….…….. **Date:** ………………

**Head of Department’s Signature:** ……………………………….. **Date:** ………………

**Head of Department’s Job title:** Procurement Director

This post is subject to Royal Devon & Exeter NHS Foundation Trust’s Terms and Conditions of Service and falls within the pay group (Admin and Clerical) for the purposes of local collective bargaining.

**Last Updated:** May 2022