Mildmay Mission Hospital

Job description: PA to Chief Executive

JOB IDENTIFICATION	
Job title:	Personal Assistant (to the CEO)
Department:	
Grade:	£26,629 - £29,278.8 pro rata inclusive per annum
Hours	20 hours per week
Accountable to:	
Responsible to:	

Summary of role

Mildmay Mission Hospital is Europe's specialist provider of care for people living with complex HIV related conditions and particularly HIV Associated Neurocognitive Disorders (HAND). We are also London's primary inpatient facility for patients who are homeless.

The Hospital has a vacancy for an experienced PA with a positive attitude to work for the Chief Executive Officer. You will be responsible for providing a full administrative support service to the CEO, including diary and office management. You will also be required to support other Senior Managers when necessary.

The ideal candidate will have had similar experience of working in a busy role and possess excellent organisational and IT skills (Microsoft Word and Excel essential) and preferably shorthand skills.

You should be able:

- To provide a high quality Personal Assistant service to the Chief Executive Officer.
- To provide a flexible quality service to the Management Team and work closely with other Administration staff.
- To always understand issues of and maintain confidentiality.

For an Informal chat about this role and an application pack, please contact Human Resources on 020 7613 6304/ personnel@mildmay.org.

Closing Date: 15th October 2021

General information

Information governance

The post holder is required to keep up to date with the requirements of Information Governance. They must follow Mildmay policies and procedures to ensure that Mildmay information is dealt with legally, securely, efficiently and effectively. The post holder must appropriately manage the records they hold or create during the course of their employment with Mildmay, making the records available for sharing in a controlled manner, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. (e.g., Freedom of Information Act 2000, Caldicott guidelines). If you are required to make entries into health records, you must ensure these entries are legible and attributable, and that record keeping is contemporaneous.

Equal opportunities

It is the aim of Mildmay Hospital UK to ensure that patients, clients, employees and job applicants receive equal treatment irrespective of their ethnic origin, gender, religion, race, colour, marital status, sexuality, age and physical capabilities and are not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable.

Health and safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974), to carry out the safety procedures and to adhere to the Health & Safety related policies of the organisation, which have been developed in order to maintain a safe environment for patients, employees, volunteers and visitors.

- Each employee is responsible to take reasonable care for his or her own acts or omissions and the effect that may have upon the safety of themselves or any other person.
- Every employee must use safety equipment or clothing in proper manner and for the purpose intended.
- Any employee who intentionally or recklessly misuses anything supplied in the interests of Health and Safety will be subject to disciplinary procedures.
- Every employee must work in accordance with any Health and Safety procedures, instructions or training that has been given.
- Every employee is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
- All employees are under a duty to familiarise themselves with the Risk Management / Fire, Health and Safety Policies.

Mildmay will provide an annual update on Governance and Health & Safety issues to staff as a minimum.

Risk management

You are responsible for ensuring that you become familiar with the requirements stated within the Mildmay Risk Management Strategy and that you comply with the Hospital's Risk Management Policies and Procedures. Your specific responsibility for Risk Management will be clarified to you by your Line Manager at your induction.

No Smoking policy

Mildmay Hospital operates a "SMOKE FREE POLICY" in line with the "Smoke Free" legislation, of 1st July 2007.

Conditions of employment

Salary is based on the Mildmay pay scales using Whitley Terms and Conditions as guidelines. Other conditions are as determined by Mildmay policies, which use Mildmay terms and conditions as a guideline.

Individual responsibilities

You will have a duty to familiarise yourself and adhere to Mildmay Policies and Procedures including:

- Health and Safety Policy
- Infection Control Policy
- Risk Management Policy

You are to:

- Adhere to Mildmay's Policies and Procedures and relevant Legislation including the requirements of any professional bodies.
- Attend mandatory training as identified by the Mildmay Hospital.
- Abide by the Mildmay Uniform/non-uniform Policy and dress code.
- Wear identity badge at all times whilst at work or on duty.

Confidentiality

All Mildmay staff and contractors working for Mildmay have both a common law duty and a statutory duty of confidentiality to protect patient information and only use it for the purposes for which it was intended.

The disclosure and use of confidential patient information needs to be lawful and ethical.

Benefits of working for Mildmay Mission Hospital

- Inner London Weighting
- Training & Development Opportunities
- Flexible working patterns
- Subsidised meals
- Travel Loan

- Gym facilities

Job description agreement	
Post holder's name:	
Post holder's signature:	
Date:	
Line Manager's name:	
Line Manager's signature:	
Date:	