

JOB DESCRIPTION

Job Title: Governance, Facilities and Executive Administrator

Reporting To: Governance and Executive Assistant

Location: Tapping House, Hillington PE31 6BH

Hours of work: 30 – 37.5 hours per week

ROLE SUMMARY

The Governance, Facilities and Executive Administrator will provide comprehensive administrative support to the Governance and Executive Assistant, the Facilities Team and Kitchen Team. The role will ensure smooth day to day operation and coordination of clinical and organisational governance.

MAIN RESPONSIBILITIES

- Provide administrative support to the Governance and Executive Assistant
- Attend, prepare agenda, take comprehensive minutes and circulate for meetings relating to: -
 - Senior Leadership
 - Clinical Strategy Group
 - Information Governance Committee
- Ensure that minutes of meetings and associated action plans are circulated in a timely manner (within 2 weeks) unless special exemption granted
- Provide reports for clinical meetings (Clinical Quality Group, Infection Control Committee) (Risks, Incidents, Policies, Audits, Patient/Family feedback)
- Provide support to the Governance and Executive Assistant to oversee the annual governance frameworks and monthly requirements including:
 - Risks
 - Incidents
 - Policies
 - Audits
- Support the Governance and Executive Assistant in working with colleagues to ensure the timely formatting of the Quarterly Dashboards

- Support the Governance and Executive Assistant in projects to improve clinical and organisational governance.
- To ensure timely reviews, updates and archiving of care leaflets by collaborative working with marketing and the database
- Be competent on the current Hospice IT systems: the Hospice filing system and electronic data storage systems – including Word, Blue Stream, Excel, Vantage, SMI, TEAMS and PowerPoint.
- Provide general administration support to the Facilities Team and Kitchen Team.

General

- To uphold the Hospice's vision and values at all times



- Carry out all duties in accordance with the Hospice's policies and procedures including but not limited to health & safety, code of behaviour, confidentiality and equality, diversity & inclusion.
- Promote awareness of the Hospice, its services and its strategy.
- Work collaboratively and respectfully with all staff, volunteers and supporters of the Hospice.

- Promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering the Hospice’s policies on safeguarding.
- **Information Security, Confidentiality, and Records Management:**
The role requires adherence to organisational policies concerning information security, data privacy, and confidentiality. The employee is responsible for safeguarding sensitive information, ensuring secure handling and storage of records, and maintaining compliance with applicable data protection regulations. This includes actively participating in Information Governance training, reporting potential security incidents, and managing records in accordance with Tapping House’s Retention Archiving and Destruction of All Hospice Records Policy.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.

This job description is not intended to be exhaustive and will be reviewed periodically to ensure that the needs of the service are being met.

PERSON SPECIFICATION
Governance and Executive Assistant

	Essential	Desirable
Qualifications and Training	Educated to GCSE or equivalent (A-C/7+ - 4) Excellent Microsoft Office knowledge	
Experience and Skills	Meeting administration and minute taking experience Excellent written and verbal communication skills Ability to communicate effectively at all levels Experience of dealing with confidential and sensitive information Ability to manage own workload and priorities Ability to work under pressure and to time scales	Experience of working with volunteers or experience of being a volunteer Experience of working in a healthcare setting

	Demonstrate a high level of attention to detail	
Personal Attributes	Team player Proactive and flexible Adaptable to change	