



## **ADMINISTRATOR FOR SENIOR MANAGEMENT TEAM (Permanent, Full time)**

### **Particulars of Office**

1. The appointment is permanent full time and pensionable. The post is graded at the Grade IV level of the Clerical Administrative Scale.

### **2. Salary**

Remuneration is in accordance with the salary scale approved by the Department of Health Current scale.

### **3. Superannuation**

The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme or the Single Public Service Pension Scheme will apply to the position. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of these schemes.

### **4. Duties**

The incumbent will perform such duties as are outlined in the attached Job Description.

### **5. Hours of Work**

The whole time standard weekly working hours for this grade are 37 hours per week, usually discharged between the hours of 8.00am and 8.00pm on a Monday to Saturday basis, as appropriate to the particular service. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours.

### **6. Retirement**

No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 70 years of age on the 1<sup>st</sup> day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

### **7. Annual leave**

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act, 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on a number of factors such as grade, years of service and whole time equivalency.

## **8. Sick Leave**

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health

## **9. Termination of office**

The employment may be terminated at any time by 4 weeks notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

## **10. Garda Vetting Checks**

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to re vet employees at any future point, as deemed appropriate by Hospital Management.

## **11. Confidentiality**

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

## **12. Hygiene**

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

## **13. Policies / Legislation**

All Hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

#### **14. Disability Census**

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.

## **ADMINISTRATOR FOR SENIOR MANAGEMENT TEAM (Permanent, Full time)**

### **1. Qualifications**

The candidate must, on the latest date for receiving completed application forms for the office, possess:

- Excellent secretarial and organisational skills.
- Have a good working knowledge of computer packages, including Microsoft Word, Excel and Outlook.
- Have at least two years satisfactory experience in a fast paced clerical officer/administration post and possess sufficient administrative capacity to discharge the functions of the grade.
- Capacity for responsibility and individual initiative.
- Have excellent interpersonal and communication skills.
- A sound background in and knowledge of the Health Services Sector is desirable.

### **2. Health & Safety**

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well-being in line with the Hospital objectives.

### **3. Character**

Candidates for and any person holding the office must be of good character.



# **ADMINISTRATOR FOR SENIOR MANAGEMENT TEAM (Permanent, Full time, Grade IV)**

## **JOB DESCRIPTION**

**Title:** **CLERICAL OFFICER GRADE IV ADMINISTRATOR  
FOR SENIOR MANAGEMENT TEAM**

**Purpose of the Position:** This is a key post with responsibility and accountability for the efficient day to day administration of the Senior Management Function of the Hospital.

**Accountable to:** Communications Manager

**Liaison / Communication:** The proper performance of these duties will require a high degree of liaison and communication with Chief Executive, Deputy CEO and all Managers and Staff throughout the hospital in the course of their normal duties and responsibilities.



### **Overview of the Role**

The person appointed will operate as a generalist and provide a comprehensive and efficient administrative service to the Senior Management Team (primary assignment to the CEO and Deputy CEO's Office), with particular responsibility for the administrative aspects to a range of Committees, as well as providing secretarial / administrative support to the Senior Management Team in assisting with the strategic development of the service to meet changing organisational needs, and in conjunction with the PA to CEO, ensure the smooth running of the CEO's Office on a day to day basis.

## **ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES**

### **General Accountability**

The person chosen will:

- Demonstrate behaviour consistent with the values of the hospital.
- Act with discretion when dealing with confidential matters.
- Be responsible for the provision of administrative support services to their designated area.

### **Specific Accountability**

The person chosen will report to the PA to the Chief Executive, and be accountable to the Communications Manager.

