ROYAL DEVON & EXETER NHS FOUNDATION TRUST

**JOB DESCRIPTION**

1. **JOB DETAILS**

**Job Title:** Project support officer andManagement Secretary

# **Band:** 4

**Reports to:** Renal Admin Manager

**Accountable to:** Clinical Matron

1. **Job Purpose:**
2. To provide support to the Clinical Matron, Cluster Manager and Renal Admin Manager in Renal Services.
3. To co-ordinate discrete projects from start to finish for example yearly PREMM, estates projects and service development and improvements
4. To maintain a data base of information review dates including the HUB and the external website and co-ordination of continuous updates.
5. To provide medical stock support for the Renal Departments.
6. To provide support to AKI outreach nurses.

1. **Key Working Relationships:**

Clinical Area:

Clinical Lead

Medical Staff

Clinical Matron

Clinical Nurse Managers

Data analyst

Cluster manager

Renal Service Support Manager

Chief renal technician

Nursing Staff

Support Staff

1. **Key Result Areas/Principal Duties and Responsibilities:**

* Ensures that there is a robust review programme established and maintained of all time limited materials such as patient information leaflets both physical and virtual.
* Oversees identification of logistic issues and oversees their correction and changes processes to eliminate reoccurrence.
* Supports the senior leadership team with admin duties such as confidential letters, manipulation of data and creation of charts and tables and high quality official documents and unit newsletters.
* Autonomously co-ordinates the charitable funds administration.
* Autonomously co-ordinates surveys for renal services, plans and organises complex activities or programmes, assisting the Clinical Matron, Cluster Manager and Renal Service Manager in the development and preparation of service development projects. Plans key work streams in relation to the project.
* To collect data for the CM for presentation from the relevant IT systems.
* Run reports and check for accuracy in conjunction with renal management team.
* Collate results of audits on a regular basis and enter project data using a wide range of IT applications.
* Development and creation of reports, documents and drawings relating to specific projects.
* Participate in and provide minutes for team meetings, maintain a log of any issues or risks arising and share these with the Management team in a timely manner.
* Ensure patient confidentiality rules are observed at all times
* Other ad hoc tasks as required related to the audit programme within the Renal Unit
* Provide admin and clerical support for the AKI specialist Nurse Team

Please note that this is an example Job Description only, and not an exhaustive list of requirements.

**5(a)** **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.

# **5 (b) 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 job holder. 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 Trust operates a 'non smoking' policy. Employees are not permitted to smoke anywhere within the buildings of the Trust.

**POST ATTRIBUTES**

**POST:Project Support Officer (Higher Level) – AKI Project**

**BAND: 4**

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| REQUIREMENTS | At Recruitment | At KSF 2nd Gateway |
| QUALIFICATIONS/SPECIAL TRAINING :   * A good understanding of IT including practical use of appropriate control software * Competent in the use of Microsoft program’s including Excel, Outlook & Word * Knowledge in IT, project management and training through formal training or experience to Diploma level or equivalent. | **E**  **E**  **D** | **E**  **E**  **E** |
| KNOWLEDGE/SKILLS:   * Good communication skills * Knowledge of administrative procedures including specialised IT systems * Must have good typing/keyboard skills * Knowledge of Health roster | **E**  **E**  **E**  **D** | **E**  **E**  **E**  **E** |
| EXPERIENCE:   * Extensive administration experience * Have an understanding of the NHS as an organisation * Be able to provide practical project training to users | **E**  **D**  **E** | **E**  **E**  **E** |
| PERSONAL REQUIREMENTS:   * Able to work individually and as a part of a team * Ability to prioritise and organise own workload * Ability to work autonomously within own area * Capable of setting & meeting tight deadlines and schedules * Reliable and punctual * Able to undertake physical nature of the post * Excellent communication skills, able to provide and receive complex information. * Persuasive, motivational, negotiating and training skills are required. * Concentration required for checking documents, writing reports and protocols and analysing statistics. * Must be able to monitor budgets and order supplies as part of maintaining stock control and monitoring the project budget * Must be confident making informed decisions when more than one choice or solution to an issue, based on experience and knowledge. | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |
| OTHER REQUIREMENTS:   * Flexible approach to work and routine shift patterns and area of work * Adaptable to changing needs of the service * Willingness to undertake skills training related to the speciality * Use of VDU equipment more or less continuously * Frequent sitting/standing in a restricted position | **E**  **E**  **E**  **E**  **E** | **E**  **E**  **E**  **E**  **E** |