

NHS BLOOD AND TRANSPLANT - JOB DESCRIPTION

Post Details	
Title of Post:	Senior Personal Assistant
Grade:	Band 4
Directorate / Department:	Digital, Data and Technology Services (DDTS)
Accountable to:	Head of CDIO Office
<u>MAIN JOB PURPOSE</u>	
<ul style="list-style-type: none"> To provide comprehensive administrative support to the DDTS Assistant Directors ensuring their department and leadership team is running smoothly. To provide a comprehensive communication link between the Assistant Director, Senior Managers/ Leaders in the Directorate and other Directorates and with agencies/contacts external to the organisation. To provide a wide and varied range of support duties across a programme of works which will include change, transformation and business as usual. To ensure work is effectively prioritised in accordance with the work priorities of the DDTS Directorate. This will require the post holder to exercise a high level of autonomy in managing the totality of the workload Take responsibility for the Assistant Directors diary, planning and organising all appointments to ensure the most efficient use of time Contribute to the agenda drafting, minuting and administration of Board, Board committees and other meetings. 	
<u>ORGANISATION CHART</u>	
<pre> graph TD A[CDIO] --> B[Assistant Director, Portfolio and Performance] B --> C[Head of CDIO office] C --> D[Senior PA] </pre>	
<u>KEY DUTIES AND RESPONSIBILITIES</u>	
<ol style="list-style-type: none"> 1. Keep the Assistant Director briefed on developments in the NHSBT and media, pertinent to all aspects of the relevant area of work. 2. Liaise and communicate effectively with Assistant Directors, senior leaders and senior managers, staff side representatives and external agencies using tact, diplomacy and negotiation skills to achieve the desired outcome. 3. Forge strong working relationships with other departments, external organisations and professional bodies to develop a network of key contacts. 	

4. Process highly complex, confidential, sensitive and contentious information such as strategy, finance, audit and HR issues, assessing what is shared and with whom. You will need to use your initiative when data is requested to decide what, how much and with whom the information is shared and processed.
5. Provide induction training to new starters (including senior managers), ensuring all relevant documentation is completed in accordance with NHSBT policies and where appropriate provide supervision, guidance and support for staff in own work area including work allocation and monitoring.
6. Work flexibly with PA's and other Department Assistants to ensure continuity of cover and support to the Assistant Director's during periods of staff absence or heavy workloads.
7. Take responsibility for the Assistant Director's diary, planning and organising all appointments to ensure the most efficient use of time. You will be required to use initiative in organising non-routine meetings and tasks.
8. Manage travel and accommodation bookings on behalf of the Assistant Director
9. Plan schedules of formal committee meetings, considering timing in relation to other committees, location and the date when pertinent information (e.g. finance reports) will be available.
10. Set up, arrange and attend monthly meetings of the Management Team or other committees, co-ordinating diaries of attendees, selecting venue and arranging resources.
11. Document and formally minute meetings (e.g. Management Team Meeting) and cross-directorate meetings and other meetings as required.
12. Organise seminars, conferences, training courses and travel itineraries on behalf of Assistant Director(s) and other staff, booking venues, accommodation, equipment, catering, speakers and distributing materials, ensuring rates for transport and hotel accommodation is optimised.
13. Order, monitor and maintain stock levels of office supplies
14. On behalf of the Assistant Director and team, maintain records of job plans, annual leave, absence reporting, appraisals and staff professional development.
15. Verify expense claims submitted to the Assistant Director for authorisation and be responsible for the selection and procurement of office furniture, equipment and consumables, processing invoices efficiently.
16. Create and/or maintain an efficient filing system, both physical and electronic, appropriate to the needs of the Assistant Director.
17. You will be required to work remotely from the Assistant Director and will therefore have to work unsupervised, exercising judgement and initiative to prioritise their own work and alert the Assistant Director to urgent deadlines.
18. Travel to different NHSBT sites when requested, e.g. to attend meetings and/or provide support to members of the various departments of the Directorate. This may necessitate occasional overnight stays.
19. Ensure that you follow health and safety policies, risk assessments and safe systems of work to ensure your safety and the safety of others. Managers will address the health, safety and wellbeing of any staff they are responsible for, in proportion to the level of risk in their department and promote a positive safety culture.
20. Adhere to and role model NHSBT's values and the code of conduct. This includes demonstrating integrity, respect, and accountability in all actions and decisions. Fostering a collaborative and inclusive work environment, contributing to continuous improvement, and striving for excellence in their roles. Aligning with NHSBT's values, to support a positive workplace culture, drive innovation, and ensure the highest standards of ethical behaviour.
21. Adhere to and role model NHSBT's behaviours with regard to equity, diversity, and inclusion.
22. Any other duties within the general scope of the post as and when required.