



**Solihull
Healthcare
Partnership**

Document ID:

HR03-04

Issue Date:

1 February 2021

Revision:

1

Job Description

Approved by:

HR

Job title:

PA to Chief Executive Officer and Board

Responsible to:

CEO & Board

Hours of work:

37.5 hours per week

1. Job Role / Purpose:

To provide critical support to the CEO and Board. Undertake administrative and secretarial duties with efficiency and accuracy. Act as an ambassador for the organisation, developing effective and positive relationships with key internal and external stakeholders. Ensuring the highest levels of confidentiality at all times.

2. Key Duties & Responsibilities:

- To be the point of contact for all enquiries to the CEO
- Monitoring the email inbox of the CEO dealing with confidential correspondence and escalating urgent matters
- Provide administrative support to the CEO in managing his diary, the organisation of meetings and the maintenance of confidential documents and files
- Planning and preparation of all paperwork and agendas for various meetings including Board meetings and Partnership meeting
- Attending Board meeting and producing accurate and complete minutes. Distributing these in a timely manner
- Provide support to the CEO in the prioritisation of his workload and responding appropriately and filtering requests on his behalf
- Provide full secretarial support to the Board
- Organisation of meetings. Liaising with GP Partners and Managers as required
- Supporting the Board with specific projects, providing fully, comprehensive administration support
- Maintain confidentiality at all times

3. Person Specification

- Previous experience providing secretarial and PA support at Board level
- Experience in accurate minute taking
- Flexible approach to work, there will be a requirement to attend meetings outside of your regular hours. When this is the case you will be able to take the time back at another agreed time during that week
- Excellent organisation skills and attention to detail
- Excellent communication skills

4. Other Duties



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Health and Safety

- To comply with the Health and Safety at Work etc. Act 1974.
- To take responsibility for their own health and safety and that of other persons who may be affected by their own acts or omissions.

Equality and Diversity

- To carry out at all times their responsibilities in line with Equal Opportunities Policy and Procedure.

Risk Management and Clinical Governance

- To work within the Clinical Governance Framework of the practice, incorporating Risk Management and all other quality initiatives and all aspects of CQC implementation.

Confidentiality

- To maintain confidentiality of information relating to patients, clients, staff and other users of the services in accordance with the General Data Protection Regulations 2018 including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/or prosecution.

Safeguarding

- Whilst in post, staff are expected to acquire and update their knowledge on safeguarding as per the intercollegiate document requirements and SHP policies.

Professional development

- The post holder will participate in any training programme implemented by the practice as part of this employment
- To participate in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development

General

- To undertake any other duties commensurate with the role, within the bounds of his/her own competence as guided by the attached management framework.
- To work across the various SHP sites as required.
- In light of national policy and due to the needs of the business it may be necessary for the Partnership to alter the opening hours of the surgeries. This could incorporate different opening hours and weekend working which may affect when you are required to work. The post holder is expected to be flexible and accommodating, following consultation, in terms of any changes to operating times in the future.

SHP Vision Statement: To be the most respected Primary Care provider in the Birmingham and Solihull Region. **Mission Statement:**

Sustainable Primary Care services that meet the needs of our patients and commissioners.

Have a united, strong and financially viable organisation.

Practice of choice for our patients and the employer of choice for our people.