

## **Badger Group**

### **Rota Administrator**

**Location: Birmingham**

**3 years Fixed Term Contract**

**Monday to Sunday - 2 week rota inclusive of weekend working**

**37.5 hours per week**

**Salary dependent on experience: £23,637 per annum**

**NHS pension**

Exciting opportunities have arisen at Badger Group which is a social enterprise that works with key stakeholders, including NHS Trusts, local authorities, local Councillors & MPs and GPs to deliver best patient care.

You don't need NHS nor clinical experience but have highly developed organisational and time management skills as well as excellent interpersonal and communication skills. You are someone who can show initiative and a willingness to learn and a person who is self-sufficient, proactive and adaptable, a good communicator and a valued team member. You are highly motivated to excel in your role, providing a comprehensive and effective administration service.

As a member of the Rota team you will be responsible to fully coordinate clinical and non-clinical rotas whilst managing effective working relationships. You will be responsible for ensuring that staffing levels are effectively planned 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 to Operational Management.

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

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](http://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 'essentials' skills and knowledge in the Person Specification. Please send your CV and Supporting Information to [recruitment@badger.nhs.uk](mailto:recruitment@badger.nhs.uk).

CVs submitted without Supporting Information will not be shortlisted.

**Closing Date:** CVs and Supporting Information must be submitted by Thursday 16 May 2024.

Badger strictly adheres to Working Time Directive.