

ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

Role: Administrative Assistant to Directors

Reporting to: Director of Innovation and Implementation

Job Type: Permanent/Full time

Salary: 22,000 – 28,000 p.a.

Location: Central London

UCLPARTNERS

UCLPartners is one of five accredited academic health science systems in the UK. Its purpose is to translate cutting edge research and innovation into measurable health gain for patients and populations – in London, across the UK, and globally (for more information see www.uclpartners.com)

To achieve this, integrated, value-for-money, outcome-driven solutions to the most pressing health care challenges are developed. These solutions include faster drug discovery and development; innovative technologies; new approaches to clinician education and professional development; and models of care that drive both quality and value. Our solutions are:

- Patient-led, organising care around patients' needs and preferences
- Population-focused, taking a system-wide view to drive improved health outcomes at speed and scale
- Cross-boundary, spanning primary, secondary and tertiary care, and connecting different phases of academic research

The company takes a partnership approach to developing solutions: working with patient groups, universities, NHS Trusts, community care organisations, commissioners, government and industry. UCLPartners' role is not to mandate change or to "own" solutions. Rather, the company works with its partners to co-create, test and implement solutions, ultimately embedding these solutions in the partners' everyday working.

The company harnesses academia, across biomedicine, the humanities and other disciplines, to solve the broader health problems of populations – for example, cultural barriers to cancer screening in certain ethnic communities. The company also facilitates dialogue between academics, clinicians and populations to ensure that research is focused on impact.

OURSTRUCTURE

UCLPartners is a small company, limited by guarantee of its partners. Our founding partners are Barts and The London NHS Trust, Great Ormond Street Hospital for Children NHS Trust, Moorfields Eye Hospital NHS Foundation Trust, Queen Mary University of London, Royal Free Hampstead NHS Trust, University College London and University College London Hospitals NHS Foundation Trust. Our executive partners are Barnet and Chase Farm Hospitals NHS Trust, City University London, Luton and Dunstable NHS Foundation Trust, North Middlesex University Hospital NHS Trust, Whittington Health NHS Trust, Mental Health Trusts: Barnet, Enfield & Haringey Mental Health NHS Trust, Camden & Islington NHS Foundation Trust, East London NHS Foundation Trust, North East London NHS Foundation Trust and Tavistock & Portman NHS Foundation Trust.

We work closely with partner organisations both in our mandate for delivery and in the development of a corporate infrastructure.

ROLES AND RESPONSIBILITIES

An administrative assistant is required to support the team of Directors and UCLP more generally. Responsibilities include:

Support to Directors

- Managing the Directors' diaries, including arranging and coordinating meetings as requested and occasionally coordinating diaries across other UCLP staff if required
- Prioritising requests for assistance on a daily basis, remaining flexible and able to respond to urgent requirements
- Assisting with the development and circulation of meeting agendas/papers and attending selected meetings to take minutes and record action points
- Organising meeting venues, refreshments, providing venue information/maps in a timely way; covering other meetings as requested in extraordinary circumstances
- Responding to emails from all partners and team members and keeping colleagues updated on progress on actions that may be outstanding or where an extension in timescale for completion may be required
- Providing coordination for key projects as required

General Administrative Duties

- Help to develop and maintain effective office management systems. This will include a reference/filing system, distribution of information and post
- General office duties such as photocopying, preparing presentation material, utilising relevant software applications where required, circulating documents and maintaining the required level of stationery in stock
- Typing and preparation of reports, letters, minutes, emails, ad hoc requests (e.g. preparing slides or handouts for presentations to be given by the team) as required within the desired timescales
- Typing and preparation of reports, letters, minutes, emails, ad hoc requests (e.g. preparing slides or handouts for presentations to be given by the team) as required within the desired timescale
- Make travel and arrangements and bookings as and when required

UCLPartners Administration

- Provide cover for the Managing Director and Chair's Executive Assistant when needed and also to others within UCLP as required
- Maintaining the meeting room diary, making sure there are no conflicting appointments
- Coordinating updates to UCLPartners website, liaising with the UCLP IT Director and other staff as required, ensuring documents are uploaded and removed as appropriate
- Assist in the administration of the recruitment and selection process by typing of correspondence, producing short listing and interview documentation/packs, photocopying information for candidates and supervising candidates during assessments as it pertains to the Director's requirements

Office Management

- Liaise with facilities and maintenance services, acting as the first point of contact, reporting problems and ensuring solutions as required
- Supporting maintenance of the condition of the office and arranging for necessary repairs
- Training new employees in office procedures, telephone systems and office equipment
- Reporting to management to review office performance and make suggestions for a more productive workplace

UCLPartners is a small, dynamic and flexible organization with a culture and working arrangements to match. This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.

PERSON SPECIFICATION

ASSESSMENT CRITERIA	D = Desirable E = Essential	A = Application I = Interview AS = Assessment
Education and Qualifications <ul style="list-style-type: none"> • Degree/NVQ3 or significant experience working at this level • Demonstrable experience of working in an administrative role / office environment 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A</p> <p style="text-align: center;">A</p>
Work related knowledge and experience <ul style="list-style-type: none"> • Administrative experience in a dynamic environment • Substantial experience of managing multiple diaries, email and other tasks through Microsoft Outlook • Excellent spelling, grammar and layout skills; able to produce a variety of work, e.g. letters, minutes, presentations, e-mails and reports • Experience in facilities and office management • Experience of dealing with complex issues involving forward planning/project management 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p>	<p style="text-align: center;">I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I /AS</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p>
Skills and aptitudes <ul style="list-style-type: none"> • Ability to work autonomously without supervision, making decisions or requesting management support as appropriate • Strategic, analytical and creative thinking • Advanced keyboard and word processing skills • Advanced skills in the use of spreadsheet and database packages • Ability to effectively use internet and database for information searching and retrieval • Minute taking/recording action points 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p>	<p style="text-align: center;">I</p> <p style="text-align: center;">AS</p> <p style="text-align: center;">AS</p> <p style="text-align: center;">AS</p> <p style="text-align: center;">AS</p> <p style="text-align: center;">A</p>
General <ul style="list-style-type: none"> • Ability to work as part of a team • Flexible attitude to work commitments • Ability to work accurately under pressure and meet deadlines • Ability to deal efficiently and effectively with all levels and disciplines, both within and outside the organisation 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A/I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I/AS</p> <p style="text-align: center;">I</p>

3. TERMS & CONDITIONS RELEVANT TO THIS EMPLOYMENT

The role of administrative assistant is a full time post. The starting salary from 22,000 – 28,000 p.a. Candidates wishing to apply on a part time basis will be considered.

As this job description is a reflection of the current position of the service development, the post holder is expected to view it as a guide, rather than an exact description of all duties and responsibilities as it may be subject to change as the service develops

Infection Control

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection.

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974), to ensure that the agreed procedures are carried out to maintain a safe environment for employees and visitors.

Data Protection

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed.

Confidentiality

The confidentiality of information relating to patients/clients and staff must be safeguarded at all times in accordance with the Information Security Policy. Disclosure to any unauthorised person or misuse or failure to properly safeguard confidential data will be regarded as a disciplinary offence.

4. HOW TO APPLY

All applicants will be acknowledged.

Candidates wishing to apply should email applications@uclpartners.com in the form of a one page covering letter of interest and CV. Should you have any immediate inquiries please ring the team on 020 7679 6633
