

## JOB DESCRIPTION

<b>Post title:</b>	<b>Registration Support Officer</b>
<b>Responsible to:</b>	<b>Assistant Registrar and Office Manager</b>
<b>Start date:</b>	<b>From November 2021</b>
<b>Work pattern:</b>	<b>12-month contract, with possibility of extension. Part-time: 2-3 days per week. Secondments welcome.</b>
<b>Salary:</b>	<b>£25k p.a. (pro rata)</b>
<b>Location:</b>	<b>Home-working with some time working in Birmingham</b>

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### **UKPHR purpose:**

The UK Public Health Register (UKPHR) is an accredited regulator of the UK's public health profession. It is the professional regulator for the 40 percent of public health specialists and directors of public health who have a multi-disciplinary background, with the remainder regulated by the General Medical or Dental Councils. UKPHR also registers those below specialist level in the public health workforce, including public health specialty registrars and public health practitioners. UKPHR works closely with others in public health across the UK, including Scotland, Wales and Northern Ireland to support the ongoing professionalisation and accreditation of those working in public health. UKPHR is legally a charitable company accredited as a register with the Professional Standards Authority for Health and Social Care.

### **Job purpose:**

- To provide administrative support for all aspects of UKPHR's registration processes including processing applications and renewals, filing and office support to other UKPHR staff, liaising with UKPHR volunteers and registrants as appropriate.

### **Work conditions:**

UKPHR has an office in Birmingham, where its paid staff are based. The Registration Support Officer will be working with these staff, and be required to be present regularly at the Birmingham office. Work may require the lifting of boxes of paperwork, where appropriate training and support will be provided. Some of the administrative role can be performed while working at home.

The role is a part-time role, and it is envisaged that it can be performed in 2-3 days a week. This can be negotiated with the applicant, depending on their personal circumstances. Secondments from other employers are welcome.

The contract is initially for 12 months. There is the potential to extend the contract, depending on financial circumstances.

## **Duties and responsibilities:**

The post-holder's responsibilities include:

- (1) Have day-to-day responsibility for managing applications for registration and renewals and generally maintain registration records and respond to enquiries about all aspects of registration
- (2) Under guidance of the Assistant Registrar & Office Manager, have day-to-day responsibility for organising and arranging events hosted and co-hosted by UKPHR
- (3) Support the Chief Executive and Accountants with receipts, payments and prompt banking of cheques and cash received and maintaining financial records as determined by UKPHR's Board and management
- (4) Maintain accurate, confidential and efficient filing and record systems
- (5) Maintain stock control including by ordering supplies for the office in timely fashion
- (6) Apply UKPHR's standard operation procedures including in relation to services for applicants for registration and registrants
- (7) Assist the Assistant Registrar & Office Manager in ensuring that office procedures are fit for purpose.

The post-holder's duties include:

- Be responsible for continuously improving effective office processes
- Manage UKPHR's daily communications including making and receiving contacts by email and telephone
- Report relevant activity and news to the Assistant Registrar & Office Manager
- Ensure that office processes are fit for purpose
- Uphold UKPHR's commitment to equality and diversity and equitable service access;
- Oversee and maintain accurate, confidential and efficient filing and record systems
- Enter and store data, process text and prepare and format reports and documents using a range of IT applications
- Support the management by the Chief Executive of budgets and finances, including procurement, purchases and booking accommodation and travel
- Ensure relevant office policies and procedures in relation to UKPHR's registration services are observed
- Support the Chief Executive in ensuring that UKPHR meets all legal requirements in respect of data protection, insurance and Companies House returns
- Participate in UKPHR's continuing professional development of employees
- Carry out work with due diligence, maintaining own and others' dignity and respect, upholding UKPHR's standards and values and promoting a positive image of UKPHR
- Engage with partner organisations/stakeholders in accordance with UKPHR policy

## **Resources:**

Resources available to the post-holder include the support of the Chief Executive, Registrar and other staff, relevant IT systems, office equipment and appropriate budgets if needed. Knowledge assets are also available, including recorded online in shared IT folders, and other information and knowledge accrued to individuals and the organisation over time.

## **Person specification:**

### **Organisational skill**

Able to take responsibility for operating systems which contribute to UKPHR's effectiveness; capable of planning and organising activities or programmes, and the collation and use of data and information.

### **Teamwork**

Able to work as a member of a team and demonstrate contributions to a team's work in collaborative roles.

### **Communication & relationship skills**

Effective communicating across a range of media; ability to communicate effectively with a broad range of individuals and organisations in a variety of settings both formal and informal; works collaboratively to achieve shared goals.

### **Ethical practice**

The postholder will be working with personal information and data about practitioners which need to be kept confidential.

### **Committed to good quality service**

Experience of working in a setting where customer service is a priority and evidence of contributing positively to good customer service.

### **All-round good IT skills**

Able to demonstrate competence with a range of IT packages including Word, Excel and Power point, and a capability of delivering prompt and accurate outputs.

## **UKPHR is an equal opportunities employer**