

## Job Description

**Job Title:** Regional Administrator  
**Accountable to:** Regional Manager  
**Location:** Regional Office

Practice Plus Group's mission is **Access to Excellence**. Our core values are;

- we treat patients and each other as we would like to be treated,
- we act with integrity
- we embrace diversity
- and we strive to do things better together.

Patients can only access excellence if we commit to living our values in everything we do when we're at work.



We believe in putting the patient first, regardless of the environment or their history. The prison population is one of the most vulnerable and challenged patient groups in society and the delivery of their health care is conducted within often difficult and demanding environments.

### The role

As a regional administrator you will support the regional manager and the regional senior management team through diary management, office management, and effective administration. You will organise meetings and note take, book and organise training, collate and disseminate information.

You will;

**Provide** the first point of contact for the regional manager and to provide regional support and business administration.

**Deliver** diary management for the regional manager and the regional senior management team so that work is well planned and the region runs smoothly.

**Inspire** excellence by forging strong links with our partners and stakeholders and providing a service that people can trust, feel safe within, and feel proud of.

**Promote** the regional senior management team and the organisation, embedding a culture of shared learning.

**Share** knowledge, skills and expertise to build strong multi-disciplinary teams who support each other to do a great job.

### About you

- GCSE (or equivalent) English and Maths (Grade A-C)
- Experience of supporting one or more senior manager in a multi-site environment
- Experience dealing with senior internal and external stakeholders
- Able to take and transcribe formal minutes
- A non-judgmental and compassionate approach
- Excellent communication and organisational skills
- Awareness of data protection and confidentiality
- Excellent Microsoft office skills including Outlook
- Proactive problem solving skills
- Flexible attitude to working arrangements
- Able to work within a busy environment
- Able to pay attention to detail



### Additional information

**Disclosure and Barring Service-** a Disclosure and Barring Service disclosure at the enhanced level is required for this role. A risk assessment will be undertaken if necessary.

**Prison Vetting-** a HMPPS (His Majesties Prison and Probation Service) clearance is required for this role in accordance with Ministry of Justice, plus local prison vetting.

**Education and Training-** continuing professional development is encouraged and an annual appraisal system is in place to discuss ongoing objectives and support revalidation.