# Job description and person specification

|  |  |
| --- | --- |
| **Job title** | PA to Business Manager |
| **Line manager** | Business Manager |
| **Accountable to** | Business Manager |
| **Hours per week** | 37.5 |
| **Salary** | dependent on experience |

|  |
| --- |
| **Job summary** |
| To support the Business Manager in the effective administration and management of the practice. The PA to the Business Manager will work under the direction of the Business Manager, striving to enhance a number of key systems in both clinical and administrative areas. The PA will also champion quality and improvement programmes, confidentiality, collaborative working, service delivery, learning and development, promoting a positive working environment.  |

|  |
| --- |
| **Mission statement** |
| To provide our patients with high quality, accessible care in a safe, responsive and courteous manner. |
| **Generic responsibilities** |
| All staff at Village Surgery have a duty to conform to the following:**Equality, Diversity and Inclusion**A good attitude and positive action towards [Equality Diversity & Inclusion](https://www.england.nhs.uk/about/equality/workforce-eq-inc/) (ED&I) creates an environment where all individuals can achieve their full potential. Creating such an environment is important for three reasons – it improves operational effectiveness, it is morally the right thing to do, and it is required by law.Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.Patients have a responsibility to treat other patients and our staff with dignity and respect.Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued, and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that they treat our patients and their colleagues with dignity and respect.**Safety, Health, Environment and Fire (SHEF)**This organisation is committed to supporting and promoting opportunities for staff to maintain their health, wellbeing and safety. The post holder is to manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients and monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines.All personnel have a duty to take reasonable care of health and safety at work for themselves, their team and others and to cooperate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the:* [Health and Safety at Work Act 1974](https://www.hse.gov.uk/legislation/hswa.htm),
* [Environmental Protection Act 1990](https://www.legislation.gov.uk/ukpga/1990/43/contents),
* [Environment Act 1995](https://www.legislation.gov.uk/ukpga/1995/25/contents),
* [Fire Precautions (workplace) Regulations 1999](https://www.legislation.gov.uk/uksi/1999/1877/contents/made)
* [Coronavirus Act 2020](https://www.legislation.gov.uk/ukpga/2020/7/contents/enacted)
* Other statutory legislation which may be brought to the post holder’s attention.

**Confidentiality**The organisation is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality.It is essential that, if the legal requirements are to be met and the trust of our patients is to be retained, all staff must protect patient information and provide a confidential service. **Quality and Continuous Improvement (CI)**To preserve and improve the quality of this organisation’s outputs, all personnel are required to think not only of what they do but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work.The responsibility for this rests with everyone working within the organisation to look for opportunities to improve quality and share good practice and to discuss, highlight and work with the team to create opportunities to improve patient care.Village Surgery continually strives to improve work processes which deliver healthcare with improved results across all areas of our service provision. We promote a culture of continuous improvement where everyone counts, and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care. Staff should interpret national strategies and policies into local implementation strategies that are aligned to the values and culture of general practice.All staff are to contribute to investigations and root cause analyses whilst participating in serious incident investigations and multidisciplinary case reviews.**Induction**At Village Surgery, you will be required to complete the induction programme and the practice management team will support you throughout the process.**Learning and development**The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. All staff will be required to partake in, and complete mandatory training as directed by the Business Manager. It is an expectation for this post holder to assess their own learning needs and undertake learning as appropriate.The post holder will undertake mentorship for team members and disseminate learning and information gained to other team members to share good practice and inform others about current and future developments (e.g., courses and conferences). The post holder will provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning.**Collaborative working**All staff are to recognise the significance of collaborative working and understand their own role and scope and identify how this may develop over time. Staff are to prioritise their own workload and ensure effective time-management strategies are embedded within the culture of the team.Teamwork is essential in multidisciplinary environments and the post holder is to work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working and work effectively with others to clearly define values, direction and policies impacting upon care deliveryEffective communication is essential, and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner. All staff should delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence.Plans and outcomes by which to measure success should be agreed.**Managing information**  All staff should use technology and appropriate software as an aid to management in the planning, implementation and monitoring of care and presenting and communicating information. Data should be reviewed and processed using accurate read/SNOMED CT codes to ensure easy and accurate information retrieval for monitoring and audit processes. **Service delivery**Staff will be given detailed information during the induction process regarding policy and procedure. The post holder must adhere to the information contained within the organisation’s policies and regional directives, ensuring protocols are always adhered to.**Security**The security of the organisation is the responsibility of all personnel. The post holder must ensure they always remain vigilant and report any suspicious activity immediately to their line manager.Under no circumstances are staff to share the codes for the door locks with anyone and are to ensure that restricted areas remain effectively secured. Likewise, password controls are to be maintained and are not to be shared.**Professional conduct**All staff are required to dress appropriately for their role.**Leave**All personnel are entitled to take leave. Line managers are to ensure all their staff are afforded the opportunity to take a minimum of 27 days’ leave plus 8 bank holidays each year and should be encouraged to take all their leave entitlement. Public holidays will be calculated on a pro-rated basis dependent on the number of hours worked. |

