

Yma

Role and Specification

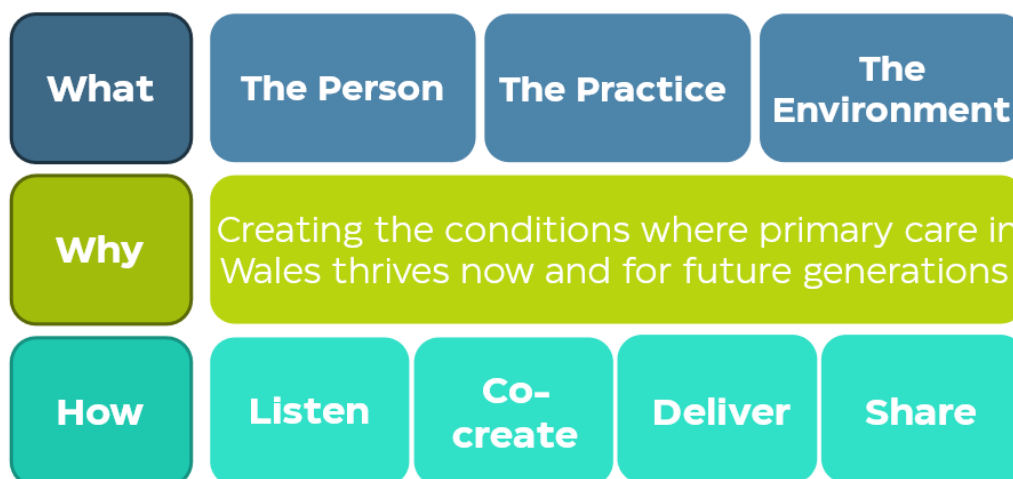
Job title:	Project Administrator
Rate:	From £18,200 p.a. pro rata
Hours:	0.6 WTE (22.5 hours per week)
Accountable to:	Managing Director
Location:	AIEC Building, Aberystwyth

Background

Yma is a not for profit, social enterprise based in Aberystwyth that exists to create the conditions where primary care in Wales thrives now, and for future generations.

Our focus is on:

- the **person**, encouraging and enabling integrated care, designed and delivered around the needs of the citizen;
- the **practice** that meets the needs of communities; and
- the **environment** that the health and care system operates within.



We will achieve our purpose by:

- **Listening:** we listen to what matters to the people working in primary care in Wales. We do this by seeking out their views and needs in our everyday interactions and through hosted conversations. We use this information to shape our own priorities as an organisation and to inform the decisions of others in the system.

- **Co-creating:** we work with primary care to co-create value propositions from the ideas that they have for doing things differently. We do this by guiding the thinking around innovation and change and providing logistical and administrative support to drive rapid progress from idea to proposal. We aim to connect funding sources with teams who wish to push forward with new ideas or to encourage coherence across primary care in Wales.
- **Delivering:** we stand side by side with primary care to deliver programmes of change in practice and organise care in a way that meets the needs of our citizens. We do this through our project management and service delivery capabilities.
- **Sharing:** Yma exists in service to primary care in Wales. We aim to share everything we hear and learn and encourage others in the system to do the same. We connect people across the system to share stories and experiences with the aim of creating curiosity and a culture of possibility.

The role

Principle Duties and Responsibilities

You will:

- use administrative skills to support the running of the business as well as a number of complex projects
- provide administrative support to key stakeholders who make up the project teams in the planning, designing and delivery of projects
- attend meetings, briefings and training and transcribe any minutes and notes as required.
- act as first point of contact for queries and issues relating to particular projects, undertaking initial analysis, and offering advice on the appropriate course of action.
- support the team in developing and managing any changes or new processes and systems that need implementing.
- maintain high levels of quality of delivery at every stage of a project, identifying and managing some of the dependencies and interfaces, risks and issues that arise and that could affect the projects successful outcome. When appropriate, put forward contingency plans to ensure the project remains to plan.
- support changes to the project so there is shared learning and make recommendations for new ways of working.
- provide administrative support to analyse and assess complex projects, resolving failures to ensure delivery of the projects at the appropriate level of quality, on time and within budget.
- ensure appropriate electronic and paper filing systems are in place.

- liaise with the team and coordinate incident, complaint, audit and learning log investigation and reporting relating to relevant project(s).
- use and maintain appropriate software to formulate project plans and track the delivery of outcomes on time.
- share learning and new ways of working by provide administrative support to coordinating, organising and proposing changes, developing new processes as required to implement relevant local and national policies.

Essential Skills, Experience and Attributes

- Working towards or educated to degree level and / or a minimum of 3 years equivalent experience working in an administrative role
- Experience of working with people at all levels
- Excellent written/verbal skills
- Ability to write plain language and translate complex text / issues into clear language
- Highly developed organisational skills
- Ability to influence, negotiate and persuade
- Expert in ensuring those not within line management relationships meet deadlines and get tasks completed
- Ability to work to deadlines within a time constrained environment. Ability to work under pressure with competing demands
- Good team worker combined with ability to work on own initiative.
- Self-motivated and able to work with minimum supervision
- Ability to maintain good working relationships both internally and externally
- Ability to handle difficult issues with sensitivity, tact, and diplomacy
- Advanced computer skills
- High degree of accuracy and attention to detail.
- Able to write clear, concise, grammatically accurate reports and project documentation

Agreement

This job description will be reviewed as necessary and may be amended to meet the changing needs of Yma. It will also be used as the basis to set performance standards and/or objectives and the contents will be used as part of annual appraisals.

This job description has been agreed between the post holder and Yma.

Employees Signature: _____
Print Name: _____
Date: _____
Peer Signature: _____
Print Name: _____
Date: _____

Author (name and job title):	Samantha Horwill
Date JD agreed:	24 th September 2020
Brief description of reason for review (if applicable)	First draft
Version number	0.1