

**DESIGNABILITY – PA to Chief Executive and Executive Team  
NHS BAND 5 £22,128 - £28,746**

**30 to 37.5 hours per week**

Designability is a design and development organisation working to improve the quality of life of people with disabilities and healthcare problems. A team of professional design engineers and support staff work closely with healthcare professionals, disabled people and other end-users. Designability is an independent registered charity maintained by charitable donations, sales of products and research grants and is based at the Royal United Hospital, Bath. <http://www.designability.org.uk>

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Personal Assistant
<b>GRADE:</b>	NHS Band 5
<b>HOURS:</b>	Flexible 30 to 37.5 hours
<b>DEPARTMENT:</b>	Designability
<b>RESPONSIBLE TO:</b>	Chief Executive

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Job Summary / Main Purpose:**

To provide a comprehensive secretarial and administrative service to the Chief Executive.

To co-ordinate the work of the Executive team (Head of Finance, Commercial & Early Years Programme Manager, Engineering & Design Programme Manager).

To provide secretarial support to the Board and 2 sub-committees (Oversight & Scrutiny and Project & Research Governance Committees).

Provide oversight of the operations within the administrative team.

## **Principal Duties and Responsibilities to the Chief Executive**

1. To be the first point of contact and liaison person for the CEO. The post holder will use their initiative and be proactive in taking action, as appropriate.
2. To manage the CEO's schedule and oversee and maintain appointment systems, planning and coordinating the day to day and longer term activities and commitments.
3. To co-ordinate travel and accommodation arrangements for the CEO.
4. To support the CEO in the development of projects, proposals, bids, etc. through information retrieval, consultation and team-management.
5. Maintenance of a comprehensive and efficient filing and information system.
6. To organize meetings (agenda, document preparation and minutes) which the CEO is responsible for; including; Oversight & Scrutiny, Projects& Research Governance, Senior Management Team, and Health & Safety.
7. To work with the CEO and other members of the team to prepare the annual report.
8. To carry out any other duties commensurate with the role.

## **Support to the Executive management team**

1. To co-ordinate the work of the Executive team (Head of Finance, Commercial & Early Years Programme Manager, Engineering & Design Manager) by coordination of diaries.
2. Arrange appointments for significant external events to ensure that Designability is appropriately represented.
3. To coordinate annual leave and cover arrangements.

## **Relationship Management**

1. To maintain and update mailing lists relevant to the office and to liaise with all departments to ensure appropriate registers of key contacts and stakeholders are maintained.
2. To liaise with the Marketing Officer and Fundraising Manager to ensure that the CEO, or members of the Executive team are available to support events.
3. To ensure the effective update of the CRM system and other relevant databases.

## **Office Management**

1. Deal with general telephone enquiries and visitors
2. To coordinate and oversee the provision of facilities and supplies within the office.

## **The Trustees**

1. To compile Board and Board sub-committee agendas and papers
2. To taking minutes for the Board and Board sub-committees
3. To circulate reports, minutes and agendas for Board and sub-committee meetings, as required
4. To liaise with and provide support to the Chair of Trustees and Chairs of sub-committees, for the preparation and organization of meetings.
5. To be proactive in preparing and producing correspondence and documents for and on behalf of the Chair of Trustees.

**The post holder may be required to travel between different sites (Royal United Hospital, Universities of Bath or West of England).**

*The post holder should adhere to DESIGNABILITY and University of Bath policies and procedures.*

## **PROFESSIONAL DEVELOPMENT**

There will be opportunities to apply for training course places and attend conferences if considered appropriate and proportional to development of skills relevant to work role

## **CONFIDENTIALITY**

The work is of a confidential nature and information gained must not be communicated to other persons except in the recognized course of duty.

## **HEALTH AND SAFETY**

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

## **EQUAL OPPORTUNITIES**

The organisation has an equal opportunities policy and it is the responsibility of all staff to comply with the policy.

## PERSON SPECIFICATION

**JOB TITLE: Personal Assistant**

**GRADE:** Band 5

**DEPARTMENT:**

Designability

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications &amp; training</b>	5 GCSE's including Mathematics and English 2 A Level's	RSA3
<b>Knowledge &amp; Experience</b>	At least, 4 years' experience of administrative and clerical work Note/minute taking Production of annual reports and project reports Working within a multidisciplinary team environment Ability to communicate with a wide range of people, including health professionals, academics, members of the public	Familiarity with Microsoft Dynamics, or other CRM
<b>Specific skills</b>	Strong communication and interpersonal skills Demonstrates effective organizational skills Strong IT skills, including use of spreadsheets and databases, with a recognized IT qualification Ability to deal with confidential and sensitive issues Ability to work under pressure Flexible approach to working patterns Confident networker	Ability to sort, collate and interpret complex information
<b>Physical Skills &amp; Effort Emotional Effort</b>	Demonstrates ability to organize and progress own workload within a team setting	
<b>Requirements due to Working Environment</b>		Driving license

**Last updated: 12<sup>th</sup> December 2017**

**DESIGNABILITY – PA to Chief Executive and Executive Team  
NHS BAND 5 £22,128 - £28,746**

**30 to 37.5 hours per week (negotiable)**

Do you have excellent organisational, communication and IT skills? Are you confident, with the ability to communicate with people from a range of professional backgrounds? Do you want to make a difference to people with long term health conditions and their carers? If so, we are looking for a Personal Assistant to join the Designability team and to help transform the lives of people with disabilities and health problems, through the research and design of new technologies.

Designability is a national engineering design and development organisation working to improve the quality of life for people with disabilities and healthcare problems; supported by charitable donations, research grants and commercial income. We are a team of over 30 professional design engineers, therapists, technicians and support staff, who work closely with healthcare professionals, disabled people and other end-users to develop appropriate solutions.

The post holder will provide a comprehensive secretarial and administrative service to the Chief Executive. They will co-ordinate the work of the Executive team (Head of Finance, Commercial & Early Years Programme Manager, Engineering & Design Programme Manager); provide secretarial support to the Board of Trustees and 2 sub-committees (Oversight & Scrutiny and Project & Research Governance Committees). Provide oversight of the operations within the administrative team.

The successful applicant will need to be educated to the appropriate level, possess strong ICT skills and be an excellent communicator in all mediums. He/she will also need to be a confident and effective team worker and have previous, demonstrable experience of providing administrative and secretarial support at Director/Chief Executive level.

There is some flexibility around the role. We require a minimum of 30 hours per week Mon-Fri.

For more information visit [www.designability.org.uk](http://www.designability.org.uk) or for further details please email [nigelharris@designability.org.uk](mailto:nigelharris@designability.org.uk).

Designability is an independent charity working in partnership with the University of Bath.

Closing date for applications: Monday 22<sup>nd</sup> January 2018.