



| Type:<br>guide | Northumbria Blood Bikes:<br>Auxiliary Role Description - Rota Assistant |         |                     |
|----------------|---|---------|---------------------|
| Owner:         | Rota Manager  | Author: | Ronnie Paton        |
| Approved:      | 26 <sup>th</sup> April 2018   | By:     | Executive Committee |
| Doc Ref        | AUX2101   | Version | 2.1                 |

#### **A. Why do we need this guide**

This guide sets out the roles and responsibilities of a Rota Assistant

#### **B. Who is responsible for this guide**

The Rota Manager of the group is responsible for the maintenance of this guide.

The Executive Committee is responsible for approving this guide.

All members of NBB Committee and any holder of the Rota Assistant role must be familiar with the information in this guide.

#### **C. When will this guide be reviewed**

This guide will be reviewed a maximum of One Year following its approval.

#### **D. How will changes be notified**

The latest version of the guide will be made available via the members' library on the group website. New versions will be announced via email to all members of the executive committee and holders of the Rota Assistant role.

## 1. Aims of the Role

- 1.1. The Rota Assistant will assist the Rota Manager to ensure that the operational rotas are filled with the appropriate numbers of riders, drivers, shift controllers and committee members.
- 1.2. The Rota Assistant will ensure that the OLRs displays the correct information in an appropriate and consistent format.

## 2. Who does this role report to

- 2.1. The Rota Assistant reports to the Rota Manager.
- 2.2. The Rota Assistant may need to liaise with the OnLine Rostering System (OLRS) support team and the Membership Secretary to resolve issues with members' roles and rights to the OLRs.

## 3. Responsibilities and Duties of the role

- 3.1. The Rota Assistant will check the OLRs, at least daily, to establish the completeness of the daily rosters.
- 3.2. In accordance with *ROTA020 – Newcastle GP run*, the Rota Assistant will task a duty vehicle if there is no support shift booked to complete this run.
- 3.3. When appropriate, the Rota Coordinator will contact the member groups (riders, drivers, shift controllers and committee members) to encourage members to volunteer for empty shifts.
- 3.4. When appropriate, the Rota Assistant will contact individual members to correct the "shift type" chosen to ensure the colour coding of the OLRs remains consistent, and that other information regarding the reservation is correct.
- 3.5. The Rota Assistant will not authorise exceptions to the general rota policies as described in the NBB Rota descriptions. Specifically, the Rota Assistant, will defer all requests for half-shifts, or exceptional arrangements for the collection and return of vehicles, to the Rota Manager.
- 3.6. The Rota Assistant will not authorise the use of vehicles for anything other than duty shifts

## 4. IT System Requirements

- 4.1. This role requires additional access to ICT systems beyond those of a normal member
  - 4.1.1. Additional requirements for website access:
    - This role requires access to the Mail to All facility to contact these groups: Riders, Drivers, Shift Controllers and Committee Members.
  - 4.1.2. Additional requirements for OLRs access:
    - This role does not require additional access to the OLRs. Where appropriate, the Rota Assistant will contact individual members to correct their entries to ensure the display of the OLRs remains consistent

**4.1.3.** Additional requirements for Email access:

- This role requires a personal NBB email address
- This role requires a role-based email address [rotaassistant#@northumbriabloodbikes.org.uk](mailto:rotaassistant#@northumbriabloodbikes.org.uk), where # denotes the assistant number.
- This role requires access to an email group [rotaassistants@northumbriabloodbikes.org.uk](mailto:rotaassistants@northumbriabloodbikes.org.uk) that each rota assistant personal account will join

**4.1.4.** Additional requirements for Slack:

- This role requires a Slack account.
- This role requires access to the Rota channel.

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**Version Control and History**

| <b>Date</b> | <b>Version</b> | <b>Author:</b> | <b>Reason For Change</b>   |
|-------------|----------------|----------------|--|
| June 2017   | 1.0            | Steve Rawlings | First Version  |
| Oct 2017    | 2.0            | Ronnie Paton   | Changed Doc reference  |
| April 2018  | 2.1            | Ronnie Paton   | Added new 3.2 moving existing down. Added Info for Slack account |