

JOB DESCRIPTION

JOB TITLE:	Secretary / Assistant Health and Wellbeing Coordinator
GROUP/DIRECTORATE:	Workforce
GRADE:	Band 4
RESPONSIBLE TO:	Assistant Service Manager
ACCOUNTABLE TO:	Occupational Health Nurse Manager

JOB SUMMARY:

To provide a comprehensive, confidential and high level secretarial and administrative support to the Occupational Health Service and Health and Wellbeing. To carry out duties that will make a direct and positive contribution to the organisation of work.

MAIN RESPONSIBILITIES:Occupational Health

1. Provide a full and comprehensive secretarial and administrative service to the team.
2. Process management referrals in line with departmental procedures ensuring administration team respond to triage requests, booking appointments.
3. Process electronic medical reports in line with consent requirements, arrange reviews and request / chase external medical reports where required.
4. Ensure there is sufficient cover from within the administration team and provide administrative cover during annual leave and sickness eventualities.
5. Undertake telephone agent duty as and when necessary.
6. Maintain an effective diary management on the Occupational Health Cority system ensuring clinics are entered and maintained in advance.
7. Ensure that digitised records are accurately attached to the correct patient's Cority record when booking appointments.
8. Work alongside the OH Nurse Manager to develop and implement Occupational Health and Wellbeing roadshows promoting Occupational Health and Wellbeing services when required.
9. To assist in arranging meetings/functions and booking of rooms on behalf of team members, in addition to preparing agendas and relevant attachments from information received.
10. To attend internal/external meetings and take, produce and circulate accurate complex minutes as appropriate.

11. Process supplies ordering via iProcurement and NHS supplies.
12. Ensure there is clinical and administration cover to conduct taxi medical examinations by following the standard procedure as and when necessary.
13. Assist the Assistant Service Manager with the quarterly survey and data analysis.
14. Assist the Assistant Service Manager in regularly checking and updating departmental leaflets and coordinate with Medical Illustration updates as necessary.
15. Undertake any other duties as required consistent with the grading of the job which fall within the capabilities of the post holder, as instructed.
16. To be aware of and have a general understanding of relevant local/departmental procedures and assist in the development and its implementation in accordance with departmental requirements.

Health and Wellbeing / Cority

To support the department to co-ordinate delivering the following services:

17. To develop an understanding of the Health and Wellbeing initiatives and assist with the effective communication and delivery in the Trust and contracted companies.
18. Process new gym applications and provide support to existing members.
19. Ensure the gyms have sufficient cleaning materials and machines are maintained in a good working order, taking steps to book maintenance when required.
20. Liaise with the wellbeing yoga instructors, ensuring that classes are blocked out and attendance registers are provided and maintained.
21. To liaise effectively with staff, managers and external contractors in order to ensure sound communication about the Health and Wellbeing Service, as and when required.
22. Work alongside the Health and Wellbeing lead undertaking administration of HWB training events including co-ordination of venues, dates and times, marketing of the course and production of course literature.
23. To assist in facilitating an effective engagement and to communicate properly appropriate initiatives in the Trust and contracted companies.
24. Conceptualise, create and design HWB newsletter and share with contracted clients.
25. To undertake any other duties as required consistent with the grading of the job which fall within the capabilities of the post holder, as instructed.

CONFIDENTIALITY:

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

HEALTH AND SAFETY:

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

If you are a manager you will be responsible for the Trust's policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards.

This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

RISK MANAGEMENT:

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

EQUAL OPPORTUNITIES:

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

CONFLICT OF INTEREST:

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

USE OF INFORMATION TECHNOLOGY:

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post

SAFEGUARDING – CHILDREN/YOUNG PEOPLE AND VULNERABLE ADULTS

Every employee has a responsibility to ensure the safeguarding of children and vulnerable adults at all times and must report any concerns immediately as made clear in the Trust's Safeguarding Policies.

INFECTION CONTROL

The Trust is committed to reducing the risk of health care acquired infection. Accordingly it is essential that you adhere to all Trust infection control policies, procedures and protocols (to include hand decontamination, correct use of PPE (Personal Protective Equipment) and care and management of patients with communicable infections). You are required to report any breaches/concerns promptly using the Trust's incident reporting system.

SMOKING:

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Trust No-Smoking Policy.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs and will be commensurate with the grade and competencies of the post.