



## JOB DESCRIPTION

1. JOB DETAILS	
Job Title:	Faculty Administrator – Humber & the Ridings/Whiterose
Job Holder:	
Reports to:	Regional Engagement Manager – North East
Date:	May 2019

2. JOB PURPOSE
To manage the day to day core activities of a local office including provision of administrative support to the Humber & the Ridings/Whiterose Faculty Boards who seek to develop and deliver local initiatives to members and implement / facilitate national activities delivered at local and regional level. Additional responsibilities include the provision of administrative support to regional initiatives / activities as directed by the Regional Engagement Manager.

3. DIMENSIONS
<p><u>Core dimensions</u></p> <ul style="list-style-type: none"><li>• Four faculty boards per annum</li><li>• One AGM and one social event per annum</li><li>• Minimum of six electronic newsletters per annum distributed to members in the area</li><li>• Ensure Faculty web pages are updated in a timely manner</li><li>• Faculty Turnover: £40 k</li><li>• Cheque signing limit: £600</li><li>• Financial transactions including: bank reconciliations, statutory returns, invoices, cheque production/BACS payments and account administration.</li><li>• Marketing events to ensure targeted at correct audience and deliver appropriate uptake</li><li>• Membership No: approx. 858</li><li>• Attending approximately 7 national/UK meetings per annum</li><li>• Four regional boards per annum</li><li>• Administrative / financial support to regional initiatives / activities</li></ul> <p><u>Local dimensions</u></p> <ul style="list-style-type: none"><li>• local projects</li><li>• awards and presentations</li></ul>

#### **4. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

##### **Education**

- 'A' level standard or equivalent - This role requires strong numerical and written skills in order to carry out the financial aspects of the role and produce written reports
- Administrative qualification (work experience may be balanced against education level)

##### **Experience**

- Relevant experience in an administrative role
- Committee experience, including organising and taking minutes
- Financial experience/Book keeping
- Project administration
- Experience of running events
- Understanding of marketing theories in order to promote events and the Faculty

##### **Knowledge / Skills / Attributes**

- Able to take responsibility for self-direction, remote from day to day office management, and use own initiative
- Ability to juggle tight timescales and conflicting demands
- Ability to encourage volunteers to contribute to the work of the organisation
- Ability to promote ideas, events and opportunities to members/non-members and sponsors, making use of the College systems available to assist with this
- Knowledge of financial systems
- Understanding of current health issues in order to produce relevant educational events
- An understanding of the culture/ structure of primary care
- Good keyboard skills and working knowledge of MS Office Suite (including intermediate Word and Excel, and basic PowerPoint)
- Working knowledge of visual aid equipment
- Interested in being involved in the organisation at a local, regional and national level
- Understanding of e-mail, internet and intranet capabilities
- Excellent communication and negotiating skills with people at different levels (both verbal and written)
- Ability to work in a professional manner with honesty and integrity
- Adaptability and flexibility to work in an environment of constant change
- Access to vehicle/driving licence and willingness to travel is essential
- Ability to attend evening meetings / events and occasional overnight stays.

#### **5. KEY RESULT AREAS**

1. To be responsible for the day to day management of the faculty office including all administrative, financial and communication tasks, ensuring that the office is efficient and professional.
2. Contribute to the development of the Faculty business plan each year ensuring that prior thought is given, in consultation with the other Administrators/Faculty Officers, to potential activity and predicted budgets and providing the detail at year end to reflect that the plan has been monitored and delivered within anticipated (adjusted in year where necessary) budget, wherever possible.

