

DISGRIFIAD SWYDD

Teitl y Swydd:	Ysgrifennydd i Bennaeth y Gwasanaeth Therapi
Gradd:	Band 3
Oriau Gwaith:	18.75 Amserlen waith i'w gytuno
Gwasanaeth	Gwasanaethau Therapi - Cymuned Iechyd Integredig y Dwyrain
Canolfan Gweithio:	Ysbyty Maelor Wrecsam

TREFNIADAU'R SEFYDLIAD

Yn atebol i:	Pennaeth Ardal y Gwasanaeth Therapi
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DIBEN Y SWYDD

Rhoi cymorth ysgrifenyddol o lefel uchel i'r Pennaeth Ardal Gwasanaethau Therapi a enwebir gan weithio ochr yn ochr ag Ysgrifenyddion Penaethiaid Gwasanaeth eraill.

Bydd yr Ysgrifennydd yn cyfathrebu ac yn ymgysylltu â chlinigwyr, unigolion a grwpiau ar draws y Bwrdd Iechyd a sefydliadau allanol a bydd yn delio â gwybodaeth sensitif neu ddadleuol ar ran y Pennaeth Gwasanaeth.

DYLETSWYDDAU A CHYFRIFOLDEBAU

1. Gweithredu fel y pwynt cyswllt cyntaf i Bennaeth y Gwasanaeth dros y ffôn, e-bost a gohebiaeth neu i ymwelwyr. Gwneud penderfyniadau i weithredu neu roi cyngor ar ystod eang o faterion yn ymwneud â gwaith Pennaeth/Dirprwy'r Gwasanaeth a'u timau, eu datrys neu eu cyfeirio ymlaen at yr unigolyn mwyaf priodol pan fydd Pennaeth y Gwasanaeth yn absennol o'r swyddfa.
2. Trefnu cyfarfodydd gan gynnwys llunio agenda a chymryd cofnodion y cyfarfod a'u trawsgrifio, gall hyn gynnwys presenoldeb mewn cyfarfodydd AD, megis ymchwiliadau a gwrandawiadau disgyblu ffurfiol ble mae gofyn cynhyrchu nodiadau ffurfiol o fewn amserlen, a hynny wrth gynnal cyfrinachedd a doethineb gan gall y cyfarfodydd fod o dan amgylchiadau anodd.
3. Rheoli dyddiadur Pennaeth y Gwasanaeth, gan gynnwys trefnu ac aildrefnu apwyntiadau a threfnu lleoliadau cyfarfod a threfnu lluniaeth /arddangosiadau gweledol ac ati, gan wneud y defnydd gorau posibl o'ch amser.

4. Rheoli system 'dwyn ymlaen' er mwyn sicrhau bod terfynau amser yn cael eu bodloni. Monitro ac adolygu eitemau i weithredu arnynt ymhellach, gan fynd ar drywydd gwybodaeth a chatau gweithredu i gwblhau tasgau.
5. Ffeilio a rheoli'r holl adroddiadau electronig/papur a gohebiaeth, gan sicrhau bod pob dogfen yn cael eu cadw/eu dinistrio/cofnodi'n unol â Pholisi PBC a Chanllawiau GDPR.
6. Rhoi cymorth ysgrifenyddol i Benaethiaid/Dirprwyon Gwasanaethau eraill neu Uwch Glinigwyr yn ôl yr angen - gallai hyn gynnwys clywdeipio, teipio llythyrau, trefnu cyfarfodydd, creu taenlenni, rhoi cymorth ysgrifenyddol ar gyfer ymchwiliadau/gwrandawiadau disgyblu a chreu adroddiadau.
7. Delio â dogfennau/materion cyfrinachol a sensitif, gan gynnal cyfrinachedd a disgresiwn llwyr bob amser. Gall hyn gynnwys gwybodaeth o natur ofidus wrth gyfathrebu gyda chleifion neu aelodau staff.
8. Datblygu systemau gweinyddol a'u rheoli megis cronfeydd data/adroddiadau i gynorthwyo gyda rheoli llwyth gwaith a chyfrifoldebau Pennaeth y Gwasanaeth neu o ran darpariaeth cymorth gwasanaeth, gan ddefnyddio systemau TG priodol.
9. Diweddarau Cofnod Electronig Staff (ESR) a'i gynnal gyda gwybodaeth gyfrinachol yn ymwneud â staff fel salwch a PADR yn ôl cyfarwyddyd Pennaeth/Dirprwy'r Gwasanaeth neu Uwch Glinigwyr. Os bydd gofyn gwneud hynny, meddu ar gyfrifoldeb dirprwyedig dros gofnodi salwch staff ar systemau'r Bwrdd Iechyd/Iechyd Galwedigaethol.
10. Cyfathrebu'n uniongyrchol â chleifion, clinigwyr, gwasanaethau neu asiantaethau allanol eraill, yn ôl yr angen.
11. Ar gais Pennaeth/Dirprwy'r Gwasanaeth neu'r Uwch Glinigwr, mae gofyn i ddeilydd y swydd gasglu gwybodaeth am faterion penodol er mwyn hwyluso nodiadau briffio a/neu paratoi adroddiadau/ymatebion i bryderon, gallai hyn ei gwneud yn ofynnol cyrchu systemau gweinyddu cleifion ysbytai e.e. WPAS neu olrhain nodiadau ysbyty cleifion.
12. Cynnal ffeiliau personél staff o fewn y gwasanaeth, yn electronig neu ar bapur yn unol â gofynion y gwasanaeth yn unol â Pholisïau a Gweithdrefnau PBC.
13. Mae angen i'r ysgrifennydd weithio ar ei liwt ei hun gan ofyn am gyngor neu gyfeirio pan fo angen.
14. Bydd angen i'r ysgrifennydd ddechrau gohebiaeth a pharatoi ymatebion ar ran Pennaeth/Dirprwy'r Gwasanaeth neu ymateb yn uniongyrchol fel bo'n briodol.
15. Gwneud trefniadau teithio a llety ar gyfer Pennaeth/Dirprwy'r Gwasanaeth neu uwch gydweithwyr er mwyn mynychu cyfarfodydd a chynadleddau.
16. Codi, prosesu a derbyn archebion yn ôl yr angen, gan ddefnyddio system prynu Oracle, yn mynd ar drywydd ymholiadau yn ôl yr angen a phrynu'n gost effeithiol.
17. Gwneud dyletswyddau eraill fel sy'n ofynnol o dro i dro, ac fel sy'n cyd-fynd â theitl y swydd.
18. Gweithio'n annibynnol gan ddefnyddio eich cymhelliant eich hun i flaenoriaethu llwyth gwaith.

