



RICE (THE RESEARCH INSTITUTE FOR THE CARE OF OLDER PEOPLE)

JOB DESCRIPTION PERSONAL ASSISTANT AND OFFICE MANAGER

Job title:	PA and HR/Office Manager
Accountable to:	RICE Director and General Manager
Hours:	37.5 hours each week
Salary:	£24,547- £27,635 (depending on experience)
Job statement:	Personal Assistant to the Director and General Manager, and day to day HR and office management
Closing date:	1000 Monday 17 th July 2017 (Shortlisted candidates will be notified by Friday 21 st July)
Interview dates:	Tuesday 1 st August 2017

GENERAL

RICE (The Research Institute for the Care of Older People) has been helping older people live better lives since 1985. Our vision is to make growing older better by undertaking clinical research to improve the diagnosis, treatment and care of dementia and other related diseases that are particularly relevant to older people.

RICE is an independent registered charity dedicated to essential research and providing support for people with dementia, their families and carers, and to improving the quality of life of everyone involved. In addition, we provide contracted NHS Memory Clinics (that assess and treat people with memory problems, Alzheimer's disease and related dementias) for the Bath and North East Somerset (BaNES) area. Our internationally renowned dementia research and treatment centre is located in a purpose built facility, the RICE Centre in Bath. Currently our research focuses on finding drug and non-drug treatments for people with Alzheimer's disease and other types of dementia as well as improving life for people with these conditions for example when admitted to hospital or residential and nursing homes.

In 2015 we embarked on an ambitious new phase of our development which includes plans to increase significantly our clinical and academic research programme. In strategic partnerships with the University of Bristol and the Royal United Hospitals Bath NHS Foundation Trust we have appointed two new senior research posts. We are also working to expand our facilities at the RICE Centre. We launched a major four-year appeal, the DementiaPlus Appeal in October 2015, which is currently under review and will shortly be relaunched.

THE ROLE

This is an interesting and varied role working within a small team, perfect for a highly organised multi-tasker who enjoys being involved in activities across the organisation. It is key to continuity and efficiency during a period of change for RICE and in an evolving external landscape. The post holder is a member of and offers PA support to the Senior Management Team (SMT)

Core elements include Personal Assistant to the Director and General Manager; day to day office and HR management for the Institute as a whole; providing secretarial support to the Board of Trustees

and its Committees; and providing some secretarial assistance to the partnership post RICE Professor of Old Age Psychiatry in relation to his RICE work (and this will be reviewed as the post evolves and research activities expand).

Hours of work are normally 9.00am – 5.00pm, with 30 minutes lunch, but some flexibility is essential. Occasional out of hours work will be necessary, for example to support quarterly Board and Committee meetings.

PRINCIPAL DUTIES

PA to the Director and General Manager

To provide executive assistance to the RICE Director and General Manager, and be an important point of contact for staff.

- Prioritise a wide variety of deadline driven tasks, so that the many and varied demands on the office are dealt with efficiently.
- Diary and travel management: including clinical and executive meetings, outside engagements and national/international meetings.
- Liaise in a confident, professional and friendly manner with a wide variety of people across different levels of seniority and areas of expertise, for example clinical and academic staff, professional bodies, charities, pharmaceutical companies.
- To provide secretarial and administrative support to the Board of Trustees and Committees.
- Other duties as may be required.

Clinical Administration and Compliance

To ensure regulatory and contractual compliance

- Act as delegated lead for the Director with regard to appraisal and revalidation of medical staff.
- Contract reporting, including analysing and presenting simple numerical data.
- Work closely with the Director and General Manager to ensure regulatory compliance, and that appropriate policies, operating procedures and processes are in place and regularly reviewed.

Office Management

To ensure the smooth day to day running of the RICE Centre and lead as Health and Safety Manager and Fire Warden.

- Office and facilities management, including contracting and liaison with service suppliers and other contractors.
- Interface with the Royal United Hospital on matters relating to the RICE Centre and hospital facilities.
- Procurement and inventory of office equipment.
- IT administration and liaison with our service provider.

Human Resources

To provide quality HR management and support.

- Line manage other secretarial staff (currently two medical secretaries/receptionists).
- Recruitment and induction, working closely with line managers and other organisations where honorary contracts are needed for staff from other organisations working with RICE and for RICE staff working with other organisations.
- Training lead, liaising with staff and external suppliers.
- Maintenance of all staff records.

PERSON SPECIFICATION

It is likely that you have gained your experience across a number of roles and have reached a similar level in a busy executive office. You will need both the skills and confidence to juggle the demands of this interesting and varied role and to engage with a wide variety of people from different professions and levels of seniority and expertise.

You will have the ability to work on your own initiative and make administrative decisions based on a broad understanding of RICE strategy, policies or operational requirements. Your organisational skills are excellent, as is your ability to prioritise varied tasks, at the same time maintaining the flexibility to respond to changing demands. Good secretarial and IT skills are essential, as is excellent communication and a high standard of spoken and written English.

You must have the right to live and work in the United Kingdom to be considered for this post. All staff at RICE are required to undergo a full DBS check.

Essential	Desirable
Demonstrated experience in similar roles as a personal assistant in a busy senior executive office	Shorthand
Proficient audio-typing	CIPD Associate (or higher) membership
Strong communications skills and confidence in dealing with different professions across different organisation types, and at all levels of seniority, in a friendly and calm manner	Knowledge of NHS regulatory requirements
Excellent organisational skills and an ability to juggle multiple priorities	Understanding of charity operations and governance
Demonstrated experience of office and facilities management, and knowledge of current health and safety and fire regulation	Commitment to and interest in health and research charities
Demonstrated experience of HR systems and management best practice	Previous experience working in an academic or medical environment
Strong IT proficiency across Office suite of software	
High standard of spoken and written English and numeracy	
Ability both to work on own initiative and across clinical and non-clinical teams	