

# The Myton Hospices

## Job Description



<b>Job Title:</b>	<b>Governance and Executive PA</b>
<b>Working Hours:</b>	<b>22.5 per week with some additional hours throughout the year, and flexibility to support early evening meetings</b>
<b>Department:</b>	<b>Patient and Family Services</b>
<b>Reports to:</b>	<b>Director of Patient and Family Services</b>
<b>Primary Work Base:</b>	<b>Warwick</b>

*(NB as we are a multi- site organisation some flexibility relating to place of work will be required. We reserve the right to change the work base of our employees to meet our business needs.)*

### **Role Purpose:**

To provide high-level administrative and secretarial support, focused on governance related activities across Myton in support of the Company Secretary, and provide administrative and secretarial support to the wider Senior Leadership team, alongside the Executive PA.

### **Myton Core Values**

Our Core Values underpin everything we do and all employees are expected to comply with our Values and reflect these in their day to day work.



### **Main Duties & Responsibilities**

1. Provide full administration oversight and support for the quarterly Governance meeting framework which reports into the Myton Management Board, including

liaising with the committee Charis to plan and issue agendas, taking detailed meeting minutes and action capturing.

2. Work alongside and support the PA to the CEO in planning, arranging and monitoring a schedule of meetings for the Myton Hospice Board of Trustees and the Governance Sub committees
3. Service all the meetings that lead into the governance framework plus any other meetings as they arise. Including meeting planning, agenda and papers and meeting minutes and actions.
4. Service all meetings that are part of the governance framework including the Clinical Governance Committee, the People & Resources Committee and the Finance & Audit Committee, including meeting planning, refreshments provision agenda and papers and meeting minutes and actions.
5. Provide administrative support for other relevant Clinical directorate meetings, including notes and action capturing.
6. Assist in the collation and preparation of statistics, management information and reports relating to governance, as required by the Senior Leadership Team.
7. Provide full administrative support for trustee governance for the Company Secretary including ensuring Myton's compliance with statutory governance requirements through the collation of information or amendments to our websites.
8. Assist with arranging, developing and maintaining programmes of induction, recruitment and training for trustees and to monitor and recording participation and engagement. Liaise with People Services to monitor and chase Trustee DBS checks.
9. Ensure Trustees are kept up to date with appropriate Charity communications and be the first point of contact for Trustee queries.
10. Provide administration support to the CEO in the absence of the PA to the CEO.
11. Provide administrative and diary management support for the Senior Leadership Team.
12. Support the Clinical Governance Lead and Deputy administratively, including with Clinical Policy management, support with national patient safety alerts and general admin support aligned to clinical governance.
13. Facilitate ad hoc patient and family surveys.
14. Support PA to CEO with non-clinical Policies and SOPs, including formatting.
15. Facilitate external room bookings from other aligned service providers including communicating with external requesters, booking rooms and refreshments, liaising with the relevant internal teams and invoicing for any income this generates.
16. Monitor Myton Hospice Enquiries Inbox.
17. Help arrange bi-annual Referrers events.
18. Maintain the confidentiality of systems, both manual and computerised in accordance with the Data Protection Act 2018.
19. Liaise with professional bodies, outside agencies, and organisations as required.
20. Ensure systems and processes are shared with relevant staff to maintain the smooth running of the service and undertake any appropriate administrative or clerical work, including data entry, filing, photocopying, diary management and mail distribution.
21. Any other duties commensurate with the post

## **GENERAL RESPONSIBILITIES & OBLIGATIONS OF ALL EMPLOYEES**

### **Policies and Procedures**

The post holder is required to have a good understanding of and to comply with all relevant Myton policies, procedures and guidelines. Any contravention of Myton policies or procedures may result in disciplinary action.

### **Volunteers**

Myton recognises the valuable contribution that volunteers make and we expect all employees to be able to support and work effectively with our volunteers.

### **Confidentiality and Data protection**

It is a requirement of employment with Myton that all staff must comply with the obligation of confidentiality relating to personal information that could identify individuals. The Data Protection Act 1974/1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by Myton to uphold the principles of the Act, adhere to Myton policies and to maintain strict confidentiality at all times.

### **Infection Control**

All employees of Myton must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies which places patients, visitors or colleagues at risk may result in disciplinary action.

### **Equality & Diversity**

The post-holder must at all times carry out his/her responsibilities in line with Myton's Equality & Diversity Policy.

### **Health & Safety**

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors & colleagues. The post holder is required to conform with Myton's policies on Health & Safety and Fire Prevention, & to attend related training as required.

### **Safeguarding Vulnerable Adults and Children**

It's the duty of all staff working for Myton to safeguard children and vulnerable adults and undertake safeguarding training at an appropriate level.

### **Code of Conduct**

Employees are required to represent Myton in a positive light and embody the corporate identity in appearance, demeanour, values and ethics.

### **Review of Job Description**

*This job description is an outline of the key duties and responsibilities of the role and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post. This job description is subject to periodic review and may be changed/updated following consultation with the postholder(s).*

**Employee/Managers Signature**

I agree that this Job Description is a true reflection of the main duties and responsibilities of my role:

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Managers Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Last reviewed: June 2025*