

Location:

Site as agreed. Travel to other locations necessary

Reporting to:

IUC Workforce Planning

Regional Rota Lead

Hours of work:

37.5 pw (part time hours will be considered)

Salary:

£TBC

Education/Qualifications

- Basic educational attainment (experience preferred)

Experience:

- Healthcare Service
- Working with Rotamaster
- Strong level of administrative understanding and delivery
- Escalations processes

Skills

- Calm, considered and effective approach
- Agility to change
- Excellent communicator
- Flexible and able to work in dynamic environments with multi-disciplinary teams
- Ability to organise a large volume of work with frequently changing priorities
- Resilient, adaptable and versatile
- Competent and considered professional
- MS office applications
- Good understanding of Excel
- Good understanding of MS Office applications (Word, PowerPoint, etc)

Travel to other sites:

- You may be required to travel to other PPG locations.



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Workforce Planning Rota Administrator (Non-Clinical Role)

The Workforce Planning Rota administrator will produce, fill and maintain rotas for the Out of Hours and Clinical Assessment Service in their area. They will also assist within the region as and when required for rota fill purposes.

What you'll be doing:

- To productively fill rotas accurately and in a timely manner.
- To assist with producing rotas within the agreed time frame and ensure that they are available on the website
- To assist with ensuring all personnel working on the rota receive a reminder at least two days prior to their shift.
- To update reports on any trends in cancellations, no-shows or late arrivals.
- Take action to fill a vacant shift if a member of staff or worker informs that they are unavailable or unable to work.
- Escalate to the Workforce Planning Regional Rota Lead if there is any foreseen risk to rota fill position as per the escalation policy.
- Assist with producing reports/rota information as requested by the WFP Regional Rota Lead or Management
- To ensure correct rota information has been updated on RotaMaster for payroll purposes.
- To develop relationship with personnel to assist the organisation in filling sessions at short notice.
- To assist with maintaining a record of sickness and annual leave for personnel and report regularly to the Workforce Planning Regional Rota Lead and Service Delivery Manager
- To attend meetings as required.
- To assist with any new projects.
- Maintain an accurate database within RotaMaster.

General:

- The duties of this post are a guide to the range of responsibilities that may be required. These may change from time to time to meet the needs of the service and/or the development needs of the post holder.
- This job description will be revised regularly to take account of changes within the organisational structure and PPG's business plan.

Health and Safety at Work:

- The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with PPG to ensure that statutory and departmental safety regulations are adhered to.
- All duties must be carried out in accordance with PPG's policies and procedures and with regard to Data Protection Act 1998.

Other duties

- The post holder will be required to undertake any other duties according to the needs of the service. This job description is not intended to be an exhaustive list of activities, but rather an outline of the main areas of responsibility. Any reasonable changes will be discussed and agreed with the post holder before any variations to the job description are made.



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**Workforce Planning Rota
Administrator (Non-Clinical Role)**

What you'll be doing continued: