



## Badger Group

### Rota Administrator Job Description

#### Job Description

Hours: Full-time 37.5 hours per week including weekend working.

Reports to: Operations Manager

Based at: Aston, Birmingham

#### Summary

The role of the Rota Administrator is to work as part of the rota team based at Badger, Aston. 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 rota and any associated administrative tasks.

#### Key Accountabilities

- To assist in the production and maintenance of all Badger Rotas
- To ensure that all rotas are entered onto the Rota Master system and associated systems two months in advance.
- To ensure that all rota change requests are entered daily onto the Rota Master 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 sessions 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 are 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 and 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 of disclosure of patient information or any other personal information, staff code of conduct and/or Data Protection Act is a disciplinary offence and could result in prosecution or action for civil damages under the Data Protection Act.

#### 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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## Badger Group

### Rota Administrator Person Specification

Criteria	Essential/Desirable	*Application/Supporting Statement/Interview
5 GSCE's Grade A-C / 9-4 or equivalent or relevant experience	Essential	Application/ Supporting Statement
Some experience of office administration	Essential	Application / Supporting Statement/Interview
Experience of coordinating team rotas.	Essential	Application /Supporting Statement/Interview
IT experience, including use of all common software	Desirable	Supporting Statement/Interview
Excellent communication and people skills	Essential	Supporting Statement/Interview
Motivated and confident self-starter	Essential	Supporting Statement/Interview
Ability to take responsibility for results/impacts of work	Desirable	Supporting Statement/Interview
Creative, flexible character and a generator of new ideas with a proven ability to work as part of a team as well as independently	Desirable	Supporting Statement/Interview
Commitment to equality & diversity and values of Badger Group	Essential	Supporting Statement/Interview
Passionate about health issues & some understanding of the health sector	Desirable	Supporting Statement

**\*Application** – assessed against the application form. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.

**\*Supporting Statement** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.

**\*Interview** - assessed during the interview process by either competency-based interview questions, tests, presentation etc.