

# Badger Group

## Executive Officer Job Description

### Job Description

Hours: 25 to 37.5 hours per week – Monday to Friday  
Reports to: Directors / Senior Staff  
Based at: Badger House, Glover Street, Digbeth, Birmingham.

### Summary

The key aspects of the roles will be: to support and work with Directors/senior staff on different projects, undertake research and draft reports, letters, take notes and follow up actions, develop and maintain databases, liaise with stakeholders including NHS Trusts, local authorities, local Councillors & MPs and GPs, organise events and meetings, manage sensitive information for the leadership team, provide day-to-day administration of the office, as well as any other activities requested by the Directors/senior staff.

### Main Areas of Responsibility

Key responsibilities are as follows:

- Support and work with Directors/senior staff on different projects
- Undertake research and draft reports, letters, take notes and follow up actions
- Liaise with stakeholders including NHS Trusts, local authorities, local Councillors & MPs and GPs where required
- Develop and maintain the organisation's databases
- Organise events and meetings
- Manage sensitive information for the leadership team
- Provide day-to-day administration of the office (examples include answering calls, dealing with enquiries, and undertaking administrative tasks).
- Working with other staff to provide support to their activities, where required.
- Uphold the highest professional conduct & our equal opportunities policy.
- Develop good working relationships internally and externally.
- Travel and attend events as required.
- Carry out any other duties as requested by Directors/senior staff

***The duties and responsibilities outlined in this job description are neither definitive nor restrictive and may change in detail from time-to-time to meet the changing needs of the operation***

### Relationship to other roles

Support role to Board Directors & Senior Executives.

### Equality and Dignity

The post holder will be expected to adhere strictly to the principles of fairness and equality in carrying out the role. At all times the post holder will be required to show respect for and maintain the dignity of patients, the public and work colleagues. Badger will not tolerate any form of bullying or harassment, violence or aggression against its employees.

### Confidentiality

Your attention is drawn to the confidential nature of the information collected. The unauthorised use of disclosure of patient information or any other personal information, staff code of conduct and/or Data Protection Act 1998 is a disciplinary offence and could result in prosecution or action for civil damages under the Data Protection Act 1998.

### Pre-Employment Health Check

The appointment will be subject to a satisfactory Pre-Employment Health Check.

# Badger Group Executive Officer Person Specification

Criteria	Essential/Desirable	*Application/Supporting Statement/Interview
Degree or relevant experience	Essential	Application/ Supporting Statement
Some experience of office administration	Essential	Application / Supporting Statement/Interview
Experience of undertaking research or drafting reports/letters	Essential	Application /Supporting Statement/Interview
IT experience, including use of all common software	Desirable	Supporting Statement/Interview
Excellent communication and people skills	Essential	Supporting Statement/Interview
Motivated and confident self-starter	Essential	Supporting Statement/Interview
Ability to take responsibility for results/impacts of work	Desirable	Supporting Statement/Interview
Creative, flexible character and a generator of new ideas with a proven ability to work as part of a team as well as independently	Desirable	Supporting Statement/Interview
Commitment to equality & diversity and values of Badger Group	Essential	Supporting Statement/Interview
Passionate about health issues & some understanding of the health sector	Desirable	Supporting Statement

**\*Application** – assessed against the application form. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.

**\*Supporting Statement** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.

**\*Interview** - assessed during the interview process by either competency-based interview questions, tests, presentation etc.