

## LOC Administrator Role ADVERT

### **Administrator in Devon.**

Remote and flexible administrator role, up to 15 hours per week, with occasional evening work.

The Devon Local Optical Committee (LOC) is seeking an experienced administrator to contribute to the support of day-to-day functions. The LOC represents NHS eyecare contractors and performers delivering eye care services across the county.

The role is varied and would suit an individual who has previous administrative experience and is able to prioritise and organise a busy workload, use their own initiative, communicate across all levels of the committee and its stakeholders, and has exceptional attention to detail. The successful candidate will be required to undertake a wide range of tasks and have:

- Experience/good knowledge of Microsoft office and 365 (excel and word).
- Experience in meeting administration
- High level of organisational skills
- Excellent interpersonal and communication skills.
- A background in healthcare is desirable but not essential.

### **Location**

Training will be undertaken in the Exeter area, however, this is a remote, self-employed position.

### **Salary and benefits**

The vacancy is offered on a self-employed basis, £15-£20 an hour, depending on experience.

### **Benefits**

Working from home; Flexible schedule; Training and support will be provided.

## **JOB DESCRIPTION**

The Administrator will be expected to provide support to the LOC committee members in their various roles and to develop an understanding of the committee's functions.

### **Main duties and responsibilities**

- To undertake specific tasks and projects autonomously with the direction and support from a committee member and for which training will be given when necessary.
- To provide administrative and secretarial support to designated officers (maintaining diaries, correspondence, filing systems, communication and distribution systems)
- To respond to telephone enquiries from stakeholders, NHS England staff or the public and to provide the appropriate and helpful advice.
- To arrange meetings, prepare agenda papers and arrange for their distribution

- To attend meetings, recording discussions and preparing action notes/minutes and monitoring their performance.
- To utilise good word processing skills to produce high quality reports, questionnaires, leaflets and presentations.
- To compile, record and maintain financial and other details on spreadsheets and databases in a competent manner to enable quick and easy retrieval of information for mail outs, training and budgetary purposes.
- Ensure that all tasks and procedures are fully documented (and accessible by others) and that cross cover procedures are maintained so that all tasks can be completed in the absence of the post holder, whether planned or unplanned.
- Be mindful of and do whatever possible, as appropriate to this role, to enable the LOC to fulfil its statutory duty.

### **Confidentiality**

- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to LOC officers, contractors and performers. All such information from any source is to be regarded as strictly confidential
- Information relating to colleagues, other healthcare workers or the LOC may only be divulged to authorised persons in accordance with the LOC policies and procedures relating to confidentiality and the protection of personal and sensitive data

### **Skills and experience**

- Computer and word processing skills and ability to create and maintain databases, spreadsheets and update a website.
- A knowledge & understanding of monitoring, evaluation and data collection.
- Computer and word processing skills, and ability to create and maintain excel databases and spreadsheets.
- Good communication and interpersonal skills
- Capacity to work to tight deadlines
- Ability to work with diverse and multiple workloads
- Ability to work undirected at times
- Ability to work as a team member
- Ability to engage with a range of staff from different disciplines / agencies

### **Other**

- Ability to be flexible and willing to work some evenings and weekends depending on the needs of the LOC.
- Ability to travel to different venues