
Vacancy for Planning & Scheduling Coordinator

Hours:	37.5 hours per week
Salary:	Up to £22,500 depending upon experience
Contract Type:	Permanent
Location:	Vocare 111 Support – Crutes House, Stockton on Tees

Vocare, trading as Vocare 111 Support are recruiting a Planning & Scheduling Coordinator to support the Regional 111 Services based in Crutes House, Stockton on Tees.

Resource planning is what makes our business work, and the role of Planning & Scheduling Coordinator is pivotal in making sure that we deliver a first class service to our patients.

In this role, you will liaise with clinical and non-clinical personnel to ensure that resource is effectively planned against the predicted forecast, reporting any variances. You will build and manage effective working relationships with GPs, GP registrars and Nurses and provide regular reports for the Regional Director.

You will have excellent interpersonal skills and experience in the management of complex rotas.

Along with previous experience from a similar role, you will bring a pro-active, methodical and organised approach to the role, in addition to your ability to prioritise your work, and will share our passion for patient care delivered in local settings.

In return, we can offer an excellent working environment, flexible working hours and a competitive salary.

Closing Date: 19th January 2018

We encourage you to apply as soon as possible, as once sufficient applications have been received we may decide to close the advert early.

For further information about this role or to apply please visit our website at

www.vocare.org.uk

Or call/email us on 0300 013 4885 or at 111Recruitment@vocare.nhs.uk

Please assume you have been unsuccessful with your application if you have not heard back from us within 2 weeks of the closing date.

Please note the salary ranges above are based on a 37.5 hour week and detail the lowest you can earn and the highest you can earn depending on the amount of unsocial hours you actually work.

All successful applicants will be subject to a Disclosure & Barring Service check.

Vocare Group recognise the diversity of the communities in which we operate and demonstrate this through the service we provide when dealing with patients, their family and carers.



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