19. Cynnal allbwn gwaith er gwaethaf torri ar draws a newidiadau cyson o ran blaenoriaeth.

GOFYNION CYFFREDINOL

Gallu

Rydych chi'n gyfrifol am gyfyngu ar eich gweithredoedd tuag at Bennaeth/Dirprwy'r Gwasanaeth yr ydych chi'n teimlo'n ddigon galluog i'w gwneud. Os oes gennych unrhyw amheuaeth am eich gallu wrth gyflawni eich dyletswyddau, dylech gael gair â'ch rheolwr llinell / goruchwyliwr ar unwaith.

Goruchwyliaeth

Lle mae'r sefydliad proffesiynol priodol yn gofyn am oruchwyliaeth, cyfrifoldeb deilydd y swydd yw sicrhau cydymffurfiaeth â hyn. Os oes gennych unrhyw amheuaeth am fodolaeth gofyniad o'r fath, siaradwch â'ch Rheolwr.

Rheoli Risg

Elfen safonol o rôl a chyfrifoldeb holl staff y sefydliad yw eu bod yn cyflawni rôl weithredol o ran rheoli risg yn eu holl waith. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau perthnasol ac adrodd ar bob digwyddiad, pethau y bu ond y dim iddynt ddigwydd a pheryglon.

Rheoli Cofnodion

Fel un o weithwyr Sefydliad BIPBC, mae gennych gyfrifoldeb cyfreithiol am yr holl gofnodion y byddwch yn eu casglu, eu creu neu'n eu defnyddio fel rhan o'ch gwaith yn y Sefydliad (gan gynnwys iechyd cleifion, materion ariannol, personol a gweinyddol), waeth a yw'r rhain ar bapur neu ar gyfrifiadur. Ystyrir pob cofnod o'r fath fel cofnodion cyhoeddus, ac mae gennych ddyletswydd cyfrinachedd gyfreithiol i ddefnyddwyr gwasanaethau (hyd yn oed ar ôl i weithiwr adael y Sefydliad). Dylech ymgynghori â'ch rheolwr os bydd gennych unrhyw amheuaeth ynghylch y ffordd gywir o reoli unrhyw gofnodion yr ydych yn gweithio gyda nhw.

Gofynion Iechyd a Diogelwch

Mae gan holl weithwyr y Sefydliad ddyletswydd gofal statudol ar gyfer eu diogelwch personol eu hunain a diogelwch eraill a allai gael eu heffeithio gan eu gweithredoedd neu esgeulustra. Mae gofyn i weithwyr gydweithredu â rheolwyr er mwyn galluogi'r Sefydliad i fodloni ei ddyletswyddau cyfreithiol ei hun ac i roi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol.

Datganiad Hyblygrwydd

Amlinelliad o'r swydd yn unig yw'r Disgrifiad Swydd hwn ac felly nid yw'n gatalog manwl-gywir o ddyletswyddau a chyfrifoldebau'r swydd. Felly, bwriedir i'r Disgrifiad Swydd fod yn hyblyg ac mae'n amodol ar adolygiad a newid o ganlyniad i unrhyw amgylchiadau newidiol, yn dilyn ymgynghori â deilydd y swydd.

