

**LANCASHIRE TEACHING HOSPITAL NHS TRUST  
HUMAN RESOURCES DIRECTORATE**

**JOB DESCRIPTION**

JOB TITLE: Corporate Cancer Team Administrator

DIRECTORATE: Corporate Cancer

REPORTS TO: Lead Cancer Nurse

ACCOUNTABLE TO: Lead Cancer Nurse and  
Head of Operational  
Performance

**KEY RELATIONSHIPS:**

Lead Cancer Nurse  
Cancer Manager  
MDT Lead Cancer Clinicians  
Lead MDT coordinator  
Cancer Data Manager  
MDT coordinators and data officers  
Other Cancer Clinicians and Specialist Nurses  
Cancer Service Improvement Facilitators  
Macmillan Information Manager  
Health Records, Medical Secretaries

HOURS: 22.5

LOCATION: RPH

BAND: 3

**NB: The Post holder may be required to work in other departments across the Trust including across Trust sites**

Please indicate the level of DBS Check	No DBS Required	Standard	Enhanced without Barred List Checks	Enhanced with Child only Barred List Check	Enhanced with Adult only Barred List Check	Enhanced with Child and Adult Barred List Checks

**DBS (Criminal Record) Check Level required for role:**

required in this role						
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### **KSF Core Dimension Levels for Role**

Communication	Personal & People development	Health, Safety & Security	Service Improvement	Quality	Equality & Diversity

### **Role Summary**

The post holder will provide comprehensive administrative support to the Corporate Cancer Team and a PA role to support the corporate cancer triumvirate, Lead Cancer Nurse and Head of Performance and Lead Cancer Clinician.

This primarily involves the provision of a comprehensive, flexible and confidential support service and in addition, as a member of the wider department team, to engage in setting the standard for administrative processes. The Administrator role will support specific projects for the purposes of developing effective processes and maintaining effective services to the corporate cancer team.

The post holder requires excellent organisational ability, must be flexible and able to exhibit initiative in resolving problems when they arise, along with a consistently high professional approach.

The ability to work without supervision is an important aspect of this post. By the nature of the duties, the post holder will be required to maintain strict confidentiality and be expected to deal with issues of a sensitive nature with both internal and external partners with courtesy and discretion at all times.

### **Key Duties and Responsibilities:**

The duties and responsibilities listed below should be undertaken in accordance with the levels of competence as defined in the KSF outline for this post. In addition all staff are expected to act in accordance with the values and behaviours of the Trust

Our Values



**Being Caring and Compassionate**  
*Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can.*



**Recognising Individuality**  
*Appreciating differences, making staff and patients feel respected and valued.*








**Seeking to Involve**  
*Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service.*



**Building Team Spirit**  
*Working together as one team with shared goals doing what it takes to provide the best possible service.*



**Taking Personal Responsibility**  
*Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.*

		Link to Values				
ROLE DUTIES	MEASURABLE OUTCOMES					
<ul style="list-style-type: none"><li>Communicates with a range of staff, users and visitors to the Trust / Department utilizing a variety of communication methods including verbal. Electronic and passing information in a format that is appropriate to the individual request.</li></ul>	<ul style="list-style-type: none"><li>Correspondence and enquiries for the team are received in an efficient, professional and effective manner; actions are prioritised and are accurate in terms of grammar and spelling and appropriate to the receiving party.</li><li>Enquiries from patients, visitors and staff are effectively dealt with as required either on a face to face basis or on the telephone, in a professional manner, exercising discretion when dealing with matters of a confidential nature.</li><li>Meetings and refreshments are organised as required.</li><li>Appropriate hospitality is afforded to visitors to the offices.</li><li>Written and electronic information is disseminated to all areas within the team as required.</li><li>Professional and courteous manner is maintained.</li></ul>	X	X	X	X	X

Excellent care with compassion

<ul style="list-style-type: none"> <li>• Provide effective administration support for the Corporate Cancer Team</li> </ul>	<ul style="list-style-type: none"> <li>• Acting as PA to the Lead Cancer Nurse and Head of Performance.</li> <li>• Agendas and papers are organised and coordinated for committees and groups, including the Cancer Nurse Specialist Forums and the Cancer Patient Information Group. Meetings are recorded, accurately transcribed and follow up action is taken where appropriate.</li> <li>• Effective administrations systems are maintained including, message taking, diary management e.t.c.</li> <li>• Mandatory training, information governance and appraisals for the team are coordinated and recorded.</li> <li>• Sickness, annual leave and study leave is recorded for the team.</li> <li>• Conferences / study day placements including travel, accommodation and presentation materials are organised.</li> <li>• Stationery and other equipment is ordered and adequate stock levels are maintained.</li> <li>• Equipment for the team is maintained to an adequate standard</li> <li>• Support documentation and action plans for NCPES</li> </ul>	X	X	X	X	X
<ul style="list-style-type: none"> <li>• Provide effective administration support for Peer Review</li> </ul>	<ul style="list-style-type: none"> <li>• The Trust Cancer peer review schedule is adhered to. Including the management of documentation and upload to national CQUINS site in lie with national deadlines and standards.</li> <li>• MDT teams are supported to deliver Operational Meetings.</li> <li>• Audits are undertaken and presented by agreed deadlines in excel or other agreed formats.</li> </ul>	X	X	X	X	X
<ul style="list-style-type: none"> <li>• Provide effective administration support for the Cancer Patient Information Group</li> </ul>	<ul style="list-style-type: none"> <li>• The Trust Cancer Patient Information Group (PIG) schedule is adhered to.</li> <li>• PIG meetings are coordinated as appropriate.</li> </ul>	X	X	X	X	X

