

**JOB DETAILS:**

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| **Job Title** | **Minute Taker/Administrative Assistant** |
| **Pay Band** | **£23,464 WTE pro rata salary £9,386 for 15 hrs** |
| **Hours of Work and Nature of Contract** | **15 hours permanent** |
| **Base** | **St Kentigern Hospice** |

**ORGANISATIONAL ARRANGEMENTS:**

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| **Managerially Accountable to:** | Chief Executive Officer |
| **Reports to: Name Line Manager** | Hospice Operations Manager |

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| **Job Summary/Job Purpose:**  **JOB BENEFITS:**   * The ability to transfer an existing NHS pension over to the hospice * A contributory pension scheme * Clinical staff are aligned with NHS pay rates * Free occupational health support * Eligible for Blue Light Card and blue light card holder benefits * Real living wage employer * Discounted staff menu available from Caffi Cariad * Access to outdoor spaces for both work and relaxation * Free parking on site * Enhanced benefits include; Maternity/paternity and adoption leave, occupational sickpay, free flu jabs, Bereavement leave and support, 5 weeks annual leave plus bank holidays   **Main purpose of role**  **Secretarial Duties**  As an experienced minute taker, you will pay a crucial role in documenting accurate and comprehensive minutes of meetings held within the Hospice. You will be responsible for capturing key discussions, decisions and action points.  Attend meetings and other events within the organisation as mutually agreed, including diary management, taking comprehensive and accurate minutes  Record the attendance of Trustees and other attendees at meetings and record apologies for absences  Utilise active listening skills to capture and document key points, discussions, decisions and action items during meetings.  Collaborate with meeting organisers to understand the objectives, context, and desired outcomes of each meeting.  Maintain strict confidentiality and discretion in handling sensitive information discussed during meetings.  Prepare drafts of meeting minutes promptly and efficiently, ensuring accuracy, clarity, and adherence to established formatting guidelines, and are sent out to Committee and Board members in a timely manner in line with the agreed timescales.  Review and proofread meetings minutes for clarity, spelling, and grammar making necessary revisions before finalising.  Collaborate with stakeholders to address any concerns or discrepancies in the meeting minutes, ensuring their accuracy and approval.  Maintain the agreed record-keeping system for meeting minutes, ensuring they are properly filed and easily accessible.  Responsible for following up Action Logs to arise from Committee and Board meetings with respective Executive Team Management members to ensure actions are taken.  Responsible for staying updated with organisational policies, procedures and relevant guidelines to ensure compliance and consistency in minute taking practices  **General**  Provide cover for administrative colleagues during times of sickness absence or annual leave.  **General Requirements**  This post is subject to the Terms and Conditions of employment of the Hospice as specified in the staff handbook.  Competence - You are responsible for limiting your actions to those that you feel competent to undertake. If you have any doubts about your competence during the course of your duties, you should immediately speak to your line manager / supervisor. Risk Management It is a standard element of the role and responsibility of all staff of the Hospice that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards. It is a requirement that you adhere to St Kentigern Hospice Policies, Procedures, Protocols, and guidelines at all times.  **Health and Safety Requirements of the Hospice**  All employees of the Hospice have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Hospice to meet its own legal duties including attendance at mandatory training updates and also to report any hazardous situations or defective equipment.  **Data Protection and Confidentiality**  The post holder must treat all information, whether corporate, staff or patient information, in a discreet, secure and confidential manner in accordance with the provisions of the current data protection legislation and organisational policy.  Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under statutory legislation and the hospice’s disciplinary policy. This duty of confidence continues after the post holder leaves the organisation.  **Records Management**  As an employee of the hospice, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. The post holder should consult the Lead if they have any doubt as to the correct management of records with which they work.  **Flexibility Statement**  The content of this Job Description represents an outline of the post and is therefore not a final list of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.   * **The post is subject to an enhanced disclosure check with the Disclosure and Barring Services (DBS)** |

**KEY RESPONSIBILITIES:**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **Qualification and/or knowledge** | Able to demonstrate English and Mathematics to GCSE C GRADE.  RSA/equivalent secretarial qualification.  Audio typing. | Welsh communicator – oral and written  Shorthand  IT qualification | Application form and pre-employment checks |
| **Experience** | Experience in minute taking for senior level committees.  Experience of working with senior managers to provide secretarial and administrative support, including diary management.  IT competent in using IT systems (including Microsoft Word, Outlook and Excel); and the internet.  Proven experience of successfully working under pressure with multiple demands and prioritising workloads in a busy environment. | Experience of working in a charity or healthcare organisation. | Application form and interview |
| **Aptitude and Abilities** | Ability to communicate diplomatically, effectively, and appropriately with all levels of staff, patients, carers, and volunteers.  Ability to work on own initiative, and also to follow instructions and guidelines and work as an integral part of a team.  Excellent organisational and time management skills.  Understanding of Data Protection Act and maintaining strict confidentiality  Excellent communication skills, both written and verbal.  Strong interpersonal and presentational skills, and a diplomatic approach in dealing with people.  Demonstrative methodical approach to work with excellent attention to detail. | Welsh speaker | Interview |
| **Values** | A confident, outgoing, and friendly approach in dealing with patients and families.  A flexible approach to promote and support team working.  Confident in working with senior colleagues and clinical teams.  A professional and smart appearance.  Flexible with a pro-active and creative approach to problem solving. |  | Application form, interview and references |

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| **JOB DESCRIPTION:**  JOB TITLE:  LINE MANAGER:  PAY BAND:  LOCATION:  DATE PREPARED:  Date reviewed  PREPARED BY:  EMPLOYEE’S SIGNATURE: …………………………………………………  DATE: …………………………………… |