#  SPECIALIST HUNTINGTON’S SERVICE – Highland Service

**Job Title**: Admin/Resource Worker

**Hours**: 20 (actual days and hours of working can be negotiated)

 **Based**: Hybrid working model (office and home-based).

 Office location will be determined by location of successful applicant

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**Salary**: £18938- £21,918 (pro rata)

**Report to**: Senior Huntington’s Disease Specialist (SHDS)

**Qualifications**: Experienced individual with excellent PC and communication

skills. Essential experience/qualification in Windows-based computer systems, including database and spreadsheets. Audio typing. NHS INVU preferable.

## JOB SUMMARY

To provide administrative assistance to the Senior Huntington’s Disease Specialist (SHDS) including the production of reports and the collation of information and resources as required by the service.

**JOB DESCRIPTION**

# MAIN DUTIES AND RESPONSIBILITIES

To develop and maintain efficient administrative systems in support of the Highland Service

To assist SHA to promote awareness of the needs and challenges of HD families through the provision of information as guided by the SHDS.

To assist the SHDS to maintain accurate records and statistical data as required by the HD Specialist Service, using Windows-based computer systems including databases and spreadsheets.

To assist the SHDS to maintain accurate financial records as required by SHA.

To assist with the update of clinical activity and the input of clinical information to the SHA database as specified by the SHDS and HDS.

To assist in the organisation of local and national study days / training sessions. To assist with mailshots, audit and service satisfaction surveys.

To develop, in conjunction with the SHDS a, resource library of relevant, updated material relating to the HD client group.

To communicate appropriately with clients, professional staff and other relevant agencies.

This job description may be subject to review following discussion with the post holder and management of SHA.

## Notes:

1. **This job outline reflects the main tasks and responsibilities discharged by the post holder at the present time; however SHA reserves the right to alter or amend the content of this job outline to reflect changes to the job or services provided, while maintaining the overall character and level of responsibility for the post.**
2. **Notwithstanding any information or statement described within this job outline, all duties must be carried out in a way that promotes equality of opportunity, dignity and respect for all individuals and which is consistent with SHA’s stated policy on equal opportunities.**
3. **The successful candidate will be subject to a Disclosure Scotland Police Act check. Having previous convictions will not automatically disbar you from working at SHA (with the exception of offences against children or other vulnerable groups) and every case is taken on an individual basis.**
4. **The duties and responsibilities of this post will be undertaken in accordance with the policies of SHA.**

**November 2022**