



University Hospitals Birmingham
NHS Foundation Trust

Join us at UHB



Building healthier lives

Welcome from our CEO

Professor David Rosser



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

Kind: the kindness that people show to each other every day

Connected: the connections we build with everyone around us

Bold: the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A stylized, handwritten signature in black ink, appearing to read 'David Rosser'.

Professor David Rosser,
Chief Executive Officer

JOB DESCRIPTION

Job Title	Facilities Administrator
Pay Band	3
Department	Facilities
Division	Corporate
Reports to	Steve Cox Portering manager
Professionally Responsible to	Karen Dent operations manager

JOB SUMMARY

To work as part of a team providing comprehensive Administration / Co-ordination support to corporate services.
Working in conjunction with colleagues, service users and internal and external stakeholders.
The post holder will work under indirect supervision and will directly contribute to and Co-ordinate the efficient running of the service.

TEAM/DEPARTMENT STRUCTURE CHART



KEY SKILLS

- Good General Education (eg. GCSE English and Maths A-C) GCSE Level 9-4
- Business Administration NVQ level 3 or equivalent experience in an administrative environment

KEY RESPONSIBILITIES	
<p>Good communication / customer care skills both written and verbal demonstrating sympathy and compassion</p> <ul style="list-style-type: none"> • Good keyboard/ IT skills • Good organisation skills and ability to multitask • Good time management skills Ability to deal professionally with enquiries from staff, Patients and Visitors • Ability to problem solve • Understand confidentiality and apply the principles in every day working practice • Ability to pay attention to detail where there are predictable interruptions to the work pattern • Ability to deal with stressful situations and sensitive issues 	
BUDGETARY AND RESOURCE MANAGEMENT	
<p>Responsibility for Financial and Physical Resources</p> <ul style="list-style-type: none"> • Have a personal duty of care for all equipment and resources used • Maintain stock control such as stationery, clinical supplies, equipment and uniforms 	
MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES	
<p>Where required coordinate duties of band 2 administrative staff and ensure staff rotas are appropriately covered</p> <ul style="list-style-type: none"> • Participate in the induction and training of all new members of staff • Demonstrate own activities to new / less experienced staff 	
RESEARCH AND DEVELOPMENT	
<p>Undertake surveys and routine audits of own work as and when required</p>	
EFFORT	

Work effectively and flexibly as part of a team to meet the needs of the services

- Confident in dealing with people at all levels
- Must be able to demonstrate an understanding of equality and diversity
- Mature open and flexible approach to work
- Demonstrates care and compassion
- Good inter-personal and communication skills.
- Good organisational skills
- Team Player
- Conscientious
- Demonstrates reliability, motivation and commitment

TRUST VISION & VALUES

DO NOT AMEND THIS SECTION

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

Kind: The kindness that people show to each other every day

Connected: The connections we build with everyone around us

Bold: The ability to be bold in how we think, speak and act

ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated:

PERSON SPECIFICATION

JOB TITLE:	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Good General Education (eg. GCSE English and Maths A-C) GCSE Level 9-4 • Business Administration NVQ level 3 or equivalent experience in an administrative environment 	<ul style="list-style-type: none"> •

EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Good keyboard/ IT skills • Good organisation skills and ability to multitask • Good time management skills Ability to deal professionally with enquiries from staff, Patients and Visitors • Ability to problem solve • Understand confidentiality and apply the principles in everyday working practice 	<ul style="list-style-type: none"> •
SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
Ability to travel to multiple sites	Ability to work under pressure and deal with stressful situations

