

Rota Coordinator

Autism Services

About Scottish Autism

Scottish Autism seeks to promote and provide care, education, support and opportunities for autistic people of all ages throughout Scotland. We work to create a world where autistic people are understood and enabled to lead meaningful, fulfilling and happy lives as valued members of the community.

A key expectation of everyone who works for Scottish Autism is that they live and breathe our values of Collaboration, being Change Makers, Compassion and Contribution. Our values come into play throughout everything we do at work – how we work together, and how we deliver services to the people we support and to the people we work alongside.

The Role:

Reporting to the Services Manager, the Rota Coordinator is responsible for the management of rota cover, projecting cover in advance and working with teams to support swaps/overtime.

Key tasks and responsibilities:

- Ensure everyone has a base core rota which is templated into People Planner, checking contracted hours meets planned rota.
- Track that commissioned hours are planned for and delivered
- Responsible for rota cover, projecting cover in advance and working with the teams to plan swaps/overtime
- Liaise with recruitment agencies to fill outstanding gaps.
- Review agency invoices for accuracy and raise PO
- Respond to and process leave requests, ensuring these are covered in the rota
- Link with individual seniors to plan in training needs and process through the rota and arrange cover
- Review the monthly hours summary at payroll cut off, checking any overs and unders. Weekly check of core hours and reconciliation.
- Compile rotas for new starts as candidates are offered posts following interviews and build template rotas on PP for new starts.

Other tasks

- Work in collaboration with Senior Autism Practitioners and Service Managers (SM) to ensure service needs/changes are planned for.
- Support with administration tasks as identified by the SM.

Skills and Attributes

- Commitment to and demonstration of our organisational values
- To work collaboratively with colleagues and all relevant parties.
- To be confident using IT and sharing information through digital processes.
- Excellent communication, interpersonal and listening skills.
- Excellent organisational and time management skills.
- Ability to work as part of a team and to exercise initiative.
- High levels of accuracy, with excellent attention to detail.
- Highly motivated and adaptable in approach.
- Professional and values based interactions.

Knowledge and Experience

- Well developed IT skills in Microsoft Office including Word, Outlook, Access & Excel. (E)
- Experience of administrative, database and rota planning systems e.g. Access Care Planning and Access People (D)