

## JOB DESCRIPTION

**Job title:** Governance Administrator Apprentice

**Reports to:** Governance Coordinator

**Hours:** 37.5 hours

**Location:** Various, including Agile Working

### Job Summary:

This is an exciting opportunity to work in within our governance team whilst undertaking a formal qualification to support the role. You will also be providing administrative support to the governance & contracting activities of the organisation such as significant events, information governance, concerns and complaints, risk and the development and maintenance of policies and procedures. The post holder will promote a proactive approach to involvement in all aspects of governance.

### Main responsibilities:

- To work fluidly across all governance domains of the organisation supporting the implementation of the patient safety, patient experience, clinical effectiveness and risk strategies as required by the services.
- To support with the development of patient engagement across the organisation including supporting with the coordination of complaints and risks.
- To be provide accurate updates on central logs for health and safety, audits and other databases.
- To retrieve, analyse and present in report format clinical and organisational information for specific areas of responsibility.
- To assist with the organisation of governance related training events and support the organisation/management of other internal/external training events as required.
- To provide effective and competent administrative support to the team, e.g. taking of minutes, provision of reports.
- To retrieve, analyse and interpret information as required.
- To contribute to the development of governance functions/services.
- You will be involved in working with other organisations to support patient safety, provide assurance to regulators and commissioners.
- You will be able to work on your own initiative and unsupervised, prioritising workloads to meet set deadlines.

**Personal/professional development**

- The post-holder will undertake a level 2/3 (dependent on experience) apprenticeship in business administration. This may include a level 2 qualification in functional maths and English if necessary.
- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.
- Attending mandatory training sessions e.g. safeguarding and Basic Life Support

**Corporate responsibilities**

- To have a good understanding and follow the organisation's policies and procedures.
- Work as part of the organisation to ensure a positive and productive team environment is developed and maintained at all times.
- To promote the profile and principles of integrated governance across the organisation.