

Rota Administrator

Job Description

Hours: 20 hours per week
Reports to: Operations Manager
Based at: Glover Street, Birmingham, B9 4EY

Summary

The role of the Rota Administrator is to work as part of the rota team based at BADGER Head Office. The function of the post is to primarily provide support to the Rota team and assist in the management of the Badger clinical and non-clinical rotas and any associated administrative tasks

Key Accountabilities

- To assist in the production and maintenance of all Badger Rotas
- To ensure that all rota are entered onto the RotaMaster system and associated systems two months in advance.
- To ensure that all rota change requests are entered daily onto the RotaMaster system and any associated system.
- To publish rotas onto the Badger website (members' area) two months in advance and when changes take place.
- To fill vacant / cancelled session shifts as and when they occur
- To report any rota changes to the payroll department.
- To inform out-of-hours duty team leaders of rota changes and variations
- Monitor absence
- To inform the Operations Manager if there is any foreseen 'risk' such as shortage of clinicians on the rota.
- To develop relationships with staff members to assist the organisation in filling sessions at short notice.
- To attend meeting with the operational team as required.
- To assist in new projects.

Equality and Dignity

The post holder will be expected to adhere strictly to the principles of fairness and equality in carrying out the role. At all times the post holder will be required to show respect for and maintain the dignity of patients, the public and work colleagues. Badger will not tolerate any form of bullying or harassment, violence or aggression against its employees.

Confidentiality

Your attention is drawn to the confidential nature of the information collected. The unauthorised use or disclosure of patient information or any other personal information, staff code of conduct and/or Data Protection Act 1998 is a disciplinary offence and could result in prosecution or action for civil damages under the Data Protection Act 1998.

Pre-Employment Health Check

The appointment will be subject to a satisfactory Pre-Employment Health Check.

The duties and responsibilities outlined in this job description are neither definitive nor restrictive and may change in detail from time-to-time to meet the changing needs of the operation

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Person Specification

Please note that ALL the essential criteria must be met in order for any applicant to be short-listed

Criteria	Essential	Desirable
Qualifications, training, education	<ul style="list-style-type: none"> GCSE level education or equivalent (including English and Maths as a minimum). 	
Experience	<ul style="list-style-type: none"> 2 years experience of working in a busy operational team 2 year' experience of carrying out accurate data entry using MS Excel 1 year experience of monitoring annual leave and scheduling 	Experience of working within a rota team.
Knowledge	<ul style="list-style-type: none"> IT skills, particularly MS Excel, MS Word, MS Outlook. 	Knowledge of using Aداstra software
Skills & Competences	<ul style="list-style-type: none"> Excellent communication and liaison skills, with wide range of personnel. Capable of setting & working to priorities. Keyboard skills Ability to work under pressure, meeting tight deadlines when required. Excellent, keen and logical problem-solving skills to resolve scheduling vacancies. Methodical Lateral thinker, able to follow direction and instructions Capable of using own initiative Ability to work as part of a team Self-motivated Effective organisational skills Ability to build relationships and rapport with staff members 	
Other	<ul style="list-style-type: none"> Strong work ethic Experience of working with strong personalities and following policy. 	