Cyfrinachedd

Mae gofyn i holl weithwyr y Sefydliad gadw cyfrinachedd o ran y cyhoedd ac aelodau o staff yn unol â pholisïau'r Sefydliad.

Dyddiad Adolygu: 29 Mawrth 2021

Adolygwyd gan: D. Henstead

Cytunwyd gan: Dyddiad:
Enw a Llofnod y Gweithiwr:

Cytunwyd Gan Dyddiad:
Enw a Llofnod y Rheolwr:

JOB DESCRIPTION

Job Title	Secretary to Head of Therapy Service
Pay Band	Band 3
Hours of Work	18.5 hours per week Working schedule to be agreed
Division/Directorate	Therapy Services – East Integrated Health Community
Base	Wrexham Maelor Hospital

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Head of Therapy Service
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Job Summary/Job Purpose:

To provide high-level secretarial support to a nominated Therapy Services Area Head of Service working alongside other Head of Service Secretaries.

The Secretary will communicate and liaise with clinicians, individuals and groups across the Health Board and external organisations and deal with sensitive or contentious information on behalf of the Head of Service.

DUTIES/RESPONSIBILITIES:

1. Acts as the first point of contact for the Head of Service by telephone, e-mail, and correspondence or for visitors. Makes judgements to act or provide advice on a wide range of matters relating to the work of the Head of Service/Deputy and their teams, resolving them or referring them to the most appropriate person during periods when the Head of Service is absent from the office.
2. Schedules and arranges meetings including the compilation of agenda and the taking and transcribing of meeting minutes, this may include attendance at HR meetings such as investigations and formal disciplinary hearings, where there is a requirement to produce formal notes within a deadline, whilst maintaining strict confidentiality and tact as the meetings may be under difficult circumstances
3. Manages the diary of the Head of Service, including the scheduling and rescheduling of appointments and booking meeting venues and arranging refreshments/visual displays etc, making the best use of time.
4. Manages a 'bring forward' system to ensure deadlines are met. Monitoring and reviewing items pending further action, pursuing information and actions to complete tasks.
5. Files and manages electronic/paper reports and correspondence, ensuring that all documents

are retained destroyed/logged accordingly as per BCU Policy and GDPR Guidelines.

6. Provide secretarial assistance to other Heads of Services/Deputies or Senior Clinicians as required - this may include audio typing, letter typing, arranging meetings, compilation of spreadsheets, providing secretarial support for investigations/disciplinary hearings and compilation of reports.
7. Deal with confidential and sensitive documents/issues, maintaining the strictest confidentiality and discretion at all times. This may include information of a distressing nature in communication with patients or members of staff.
8. Develop and control administrative systems such as databases/reports to assist with the management of the Head of Service's workload and responsibilities or in provision of service support, using appropriate IT systems.
9. Update and maintain the Electronic Staff Record (ESR) with confidential staffing information such as sickness and PADRs as directed by the Head of Service/Deputy or Senior Clinicians. If requested to do so, have delegated responsibility for logging staff sickness on Health Board/Occupational Health systems.
10. Communicate directly with patients, clinicians, other services or external agencies as required.
11. At the request of the Head of Service/Deputy or Senior Clinician, the post holder is required to source information on specific issues to facilitate briefings and/or preparation of reports
12. Maintain staff personnel files within the service, electronically or paper as per service requirements according to BCU Policies and Procedures.
13. The Secretary will be required to initiate correspondence and prepares responses on behalf of the Head of Service/Deputy or responds directly as appropriate.
14. Arrange travel and accommodation bookings for the Head of Service/Deputy or senior colleagues to attend meetings and conferences.
15. Raise, processes and receives orders as required, using the Oracle purchasing system, following up queries as necessitated and ensuring cost effective purchases.
16. Undertake other duties as may be required from time to time, commensurate with the title of the post.
17. Work autonomously acting on own initiative to prioritise workload, referring or seeking advice where required.
18. Maintain work output despite frequent interruptions and changes of priority.

GENERAL REQUIREMENTS

Competence

You are responsible for limiting your actions to the Head of Service/Deputy that you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager / supervisor.

Supervision

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If you are in any doubt about the existence of such a requirement, speak to your Manager.

Risk Management

It is a standard element of the role and responsibility of all staff of the Organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Records Management

As an employee of the BCUHB Organisation, you are legally responsible for all records that you gather, create or use as part of your work within the Organisation (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left the Organisation). You should consult your manager if you have any doubt as to the correct management of records with which you work.

Health and Safety Requirements

All employees of the Organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Organisation to meet its own legal duties and to report any hazardous situations or defective equipment.

Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Confidentiality

All employees of the Organisation are required to maintain the confidentiality of members of the public and members of staff in accordance with the Organisation policies.

Date Prepared:	2012
Date Reviewed:	29 March 2021
Reviewed By:	Therapies Business Support Manager