|  |
| --- |
| **Primary key responsibilities** |
| The following are the core responsibilities of the PA to Business Manager. There may be, on occasion, a requirement to carry out other tasks. This will be dependent upon factors such as workload and staffing levels:1. Supporting the Business Manager as required with projects, systems and procedures
2. Undertaking tasks as directed by the Business Manager in areas of change management and continuous improvement
3. Providing key performance information as requested
4. Supporting the Business Manager in monitoring compliance with health and safety legislation, providing leadership and direction for staff
5. Contributing to the development, implementation and embedding of an effective practice training programme for all staff
6. Provide administrative support for compliance registers, supporting the Business Manager, ensuring DBS checks are conducted
7. Coordinating the practice diary, ensuring meetings are scheduled appropriately
8. Coordinating internal and external meeting arrangements, preparing agendas and producing minutes for meetings
9. Supporting the Business Manager in the marketing of the practice
10. Drafting of the practice newsletter on a quarterly basis
11. Arranging PPG meetings, preparing agendas and producing minutes
12. Supporting the Business Manager in the maintenance of the practice and NHS Choices websites
13. Effective monitoring of the Friends and Families Test
14. In conjunction with the Business Manager, set and monitor performance targets, identifying areas for improvement to enhance patient services
15. Support the Business Manager with succession planning
 |

|  |
| --- |
| **Secondary responsibilities** |
| In addition to the primary responsibilities, the PA to Business Manager may be requested to:1. Deputise for the deputy Business Manager in their absence
2. Act as the primary point of contact for NHS(E), ICS/CCG, community services, suppliers and other external stakeholders in the absence of the Business Manager
3. Assist with the recruitment of staff as requested by the Business Manager
4. Support the Business Manager in the reviewing and updating of practice policies and procedures
5. Support the Business Manager with CI and change initiatives
6. Manage asset registers as directed by the Business Manager
7. Coordinate all staff absences, maintaining an effective absence register
8. Represent the practice locally as required
9. Maintain a working knowledge of ICS/CCG initiatives
 |

|  |
| --- |
| **Person specification – PA to Business Manager** |
| **Qualifications** | **Essential** | **Desirable** |
| Good standard of education with excellent literacy and numeracy skills | ✓ |  |
| Leadership and/or management qualification |  | ✓ |
| AMSPAR qualification |  | ✓ |
| **Experience** | **Essential** | **Desirable** |
| Experience of working in general practice | ✓ |  |
| Experience of leading multidisciplinary teams |  | ✓ |
| Experience of performance management, including appraisal writing, staff development and disciplinary procedures |  | ✓ |
| Experience of workforce planning | ✓ |  |
| Relevant health and safety experience  |  | ✓ |
| Experience of producing agendas and minutes for meetings | ✓ |  |
| **Skills** | **Essential** | **Desirable** |
| Excellent communication skills (written, oral and presenting) | ✓ |  |
| Strong IT skills (generic) | ✓ |  |
| Excellent leadership skills | ✓ |  |
| Strategic thinker  | ✓ |  |
| Ability to prioritise, delegate and work to tight deadlines in a fast-paced environment | ✓ |  |
| EMIS/SystmOne/Vision user skills |  | ✓ |
| Effective time management (planning and organising) | ✓ |  |
| Proven problem solving and analytical skills |  | ✓ |
| Ability to develop, implement and embed policy and procedure | ✓ |  |
| Ability to motivate and train staff  | ✓ |  |
| **Personal qualities** | **Essential** | **Desirable** |
| Polite and confident | ✓ |  |
| Flexible and cooperative | ✓ |  |
| Excellent interpersonal skills | ✓ |  |
| Motivated and proactive | ✓ |  |
| Ability to use initiative and judgement  | ✓ |  |
| Forward thinker with a ‘solutions’ focused approach | ✓ |  |
| High levels of integrity and loyalty | ✓ |  |
| Sensitive and empathetic in distressing situations | ✓ |  |