<ul style="list-style-type: none"> <li>Responsible for monitoring health roster for the department, ensuring any issues escalated to the Lead cancer nurse.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure health roster completed by appropriate managers in time</li> <li>Help staff with queries regarding health roster where possible</li> </ul>		X	X	X	
<ul style="list-style-type: none"> <li>The post holder will monitor staff sickness and escalate to lead cancer nurse</li> </ul>	<ul style="list-style-type: none"> <li>Ensure 100% of return to work interviews will be completed by the relevant manager and personal files will be up-dated within 1 week of the return to work.</li> </ul>					X
<ul style="list-style-type: none"> <li>Ensure staff appraisals are completed</li> </ul>	Book in staff appraisals when due					X
<ul style="list-style-type: none"> <li>Assist with the recruitment selection process documentation as required</li> </ul>	<ul style="list-style-type: none"> <li>All recruitment is undertaken in line with the Trust Recruitment &amp; Selection Policy.</li> </ul>					X

Occupational hazards or exposures relevant to this job (please tick)			
<b>Physical</b>			
Patient moving & handling	<input type="checkbox"/>	Regular DSE work	<input type="checkbox"/>
Regular equipment / material moving & handling > 10kg	<input type="checkbox"/>	Climbing ladders and / or working at height	<input type="checkbox"/>
Noise (LEP,d > 80)	<input type="checkbox"/>	Hand Arm Vibration	<input type="checkbox"/>
Hot or cold conditions	<input type="checkbox"/>	Exposure to Ionising Radiations	<input type="checkbox"/>
Entry into confined spaces	<input type="checkbox"/>	Other potential ergonomic problems	<input type="checkbox"/>
Driving on Trust business	<input type="checkbox"/>	Vocational driving (C1,D1, LGV, PCV)	<input type="checkbox"/>
<b>Chemical</b>			
Exposure to known respiratory irritants or sensitisers	<input type="checkbox"/>	Exposure to known skin irritants or sensitisers (including latex)	<input type="checkbox"/>
Exposure to asbestos (non-licensed work)	<input type="checkbox"/>	Exposure to any other chemicals	<input type="checkbox"/>
<b>Biological</b>			
Exposure-prone procedures	<input type="checkbox"/>	Laboratory exposure to pathogens	<input type="checkbox"/>
<b>Other</b>			
Night work	<input type="checkbox"/>	On-call duties/ lone working	<input type="checkbox"/>

### Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by the Trust
- Trust Standing Financial Instructions
- Working within the Data Protection act 1984, Health & Safety at work Act 1974, Maintain confidentiality at all times, as required by legislation and Trust Policy
- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
  - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
  - Concerns about the professional or clinical practice or competence of staff
  - The treatment of other staff, including suspected harassment, discrimination or victimisation
  - Health, safety and environment issues
  - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
  - Employment standards and/or working practices
  - Criminal offences or miscarriages of justice
  - Failure to comply with any other legal obligation
  - Deliberate concealment of any of the above

### Information Governance

- To be fully aware of and committed to all Policies, Procedures and Initiatives relating to Information Governance - this will include, but not limited to, Data Quality improvements, Confidentiality and Information Security
- To take personal responsibility for safeguarding and ensuring the quality of information.

### Behaviour

The post holder will be expected to:

- Support the aims and vision of the Trust
- Act with honesty and integrity at all times
- Be a positive ambassador for the Trust
- Demonstrate high standards of personal conduct
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services
- Uphold the Trust's commitment to equality and diversity

- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

### **Job Review**

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Manager:

Date:

# LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST

## PERSON SPECIFICATION

**POST:** Corporate Cancer Team Administrator

**Band:** 3

**DIRECTORATE / DIVISION:** Surgery

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
<b>Qualifications &amp; Education</b>	<ul style="list-style-type: none"> <li>• Good General Education</li> <li>• ECDL or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• Secretarial qualifications</li> </ul>	Application form/Interview/Test
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Efficient in the use of Microsoft Word for Windows</li> <li>• Significant previous admin experience</li> <li>• Experience of Excel, power Point, email and internet</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a health organisation</li> </ul>	Application form/interview/test
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Able to use own initiative and work without supervision</li> <li>• Able to prioritise work and work of others</li> <li>• Possess excellent communication skills</li> <li>• Excellent organisational skills</li> </ul>		Application form/interview/test
<b>Values &amp; Behaviours</b>	<ul style="list-style-type: none"> <li>• Ability to work flexibly dependant on the needs of the service.</li> <li>• Must be prepared to work across sites.</li> <li>• Tactful and diplomatic</li> </ul>		Application Form/Interview