



## Job description

<b>Job title:</b>	Apprentice Executive Assistant
<b>Reporting to:</b>	Executive Assistant
<b>Place of work:</b>	Suffolk (various)
<b>Objectives:</b>	Working with the Executive Assistant, provide secretarial assistance and administrative support to the Chief Executive, Operations Director, Medical Director and Executive team to ensure the smooth running of Suffolk GP Federation. You will also support the Federation's communication and marketing function with the preparation and publishing of content for the



Suffolk GP Federation CIC

Registered in the UK. **Registration number:** 06183049

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Federation's social media, website and internal/external newsletters.

### **Executive support:**

- Working alongside the Executive Assistant, support the CEO and the Executive team to manage their workload and activities e.g. processing monthly expense claims and inputting mileage claims.

### **Meetings**

- Arrange internal and external review meetings
- Attend and take minutes at Integrated Governance Committee, Urgent Care review meeting, Community services meeting, Primary care meeting, Mental Health review meeting, Staff council meeting, Podiatry Subcontract meeting and ESNEFT diabetes contract meeting.
- Arrange Clinical meetings throughout the year at various locations. Ensuring that all have relevant information in advance to support a smooth process.
- To attend meetings as agreed with the Executive Assistant

### **Events**



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- Arrange attendance at external events, booking transport / accommodation and diaries.

## Communication

- Assist with collating content for Suffolk GP Federation's newsletters (external and internal)
- Prepare drafts for a range of materials, including internal and external newsletters, web content and e-newsletters, seeking advice where necessary, and with the support of the Executive Assistant
- To support the Executive Assistant with managing the Suffolk GP Federation website and Service websites
- Maintain the Federation's distribution lists
- Take photographs and videos of events and staff for social media use
- Monitor and respond to general email enquiries that are received into the information email and the feedback email folder
- Monitor and respond to Federation voicemails
- Ensure that contract variations and important documents are returned to relevant bodies
- Ensure colleagues are set up with MS Teams accounts with appropriate access, and support with queries
- Assist with general administration tasks including preparation of agendas, printing and sending letters to members and preparation of presentations.



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## Other Responsibilities

- Assist other parts of the organisation as required.
- Undertake ad-hoc mini projects and tasks as required.
- Maintain discretion and confidentiality

**Amending the job description:** It is expected that as the organisation develops and changes it may be necessary to vary the tasks and/or the responsibilities of the post holder. This will be done in consultation with the post holder and it is hoped that agreement can be reached to any reasonable changes.

**Confidentiality:** The post holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with “Caldicott principles”.

**Data Protection:** The post holder must at all times respect the confidentiality of information in line with the requirements of the General Data Protection Regulation. This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding



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data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

**Policies & Procedures:** The post holder will be expected to comply with all statutory legislation, the organisations governance framework and approved national and local policy. All employees are expected to comply with all of the organisations Policies and Procedure s.

**General:** The post holder will be expected to be respons ible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities de scribed in this Job Description are intended to be indicati ve but not exhaustive of the responsibilities of the post holder. As the organisation develops, the requirements of the job may change and the post holder is expected to a dapt to these changes.

**Health & Safety:** Employees must share responsibility for abiding by health a nd safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy. This includes compliance with The Health Act 2006 Code of Practice for the prevention and control of healthcare associated infection. In addition, be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for themselves, other employees and visitors.



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**Equal Opportunities Policy and Anti-Harassment:** The post holder will immediately report to their line manager any breach or suspected breach of both equal opportunity and anti-harassment guidelines

**Safeguarding Children:** Everyone employed by the organisation regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the Southend Essex and Thurrock (SET) child protection procedures and the organisations safeguarding policy to ensure you are equipped to carry out your duties effectively, you must also attend mandatory child protection training and updates at the competency level appropriate to the work you do.

**Safeguarding Adults:** Everyone employed by the Organisation regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow relevant policies in relation to safeguarding vulnerable adults. To ensure you are equipped to carry out your duties effectively, you must also attend mandatory vulnerable adult protection training and updates at the competency level appropriate to the work you do.



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## Organisation Structure Chart



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