

Badger Group

Rota Administrator

Location: Birmingham

Fixed Term Contract (3 years)

Monday to Sunday- 2 week rota inclusive of weekend working

37.5 hours per week

Pay rates: Weekday pay rate: £10.77- Weekend pay rate:£10.93

NHS pension

Badger Group provides a GP Out-of-Hours service and currently has an exciting opportunity for a Rota Administrator.

As a Rota Administrator you will be part of a team and you will be responsible to fully coordinate all clinical and non-clinical rotas whilst managing effective working relationships.

You will be responsible for ensuring that staffing levels are effectively planned to the required levels each day. This will primarily be through the management of rotas to ensure that these are being run and managed as efficiently and effectively as possible. You will also provide support and a comprehensive rota administration service for Operational Management.

You will build excellent working relationships with all staff members and managers to deliver robust rotas with appropriate contingency plans in place. You will need to work collaboratively with other departments.

You will require great organisational skills, attention to detail and excellent IT skills.

Knowledge of the NHS and rota management systems would be of significant advantage. You will need to be able to cope well under pressure, use your initiative and be able to both lead and be a team player.

If you would like to apply to join our dynamic team, please download the Job Description and Person Specification for this role from our website www.badger-group.com and submit your CV along with a Supporting Information (maximum 3 pages) which outlines why you meet the essential skills required for the job. It is a good idea to look at the 'essential' skills and knowledge in the Person Specification. Send your CV and Supporting Information to recruitment@badger.nhs.uk. Informal enquiries should be addressed to Sabrina Khan, HR Officer on 0121 766 2184. CVs submitted without a supporting statement will not be shortlisted.

Closing Date: CVs and Supporting Information must be submitted by Tuesday 20 February 2024.

Badger strictly adheres to Working Time Directive.