

Job Description

Job title:	Bank Co-Ordinator
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Accountable to:	Senior Manager
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Accountable for:	Central Bank Team
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Key Responsibilities and Objectives

- Liaising with the HR team to ensure sufficient staff to support the services
- Liaising with the HR team and services as required to ensure staff training and induction is completed in order to promote a quality service.
- Ensuring staff are allocated to services as required and communication between all parties to ensure clarity.
- Managing service access to agency staff as required and ensuring that managers are clear as to the impact of the agency staff use on their budget.
- Supervise all central bank staff – ensuring quality feedback from all services to encourage self-reflection and development.
- Support the feedback to services from bank staff to enhance quality across the organisation.
- Coordinate regular staff meetings and team days to enhance commitment to the group and the organisation.
- Liaising with the other out of hours managers supporting the central bank to ensure consistency and clarity of service provision.

Administration:

- Manage the out of hours central bank rota when required and ensure the transition of information to ensure the continued effectiveness of the service.
- Complete a training needs analysis for the central bank services and its staff
- Provide data of bank and agency monthly usage as required by SMT (senior management team).

Additional Responsibilities

- Provide out of hours on-call cover once every four weeks on a rota basis
- Complete project work as required by SMT and as requested by your line manager.
- Attend meetings and training as required, in order to enhance own knowledge and understanding including managers meetings internally and relevant external meetings.
- To complete other tasks as commensurate with the post
- To manage the bank team, including regular supervisions, annual appraisals and any employee relation processes as required.

Health and safety responsibilities:

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and others at work
- To co-operate with Freeways and Freeways Trust as far as is necessary to enable them to carry out their legal duty.
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for health and safety or welfare at work.

Equal opportunities:

Freeways is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

Post holders may be asked to undertake any task commensurate with their pay grade.

All job descriptions will be subject to review as appropriate and may be altered in line with the requirements of the post. Any proposed changes will be discussed with the post holder prior to change.

<p>values.</p> <ul style="list-style-type: none">• Willingness and ability to travel across the geographical area as required.	E		Application
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