

Job Description

Job Title	Facilities / Administrative Assistant
Department	Facilities
Reports to	Director of Facilities
Date	December 2014

Overall Purpose of Job

Our mission is to provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

The overall purpose of this is to ensure that the admission of scheduled patient is a seamless experience for the patient, the Hospital and the Consultant.

Key Responsibilities and Deliverables

- Updating Works Orders on Flex System.
- Develop specialist fields of interest within the Flex / Facilities environment.
- Assist the Director of Facilities with functions in relation to Health and Safety compliance.
- Assist the Director of Facilities with functions in relation to Health and Safety Committee commitments.
- Assisting with training of Fire Wardens.
- Organisation and assisting with annual Fire Drills.
- Assist with activities in relation to preparation with JCI Accreditation.
- Create and promote healthy working relationships; work closely with all other departments in the Hospital; and liaise and develop collaborative working relations as required with other staff and grades in the Hospital.
- General administrative duties as requested by Department Head.
- Adhere and comply with all relevant safety notices. Ensure that all actions taken during the course of employment conforms to best practice and exhibit optimum patient and staff safety.
- Liaise with visiting contractors and vendors.
- Overseeing the renewal of annual service contracts.
- Assist Department team in Engineering Duties, provide emergency cover for Facilities personnel.
- Partake as a member of Emergency Code teams where applicable.

Health and Safety

- Investigate and record incidents, accidents and complaints.
- Undertakes risk assessments and site inspections.

- Ensuring that equipment is installed correctly and safely.
- Identifies potential hazards and determines ways of reducing risks.
- Writes internal health and safety policies and strategies.
- Involved in drawing up safe operational practices and making necessary changes.
- Organises Health and Safety meetings and training courses for employees.
- Keeps up to date and ensuring compliance with current Health and Safety legislation.
- To advise Hospital senior management on non-compliance matters related to the Safety, Health and Welfare at work act, 2005, and General Applications 2007 and all associated Safety, health and welfare regulations applicable to the Hospital.
- To act as competent person and advise local management on matters pertaining to Health Safety, Welfare, Fire and Security within Beacon Hospital.
- Audit the efficiency of safety, health and welfare plans, emergency planning procedures, hazard vulnerability analysis, waste management plans and all associated policy and procedures.
- To monitor the performance of contractors with regard to meeting their Health & Safety responsibilities.
- To champion the facilities management compliance standards as per JCI Accreditation standards.

Information Technology

- Make the most effective and efficient use of developments in information technology for both patient care and administrative support.

Confidentiality

- You will be aware of the confidential nature of work and in particular, the right of patients to confidentiality. To this end you will not discuss workings of the Beacon Hospital or its patients with people outside Beacon Hospital, save as required to do so in the course of your work.
- The extent and speed of change in the delivery of health care is such that adaptability is essential in this position.
- The incumbent will be required to maintain and enhance their knowledge and skills necessary to respond to a changing situation.

Person Specification

Qualifications	<ul style="list-style-type: none"> ▪ Third level qualification in Health and Safety Management or equivalent.
Experience	<ul style="list-style-type: none"> ▪ At least 4 years previous work experience preferably in a healthcare environment. ▪ Excellent administrative skills.
Job Specific Competencies and Knowledge	<ul style="list-style-type: none"> ▪ PC Windows and good keyboard skills (CAD an advantage). ▪ Knowledgeable in current Health and Safety legislation.
Personal Competencies	<ul style="list-style-type: none"> ▪ Flexible in approach to duties. ▪ Have good interpersonal and communications skills. ▪ Have the ability to liaise successfully with everyone. ▪ Self-motivated with a capacity for responsibility and individual initiative. ▪ Demonstrate an ability to prioritise work.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job description received by employee: _____

Signature

Date

Name (Block Capitals)