



# Badger Group

## Rota Administrator

### Job Description

#### Job Description

Hours: 24 hours per week Monday to Sunday (to include weekend working)

Reports to: Rota Team Manager

Based at: Badger Healthcare Ltd, 1-2 Bourne Road, Aston, Birmingham

#### Summary

The key aspects of the role will be to support the Rota Team Manager and the Badger clinical and non-clinical workforce. The key element of the role will be the co-ordination of the medical and support services rota on RotaMaster (rota system).

The postholder will work closely with clinicians and support staff to ensure adequate staffing levels are maintained and the services are not adversely impacted.

Additionally, the post holder will be involved in forward planning of services and the aim of the role is to implement, embed and maintain processes and control procedures to ensure that leave arrangements, rotas and staffing are effectively managed.

#### Key Accountabilities

- Manage processes for capturing and recording annual, sick, study and professional leave.
- Establish forward looking and proactive medical and support staff rotas to clearly identify gaps and provide cover.
- Develop close working relationships with clinical and support staff groups to support service delivery.
- Ensure rotas are updated daily and published and produced, a minimum of 8 weeks in advance.
- Develop and establish rota rules.
- Attend weekly meetings with management team and act as a link between Medical Director, Operations Managers and Team Leaders.
- Be the main point of feedback regarding the rotas.
- Link with the training placements colleagues and be alert to any changes with training requirements on the rotas.
- Set up and liaise with new joiners to support and embed induction processes.
- Be the point of contact for colleagues when requesting leave or changes.
- Report rota changes to relevant teams or departments such as Team Leaders, HR, Finance.
- To assist in team projects.

***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 to Operational Management.

Liaison with clinicians and support staff.

#### 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 and 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.

## Disclosure and Barring Service Check

The appointment will be subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

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### Person Specification

Criteria	Essential/Desirable	*Application/Supporting Statement/Interview
Degree or equivalent experience.	Essential	Application/ Supporting Statement
Managing/co-ordinating rota and staffing experience or equivalent.	Desirable	Application/Supporting Statement/Interview.
Medical staffing experience	Desirable	Application/Supporting Statement/Interview
IT experience, including use of all common software.	Essential	Application/Supporting Statement/Interview
Excellent communication and influencing skills.	Essential	Supporting Statement/Interview
Ability to work to take responsibility for results/impacts of work.	Desirable	Supporting Statement/Interview.
Ability to prioritise own workload	Essential	Supporting Statement/Interview.
Ability to adapt to fluctuating deadlines and workloads.	Essential	Supporting Statement/Interview
Ability to work in a structured and methodical manner.	Essential	Supporting Statement/Interview
Motivated and confident self-starter	Essential	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.