3. Ensure the delivery of the four core tasks (Faculty Board, AGM, Social Event and Member Communication) required of the faculty office ensuring these are delivered to the agreed standard as set out in the Faculty business plan.
4. Provide administrative support to the Provost, Chair, Honorary Secretary, Education Lead and Treasurer as required, in order to help them manage their roles and responsibilities within the faculty area
5. Deliver the administrative support required to ensure that national activities for which the faculty is responsible within the faculty area are carried out on time and within the agreed parameters.
6. Undertake administrative and financial tasks, working closely with the agreed GP lead, required to support the range of activities (beyond the core) that the faculty has agreed should be delivered locally on behalf of its members.
7. Develop budgets for activities and seek funding where required in order to ensure that projects and events are run as income generating activities, where possible.
8. Be involved in assisting the Regional Engagement Manager (or similar) to deliver occasional regional and national College activities either within the local area or within the region by either working in partnership with other faculties or providing expertise within the regional team in order to broaden the range of opportunity available to members within each local or regional area.
9. Develop the opportunity to ensure the Faculty Administrator can contribute energetically to the work of the College, principally within the faculty, but also increasingly within the context of a regional team and the wider Membership & International Directorate, whilst balancing the pressure of managing a diverse workload within agreed contracted hours.
10. Be the first point of contact for enquires to the Faculty both in person at events, telephone and by email.
11. Working with other Faculty Administrators to monitor and contribute to the financial sustainability of the local Faculty.
12. Ensure all financial statutory returns are completed in a timely and satisfactory manner; process all necessary accounts e.g. sales and purchasing ledger, raise payment requests through the finance department.
13. Provide regional administrative support to key initiatives / activities as directed by the Regional Engagement Manager, including regional conferences and courses.
14. Provide administrative support to the Whiterose Region under the guidance of the Regional Engagement Manager
15. Co-ordinate responses for regional returns to National Faculty Office in liaison with local Faculty administrative staff and the Regional Engagement Manager

## **6. COMMUNICATIONS AND WORKING RELATIONSHIPS**

The post holder is required to communicate at all levels in a professional manner, representing the college. The following list is indicative of the different levels but is not exhaustive.

- Faculty Chair and Provost – on a regular basis on the telephone to provide advice and support and to ensure Faculty runs in line with byelaws
- Faculty Honorary Secretary and Honorary Treasurer – regularly need to obtain signatories and to interpret figures and provide financial reports. Use of internet banking and Microsoft Excel
- Faculty members – engage via various means (web, newsletters, flyers), to provide information and sell events. College initiatives such as fellowship, being the first point of contact for enquiries. Use of College publishing, online booking and web editing systems

- Regional Chairs / Leads - on a regular basis on the telephone to provide advice and support, to obtain signatories and to interpret figures and provide financial reports.
- Regional faculty members – engage via various means (web, newsletters, flyers), to provide information and sell events. College initiatives such as fellowship, being the first point of contact for enquiries. Use of College publishing, online booking and web editing systems
- Other GPs who are not members – first point of contact for enquiries either with regard to courses or College initiatives and to encourage membership of the College through MAP where appropriate
- Regional Engagement Manager (or similar) and team – regular basis to ensure smooth running of the operation
- Membership & International Directorate (M & I) / Faculty senior management (where appropriate)
- Director of M & I - infrequently
- Other Faculty Administrators within the region – working as a team and available on the telephone to discuss issues, ideas and any queries other Faculty Administrators may have to promote best practice or a different approach and to ensure a consistent approach nationwide. Advertise events for other Faculty Administrators, and to collate regional returns on behalf of the Regional Engagement Manager.
- Other Faculty Administrators in the UK – to share best practice and ideas as and when required
- Other managers and staff within the College – regularly – usually telephone enquiries of the other College staff to discuss college initiatives and disseminate corporate affairs information
- UK officer responsible for Faculties and Membership – infrequently
- PCO staff and managers – occasionally speak with Health Education England (HEE) and CCG members to discuss events and how the faculty may be able to help or work together. HEE financial support the CSA events also speak with SHA on regular basis arranging joint faculty/SHA meetings
- Managers and staff within HEE and postgraduate areas – Frequently the Dean of the GP School is a member of the Faculty Board
- Potential sponsors (e.g. representatives from pharmaceutical companies) – frequently to try an obtain sponsorship for events
- Venue staff and managers – frequently to discuss terms and conditions of booking the venue for events and what is needed on the day
- Suppliers and contractors – frequently to negotiate terms
- This role is also required to produce reports, articles, newsletters, e bulletins etc using the College systems available to support these duties
- A major part of this role is to build relationships with members and volunteers. This role is required to persuade and influence the Chair of the Faculty and speakers to make particular decisions

*All post holders are expected to adhere to GDPR and ensure that they handle data in a manner that is compliant with the regulations.*