



Rota Administrator

Job Description

Hours: Full-time 37.5 hours per week
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 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

Criteria	Essential	Desirable
Education/Qualification	<p>5 GSCE's Grade A-C or equivalent.</p> <p>Evidence of continuing professional development.</p>	Evidence of further study.
Experience & skills	<p>2 years' experience in using electronic rota systems.</p> <p>Experience of working in a busy administrative role.</p> <p>Experience in coordinating team rotas and utilising electronic rostering solutions, i.e: Rotamaster.</p> <p>Intermediate Level IT skills.</p> <p>Ability to analyse and problem solve.</p> <p>Accuracy and attention to detail.</p> <p>Excellent interpersonal and communication skills.</p> <p>High standard of computer literacy, including experience of Microsoft Office – Word, Excel etc.</p> <p>Good telephone manner and interpersonal skills.</p> <p>Good organisational abilities, to prioritise work to meet deadlines.</p>	2 years' experience working in a healthcare environment.
Other relevant requirements	<p>Assertive and able to use own initiative.</p> <p>To assist with a variety of tasks and projects including updating rota systems and software programmes.</p> <p>To undertake training as required.</p> <p>To be adaptable and flexible within a challenging work environment.</p> <p>Must be able to work flexibly.</p>	
Personal Qualities	<p>Open to learning and development, with a professional attitude.</p> <p>Good motivation and an innovative approach to work. Able to maintain good working relationships.</p> <p>High levels of confidence.</p>	