### **Outline of Duties and Responsibilities**

The person chosen will provide the following administrative and secretarial support in the following areas:

- Provision of Secretarial support to the following Committees:
  - Ethics Committee
  - Finance Committee
  - Audit Committee
  - Heads of Department
  - Operations Management Committee (OMC)
    - OMC Events Subgroup (to manage events checklist procedure)
  - Accessibility Committee
  - Radiation Safety Committee
  - MDRO Working Group
  - Quarterly update meetings with Dental Department
  
  - and other such ad-hoc committees as may be set up from time to time.
  
- Tasks Applicable to all of the above:
  - Prepare Agenda
  - Gather additional documentation for distribution
  - Circulate meeting packs in advance of same via MeetingSquared App
  - Arrange Presentations by liaison with Presenters/Chairperson of Committees
  - Take minutes at meetings
  - Type, proof, correct and make changes to the draft minutes following review of same by the relevant chairperson
  - Keep lists of Committee members updated
  
- Screening telephone calls, correspondence and visitors, as required for Senior Management Team
  
- Secretarial needs of the Senior Management Team.
  
- Set up of CEO's Office twice daily for meetings (ensure it is tidy, refreshments and newspaper in place)
  
- Information gathering and briefing of the Team on issues pertaining to hospital activity and operations. Communicate information from members of the Senior Management Team to designated personnel for action and follow up on such communication.
  
- Ensure matters are kept up to date and acted upon accordingly by liaison with Senior Management Team, Heads of Departments/Services, Programme Manager, as required
  
- Manage mandatory Training requirements and schedule for CEO & Communications Departments - Liaise with Team, book training and maintain records

- Liaise with the Catering Department re: weekly catering requirements for CEO Office and provision of refreshments for meetings, as required.
- Maintain a comprehensive filing system for all relevant documentation and ensure that file maintenance is carried out as required. Ensure that confidential files are secure.
- Managing the Stationery Stock for the CEO Office
- Ensure that the PA to the CEO, Communications Manager and Senior Management Team are kept up to date on issues pertaining to changes within the organisation as appropriate.
- Carry out quarterly Health and Safety Audits for physical environment relating to Department, including monthly check of First Aid Kit
- Complete specific projects and ad hoc duties, as assigned by the Senior Management Team

#### **Shared Responsibilities – CEO Admin Team**

- Provide cross cover across following departments; CEO Office, Communications and Disabled Driver's Medical Board of Appeal as required.
- Planning for annual, cyclical and ad-hoc events such as the Annual General Meeting, Annual Ernest Goulding Memorial Lecture, debriefing meetings, information sessions and associated tasks, as well as cross management of Emergency Preparedness meetings.
- Attend and report at Daily Operational Safety Huddle (DOSH) as representative of CEO and Communications Departments, as part of a rotating schedule. Brief team as appropriate.
- Compile and circulate hospital data activity reports for Senior Management Committees, on a bi-monthly basis.
- Plan and prepare the draft annual calendar for Board, Finance, Audit, Foundation, Executive, HODs, Ethics, OMC and other such meetings; firstly check that the proposed dates of the Board Meetings suit the Chairman, and based on the confirmed or revised Board Meeting dates, organise the other Committee Meeting dates accordingly.
- Ensure that Standard Operating Procedures for the CEO Office are reviewed and updated as required.
- Proof-reading of patient & family, staff, and general information literature as requested by Communications Manager
- Liaise with Communications Manager regarding enquiries pertaining to the organisation or regarding information submitted to the CEO Office for circulation by CASCADE, display on Notice Boards (including electronic notice boards) or other channels of Communication.



**Additional duties as may be assigned from time to time**

The post-holder will be required to undertake any other tasks or duties, or attend relevant meetings, as may be assigned to the role from time to time by representatives of the Senior Management Team and / or CEO

**Patient Safety & Quality**

- The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being please bring this to the immediate attention of your manager.
- Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.

*The extent of speed and change in the delivery of healthcare is such that adaptability is essential at this level of management. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.*

*This Job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.*

*I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level. To be signed by the successful applicant upon appointment.*

Employee Name: \_\_\_\_\_

Line Manager Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_