



JOB DESCRIPTION

JOB TITLE:	Station Supervisor
BAND:	Band 6
LOCATION:	Various Divisions / Various Stations
DIRECTORATE:	Operations
REPORTS TO:	Station Officer
ACCOUNTABLE TO:	Area Manager

JOB SUMMARY:

Responsibility for the day to day management of a Station(s) including operational and clinical supervision of the appropriate staff during the period of a shift or duty

KEY DUTIES / RESPONSIBILITIES :

1. Ensures each ambulance is in a legal roadworthy condition. In relation to vehicles, identifies maintenance, repair and servicing problems and reports immediately to Station Officer.
2. Checks and arranges replacement of equipment and materials as necessary, on his/her own vehicle and oversees same on all vehicles within the Station(s)
3. Ensures ambulances are driven safely and with vehicle sympathy in mind
4. Assess and determines appropriate action at the scene/incidents.
5. Secures the scene of the accident/incident to ensure safety of all operational staff attending the scene.
6. Complies with Health & Safety Policy & Procedures of the Trust



7. Reports accidents at work and untoward incidents to Station Officer and completes appropriate forms
8. Assesses and treats patients in accordance with protocols
9. Lifts and handles patients using safe systems of work
10. Produces reports as required and ensures completion of Patient Report Forms in accordance with set procedures
11. Maintains regular contact with Control by proper use of radio and other communication systems in accordance with training and accepted Trust practice
12. Ensures the security and proper monitoring of all drugs and equipment which have been entrusted to him/her and other members of staff by the Trust

Key Area – Staff and Self Development

1. Contributes to the training and development of subordinate staff through the continuous monitoring of skills
2. Attends training courses as required by the Trust.

Key Area – Staff Management

1. Deploys and manages staff under his/her supervision to ensure that they comply with operational policies and procedures.
2. Maintains the security of the Ambulance Station whilst on station during a shift of duty.
3. Supports the Area Manager and Station Officer in the implementation and operation of an effective attendance management policy including notification and updating absence records and the interviewing of staff on their return from periods of absence
4. Supports the Area Manager and Station Officer with staff management and industrial relations policies and procedures, including equal opportunities, discipline, grievance, harassment attendance, health and safety. The Major Incident Plan, the Code of Conduct and any other Trust Policies.
5. Monitors appropriate staffing levels in relation to operational duties and shifts.



Key Areas – Continuous Improvement and Quality Assurance

1. Ensures that approved operational and clinical procedures are observed.
2. Ensures that all telephone and radio calls are answered promptly in accordance with the guidelines.
3. Takes responsibility for regularly producing and maintaining statistical, personnel and management information records in line with established procedures.
4. Ensures proper authorisation of all returns for pay purposes, overtime records, and acting up, cardiac and paramedic allowances as stipulated by the Trust.
5. Actively contributes to station meetings.
6. Any other duties considered appropriate by the Management of the Trust to the position of Station Supervisor.

GENERAL REQUIREMENTS

The post holder will be required to:

1. Ensure the Trust's policy on equality of opportunity is promoted through his/her own actions and those of any staff for whom he/she has responsibility.
2. Co-operate fully with the implementation of the Trust's Health and Safety arrangements, reporting any accidents/incidents/equipment defects to his/her manager, and maintaining a clean, uncluttered and safe environment for patients/clients, members of the public and staff.
3. Adhere at all times to all Trust policies/codes of conduct, including for example:
 - Smoke Free policy
 - IT Security Policy and Code of Conduct
 - standards of attendance, appearance and behaviour
4. Contribute to ensuring the highest standards of environmental cleanliness within your designated area of work.



5. Co-operate fully with regard to Trust policies and procedures relating to infection prevention and control.
6. All employees of the trust are legally responsible for all records held, created or used as part of their business within the Trust including patients/clients, corporate and administrative records whether paper-based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exception, under the Freedom of Information act 2000 the Environmental Information Regulations 2004 and the Data Protection Acts 1998. Employees are required to be conversant with the Trusts policy and procedures on records management and to seek advice if in doubt.
7. Take responsibility for his/her own ongoing learning and development, including full participation in KSF Development Reviews/appraisals, in order to maximise his/her potential and continue to meet the demands of the post.
8. Represent the Trust's commitment to providing the highest possible standard of service to patients/clients and members of the public, by treating all those with whom he/she comes into contact in the course of work, in a pleasant, courteous and respectful manner.
9. Available / able to work shift patterns, night duty, weekends and Public Holidays if required immediately on appointment or at a later stage following commencement in response to changing demands of the service.

This post may evolve over time and this Job Description will therefore be subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

It is a standard condition that all Trust staff may be required to serve at any location within the Trust's area, as needs of the service demand.



PERSONNEL SPECIFICATION

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Notes to applicants:

1. You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.
2. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined in Section 3 at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.
3. Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

ESSENTIAL CRITERIA

SECTION 1: The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Qualifications/ Registrations/ Experience	Criteria	Method of Assessment
	<ul style="list-style-type: none"> • Qualified Emergency Medical Technician with 2 years' experience and/or HCPC Registered Paramedic with 2 years post graduate experience. 	Shortlisting by Application Form



	<ul style="list-style-type: none"> • Hold the Institute of Healthcare Development (IHCD) Module C driving qualification (or equivalent*) and be in a position to utilise this qualification at all times. 	<i>Shortlisting by Application Form</i>
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SECTION 2: The following are ESSENTIAL criteria which will be measured during the interview/ selection stage:		
Skills/ Abilities	<i>Excellent communication and interpersonal skills in order to work effectively with patients, clients, colleagues at all levels internally and externally.</i>	<i>Interview / Test</i>
Skills/ Abilities	<i>Excellent planning and organizational skills with an ability to prioritise own workload with tight timescales.</i>	<i>Interview / Test</i>

As part of the Recruitment & Selection process it may be necessary for the Trust to carry out an Enhanced Disclosure Check through Access NI before any appointment to this post can be confirmed.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

Successful applicants may be required to attend for a Health Assessment

All staff are required to comply with the Trust’s Smoke Free Policy