

JOB DESCRIPTION

Title:	Business Secretariat
Pay Band	Up to £30k (dependant on experience)
Responsible to:	CEO
Accountable to:	CEO, GCC and National Board members
1. Job Role/Purpose	
The Business Secretariat is the point of contact for corporate matters; responsible for providing efficient, effective and professional administrative services to the CEO, Group Clinical Chair and the wider National Business Support Team; working with a range of internal and external stakeholders.	
2. Key Duties & Responsibilities	
<ul style="list-style-type: none"> • Maintain and update key business records i.e. meetings, Partnership Agreements, Contracts, Legal documents, Partner Matters and documentation etc • Maintain up to date, accurate and comprehensive contact details for key external partner organisations (e.g. across the NHS, commercial sector and overseas) • Keep up to date with policy, legal and statutory requirements for the business • Ensure information is handled confidentially at all times with judgement, discretion and diplomacy • Provide extensive and highly developed communication and written skills inc. report writing • Provide a high level of administration support to the CEO and National Central Business Support Team as required • Provide a full and proactive email and diary management service for the CEO, responding to queries, delegating emails and monitoring follow up. • Organise and manage high level national and international meetings, liaising with overseas contacts, compiling itineraries, contact lists and travel documentation. • Able to work with the minimum of supervision, to prioritise tasks independently, to liaise effectively and develop excellent working relationships with a wide range of very senior and high profile individuals, partners and organisations. • Attend National Board meetings as note/minute taker preparing and promptly issuing agendas and minutes, undertaking any follow up actions delegated as a result of meetings. <p>NB: This job description outlines the key duties that are expected of you within the role of Business Secretariat although is not an exhaustive list. It may be amended in line with experience, business requirements and as a result of any future organisational change.</p>	
3. Other Responsibilities	
Health and Safety <ul style="list-style-type: none"> • To comply with the Health and Safety at Work etc. Act 1974. • To take responsibility for his/her own health and safety and that of other persons who may be affected by his/her own acts or omissions. Equality and Diversity <ul style="list-style-type: none"> • To carry out at all times his/her responsibilities in line with the Modality Equal Opportunities Policy and Procedure. 	

Risk Management and Clinical Governance

- To work within the Clinical Governance Framework of the business, incorporating Risk Management and all other quality initiatives.

Confidentiality

- To maintain confidentiality of information relating to patients, clients, staff and other users of the services in accordance with the Data Protection Act 1998 and Caldicott Guardian. Any breach of confidentiality may render an individual liable for dismissal and/or prosecution.

General

- To undertake any other duties commensurate with the role, within the bounds of his/her own competence.
- To work across Modality sites as required providing a professional administrative and secretarial service.
- In light of national policy and the due needs of the business it may be necessary for the Partnership to alter the opening hours of the business.
- Undertake any other duties commensurate with the grade of the post and the responsibilities of the CEO and GCC for whom the post is supporting.
- Other ad hoc duties as required by the CEO and GCC.
- To undertake any other duties commensurate with the scope of the role and within your skill set as requested.

4. Knowledge, Skills and Qualities:

Knowledge:	<ul style="list-style-type: none"> • Business and management knowledge acquired through training and relevant experience to degree level or equivalent • Knowledge of a full range of administrative and organisational procedures, acquired through training and relevant experience • Knowledge of corporate administration processes
Skills:	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Proficient in Microsoft applications i.e. Word, PowerPoint, Excel, Outlook • Diary Management • Stakeholder management • Proficient in electronic filing systems
Personal Qualities	<ul style="list-style-type: none"> • Professional approach to work • Comfortable using judgement to take decisions on own initiative • Self-starter, able to work unsupervised and on own initiative with the ability to prioritise own workload and multi-task. • Courteous and effective when dealing with people. • Ability to exchange information in a tactful and diplomatic manner.

STATEMENT:

This job description will be agreed between the jobholder and the CEO to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.

Post holder:

Manager:

Date: