

NHS ORKNEY

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Board Secretary

Directorate(s): Chair and Chief Executive Directorate

Band

Job Reference:

Names of Job Holder(s):

2. JOB PURPOSE

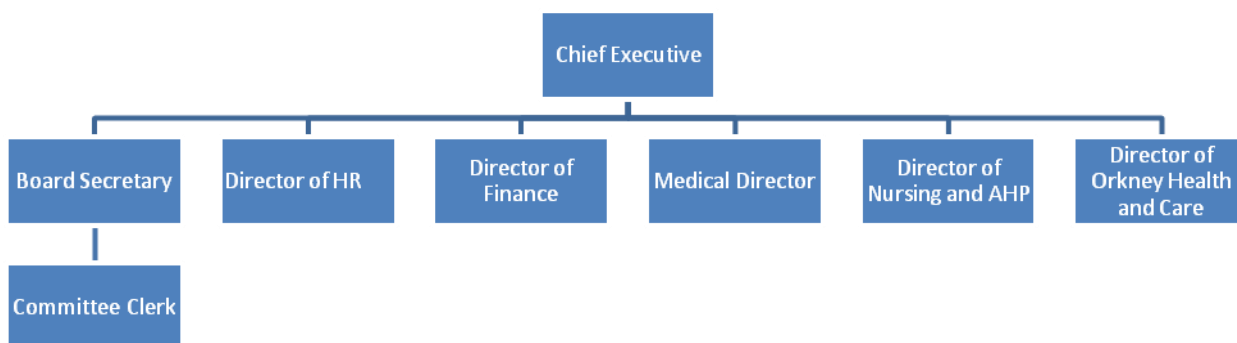
Undertake the role of Board Secretary including the provision of a full Board secretariat, in support of the strategic corporate themes/objectives and priorities of NHS Orkney.

Advise Board Members on issues of Corporate Governance and in particular regulations of meetings and proceedings of Board and Committees.

Lead responsibility for updating NHS Orkney's Code of Corporate Governance on an annual basis.

Oversees and co-ordinates the production of performance reports in respect of complaints, FOI and enquiries.

3. ORGANISATIONAL POSITION



4. SCOPE AND RANGE

Works within established policy framework but has considerable freedom to make decisions without recourse to line manager.

Works on own initiative deals with very complex and competing deadlines and agendas.

Public face of NHS Orkney Board in terms of Board papers and associated Board committees and working to ensure Board business is to a high standard and quality.

Budget holder for the Advisory Committee Structure, Board Secretariat and Administration Supplies and Stationery.

5. MAIN DUTIES/RESPONSIBILITIES

Board Secretariat

Organises and undertakes a robust and comprehensive secretariat service to the Board and its Committees to ensure the effective and efficient administration of Board activity consistent with Corporate Governance arrangements. This includes:

- (a) Organisation of agendas and the co-ordination and distribution of papers and reports for the Board and its Committees in association with Board Members and Executive Directors.
- (b) Co-ordinates the governance arrangements between the Board, committees and senior management groups. Ensures common standards are applied across all committees supporting the governance arrangements.
- (c) Attend relevant meetings and prepare accurate and concise minutes to record key issues, decisions taken and actions agreed, ensuring draft minutes are available promptly for review.
- (d) Develop clear and concise action plans and follow up that actions are being implemented by those responsible.
- (e) In association with the Chairman and Chief Executive plan the business of the Board and its Committees on an annual basis to ensure that the decision making process is co-ordinated and predictable and information on Board business is made available to the organisation and other relevant bodies.
- (f) Plans and manages Board visits to services and ensures that all parties are properly informed and supported.
- (g) Ensure the accurate storage and maintenance of official Board Committee business records in safe, secure and retrievable systems.
- (h) Attends all Board meetings and in Secretariat role ensures Code of Corporate Governance is applied.

Organises Board events/seminars to ensure that Board members are kept fully aware and knowledgeable on major strategic and service issues, improve team working at this level so that it operates in an effective and efficient manner consistent with good governance.

Liaises with the Scottish Government Health Department, other Boards and Scottish Health Council to promote partnership working and assist the Board to be seen in the best possible light.

Manage the distribution of Scottish Government Health Directorate circulars and directives to the appropriate officers to ensure that they can be implemented.

Co-ordinates the secretarial and support staff across the key committees to the Board to ensure they are properly serviced and are being maintained to a very high standard, includes using own judgement to include or withdraw papers that do not meet required standards.

Manages process for receipt of tenders and opening of tenders in line with Standing Financial Instructions

Co-ordinates purchases from Endowments including advising on funding application process, completing and authorising orders, checking and authorising invoices, authorised cheque signatory, responsible for management of Endowment budget.

Co-ordinate and oversee the maintenance of systems/procedures for recording and reporting on complaints which includes evaluating and analysing trends and reporting on a regular basis to the Board and relevant Committees on a twice yearly basis.

To identify own training and development needs and undertake appropriate training and development as required, supported by regular PDP.

Manage staff and resources effectively employing high quality staff management principles for staff development, professional standards, communication and appraisals;

6. SYSTEMS AND EQUIPMENT

PC and It packages such as Word, Excel, Powerpoint, Outlook – for creating letters, reports, minutes, presentations, sending e-mails and maintaining calendar

NHS Orkney Blog and Internet – for obtaining information both internally and externally and maintaining NHS Orkney Board information on website.

Office-based equipment such as fax, photocopier.

Aids and equipment for presenting information

Dictating machine for dictating work on tape for secretary to transcribe.

7. DECISIONS AND JUDGEMENTS

Postholder is required to use a significant degree of initiative and work autonomously without reference to a senior member of staff. Work will generally be self generated or assigned by the Chair and/or Chief Executive

Leads on decisions relating to day to day operational management of the Board Secretariat without reference to line manager.

Will meet with the Chief Executive on a regular basis to agree priorities, report on progress, discuss issues and review work in hand.

Annual objectives are agreed with the Chief Executive as part of the appraisal and development system and performance against these is reviewed twice yearly.

Provides advice and guidance to line managers and staff on Code of Corporate Governance and other Board Secretariat procedures.

The post holder is expected to be pro-active by implementing procedures, anticipating problems and resolving them using their own initiative and therefore works with a considerable degree of autonomy.

8. COMMUNICATIONS AND RELATIONSHIPS

Communication is on both an individual and group basis and involves verbal and written. The purpose is varied and includes advising, influencing and encouraging others with no line management authority over them.

The post holder is involved in obtaining, assimilating and sharing information, some of which is complex and sensitive with a variety of people which includes:

- (a) Senior managers within NHS Orkney and the Board.
- (b) Line managers, clinicians and staff.
- (c) Scottish Government Health Directorate.
- (d) Local Authorities, Scottish Health Council and colleagues from other Boards.
- (e) Patients, their representatives and the public.

9. PHYSICAL DEMANDS OF THE JOB

Long periods of sitting at a desk operating a PC.

Advanced keyboard skills required for audio typing.

Frequently required high levels of concentration, e.g. during lengthy meetings, and may be required switch tasks with no prior knowledge or at short notice.

Deals with anxious and at times abusive clients in emotional and sensitive circumstances.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Displaying organisational skills of the highest order in planning Board business and other competing duties to ensure that the service provided is effective and in keeping with good practice and corporate governance.

Frequent requirement to change tasks in response to colleague requests.

Manage workload to ensure deadlines for conflicting priorities are met within time constraints.

Sustained concentration is required frequently when producing minutes, preparing agendas and supporting documentation ensuring that high quality standards are maintained at all times.

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Degree level qualification or equivalent experience.

Post graduate level business management/or equivalent qualification.

Well developed organisational and management and supervisory skills with the ability to forward plan over a 12 month time frame.

Graduate standard of numeracy, literacy and research skills

Ability to communicate effectively and confidently with senior members of the Board and previous experience of working at such a level.

At least 5 years management and/or business management experience in particular experience in supporting a corporate decision making forum or of supporting the committee structure servicing a corporate decision making forum.

Demonstrable high level of written communications skills in particular minute taking skills

Confidentiality and discretion

Professional attitude

Flexible approach

Significant attention to detail.