



*Promoting patient safety, education and research*

## **AAGBI FOUNDATION & ASSOCIATION OF ANAESTHETISTS OF GREAT BRITAIN & IRELAND**

### **SECRETARIAT ADMINISTRATOR (SALARY BAND C)**

#### **Job Purpose**

To provide administrative support as a member of the secretariat team.

To contribute to the smooth running of the committee meeting programme, working party and publications programme, and specific projects. To undertake the administration of other services as required e.g. the AAGBI grants, honours and awards timetable and the abstract competitions at AAGBI conferences. To provide administrative assistance to the Senior Management Team as needed e.g. arranging meetings, updating HR/governance resources, supporting HR procedures (recruitment, training); website updates.

**Responsible to:** Head of Support Services and Information Management

#### **Key Relationships:**

**Internal** Executive Director, Senior Management Team, Council/Board members, Officers, Secretariat team, committee chairs, members

**External** Professional advisors (legal, financial, HR), other professional bodies, suppliers of printing, travel, recruitment, accommodation etc, members of the public

#### **Key Responsibilities:**

To contribute to the smooth running of the committee meeting programme. To minute meetings, prepare agendas, distribute papers in a timely fashion and keep accurate committee lists.

To administer the programme of AAGBI working parties and publications. To organise the membership of working parties, coordinate meetings, proof read and format draft publications and coordinate consultation and publication processes. .

To provide administrative support as required to the Executive Director, Officers and the Senior Management Team (SMT).

To work with all staff and council members to ensure good communications are maintained throughout the AAGBI.

To review and update pages of the website related to own areas of work to ensure the information is current and accurate.

To administer the AAGBI grants, honours and awards timetable and the oral/poster competitions at the Annual Congress, GAT ASM and WSM London conferences and to attend the conferences as required to support the secretariat and events teams.

To support the administration of the annual Board, GAT and Officer elections.

To take the minutes of the monthly managers meetings and bi-weekly secretariat team meeting, preparing agendas and taking minutes and distributing them in a timely fashion.

To manage the generic mailboxes and respond to all enquiries and deal with requests for information and assistance relating to own areas of work, or to field correspondence to appropriate staff and Board members as necessary, coordinating responses as required.

To liaise with professional bodies and opposite numbers in a range of organisations in order to develop and maintain effective relationships and to establish networking opportunities.

To support the management team with HR administration; ensuring best practice in HR is implemented including assisting in updating the staff handbook and other policies/procedures, coordinating recruitment, induction and training and providing support and assistance with other HR-related matters as and when required.

To book and accurately record hotel accommodation and travel as and when required, negotiating best value at all times.

### **General Responsibilities:**

To play a full part in the organisation of the secretariat, liaising with Officers, Council and Board members, staff and outside bodies, responding proactively to all enquiries as required and dealing with requests for information and assistance from all sources.

To maintain effective contact management systems using Outlook and the AAGBI database (Concept).

To maintain effective filing systems (electronic and paper).

To work on individual projects, reports, events and publications within the AAGBI as directed by the Executive Director, Officers and SMT.

To provide cover as required for other members of the team.

To contribute to team meetings and organisational priorities

To be proactive in keeping up to date with developments affecting the role.

To support diversity and equality of opportunity in the workplace.

To continually review and recommend improvements to administrative systems, to ensure the smooth running of the AAGBI and particularly the most effective use of IT.

This job description is intended to reflect the main duties and responsibilities of the post and is not an exhaustive list of duties. The post holder may be required to undertake other duties which are commensurate with the role. The job description may be subject to change, subject to the needs of the AAGBI after discussion with the post holder.



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### **Person Specification**

- Educated to degree level or equivalent (e.g. relevant professional qualifications and/or vocational training)
- Proven experience of organising and servicing committee/board meetings, including accurate minute-taking (experience in a non profit or similar membership organisation is desirable but not essential)
- Ability to develop efficient modern office/administrative systems
- Excellent IT skills (Microsoft Office / Windows Word, Outlook, Excel, PowerPoint) and experience with CRM/database systems
- Fast, accurate keyboard skills
- Excellent oral communication skills and written communications skills, with particular emphasis on attention to detail (spelling and grammar)
- Ability to work under pressure and to tight deadlines
- Strong organisational abilities
- Research/report writing ability
- Good project management
- Ability to use own initiative, work proactively and manage own workload
- Ability to work independently, co-operatively and as an effective team member
- Enthusiasm for achieving targets and outcomes
- Ability to develop and maintain effective relationships with a wide range of people including staff, Council, members, stakeholders from other organisations and external suppliers
- Ability to maintain confidentiality and discretion at all times

**Updated May 2016**