

# Network Co-Ordinator

## Job details

<b>Job title:</b>	Network Co-Ordinator
<b>Department:</b>	Corporate Market Unit (MSK, PTS, EAP)
<b>Location:</b>	Remote/Homeworking
<b>Reporting to: (job title only)</b>	Network Excellence Manager
<b>Job purpose/Role and Responsibilities</b>	<p>The primary focus of the Network Co-ordinator role is to provide day to day support for Vita Health Group's Corporate treatment networks and 3rd party clinical suppliers.</p> <ul style="list-style-type: none"> <li>-Build and maintain solid working relationships and partnerships with the current treatment providers within the MSK, EAP and PTS Corporate marketplace.</li> <li>-Work with the current providers to improve engagement and elevate the patient journey, efficiency and revenue.</li> <li>-Identify gaps in coverage using provided mapping tools and proactively source new clinics into the Network.</li> <li>-Closely monitoring the renewal of contracts, validating relevant insurance documents and negotiating fees.</li> <li>-Organising and tracking the auditing of existing and potential providers to both improve and maintain quality across the treatment Network.</li> <li>-Responsible for maintaining the Corporate Network; adjusting the system for changes to details, staffing, holidays etc</li> <li>-Write and distribute a monthly newsletter with important business updates, expectations and guidance.</li> <li>-Be the main point of contact for day to day queries regarding contracts, joining the Network, removal from the Network and Portal access.</li> <li>-Assist other areas of the business with any Network related queries including invoicing and clinical governance queries.</li> </ul>

	<ul style="list-style-type: none"> <li>-Compilation of weekly or monthly reports for both internal and external colleagues.</li> <li>-Track and analyse complaints about the network and will work with the Operations &amp; Clinical Governance team to close the loop on resulting actions.</li> <li>-Attend onsite meetings with both internal and external colleagues</li> <li>- Work in accordance with policies and procedures in relation to Health &amp; Safety, Equal Opportunities and Diversity, and other company policies.</li> <li>- Any other reasonable duties as required</li> </ul>
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## Person specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE Maths, English, IT at C grades and above.</li> </ul>	
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Excellent coordination, planning and organisational skills.</li> <li>• Excellent attention to detail.</li> <li>• Able to use own initiative.</li> <li>• Superb time management and prioritisation skills.</li> <li>• Excellent written and spoken communication skills.</li> <li>• Proven ability to build effective working relationships.</li> <li>• IT literate, proficient with all Microsoft Office packages and databases.</li> </ul>	<ul style="list-style-type: none"> <li>• An established track record of negotiating, documenting and implementing supplier contracts in a commercially astute manner.</li> <li>• Understanding of the UK private and public health systems.</li> <li>• Experience working in a results driven environment.</li> </ul>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• High level of enthusiasm and motivation.</li> <li>• Ability to work under pressure and to tight deadlines.</li> <li>• Willing and able to travel within the UK and be flexible around working hours as it may be necessary to work outside standard office hours.</li> </ul>	



- Understands and values diversity and shows commitment to equality of opportunity.

## Version Control

Owner:	Tom Stenning	Review:	Annually	Classification:	1 (Proprietary)
Author:	Tom Stenning	Version:	V1.1	Status:	PUBLISHED
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Version:	Date:	Summary of Changes
V1.1	09/07/2020	

