



JOB DESCRIPTION

POST: Ambulance Service Area Manager

REPORTS TO: Assistant Director of Performance Management

RESPONSIBLE TO: Director of Operations

LOCATION: Trust wide

JOB SUMMARY The post holder will be accountable for the clinical leadership and operational management within his/her area. He/she will contribute to the development and implementation of the Trust's Strategic Plan, Delivery Plan and related projects within budget allocation.

Main Duties and Responsibilities

Clinical Leadership

1. To ensure a high standard of clinical care and safe practice within area of responsibility.
2. To develop a patient focused ethos and ensure staff are operating with the required clinical skills to respond to patient needs.
3. To deliver services to patients in line with the Trust's Clinical Governance Framework.
4. To provide patient care as and when required in accordance with the full IHCD Paramedic qualification and JRCALC guidelines.

Operational Performance Management

1. To be accountable for achieving performance targets within area of responsibility.
2. To ensure appropriate and timely monitoring and reporting of performance to enable decisions, action and intervention to take place at the appropriate time and at the appropriate organisational level.

3. To incorporate an effective performance management system.
4. To set clear objectives for staff to ensure the area achieves the Priorities for Action targets.
5. To ensure service developments are implemented in accordance with the Trust's Strategic Plans.
6. To implement and review relevant policies and clinical guidelines for the area.

Staff Management

1. To be responsible for the management of staff within the relevant area.
2. To review, at least annually, the performance of staff under the post holder's supervision and provide guidance on personal development requirements, identifying and initiating, where appropriate, further training.
3. To delegate appropriate responsibility and authority to staff within his/her control consistent with effective decision making, whilst retaining overall responsibility and accountability for the results.

Financial Management

1. To be responsible for authorising expenditure and accountable for expenditure within an allocated budget.

Emergency Planning Management

1. To assist as appropriate with emergency planning and/or participate in emergency planning exercises when required.
2. To assist with reviews of emergency planning activities as required.
3. To attend major incidents as and when required.

General

1. To occasionally participate in clinical and equipment trials.
2. To ensure that accurate, relevant, timely management information reports are provided as required.
3. To ensure the provision and maintenance of ambulance vehicles, equipment

and property of the Trust within the area of management.

4. To ensure the correct procedures in accordance with the Trust's Health and Safety at Work, COSHH, Fire code and other related policies are implemented.
5. To ensure that Trust policies and procedures are implemented and adhered to at all time.
6. To manage inventory levels consistent with product life cycle plans so that material resource availability meets service delivery requirements.
7. To participate in any training and personal development initiatives in accordance with the needs of the organisation.
8. To act all times in a manner consistent with legislation, policy and procedures in respect of Equality and Diversity.
9. To participate in working groups and/or manage projects as required.
10. To develop and maintain effective working relationships with stakeholders, both internal and external to the Trust.

The duties outlined in this job description serve as a guide to the current and major responsibilities of the post.

The duties and obligations associated with the job will inevitably vary and develop and the job description will be reviewed on a regular basis. Changes will be subject to consultation with the job-holder.

PERSONNEL SPECIFICATION

POST: Ambulance Service Area Manager

BAND: 8a

REPORTS TO: Assistant Director of Performance Management

RESPONSIBLE TO: Director of Operations

APPLICANTS MUST CLEARLY DEMONSTRATE IN THE APPLICATION FORM HOW THEY MEET THE UNDERNOTED CRITERIA. ONLY INFORMATION CONTAINED IN THE APPLICATION FORM WILL BE CONSIDERED AT SHORTLISTING

ESSENTIAL CRITERIA

1. A relevant Degree or equivalent professional qualification and a minimum of 2 years relevant management experience at Band 6 or above.
OR
A relevant Diploma or equivalent professional qualification and a minimum of 3 years relevant management experience at Band 6 or above.
OR
A minimum of 5 years relevant experience to include a minimum of 2 years relevant management experience at Band 6 or above.
2. HPC registered paramedic.
3. Thorough knowledge of all ambulance policies and procedures.
4. Experience of leading and managing a team to achieve performance targets.
5. Ability to measure performance against set objectives.
6. Effective communication skills with the ability to present clear oral and written presentations.
7. Project management experience
8. Participate on the Senior Officer on call rota.

APPLICANTS WITH EDUCATIONAL QUALIFICATIONS WHICH ARE EQUIVALENT TO THOSE ABOVE MAY APPLY. THE ADMISSIBILITY OF THE QUALIFICATION WILL BE DETERMINED AT SHORTLISTING. THE TRUST RESERVES THE RIGHT TO DECIDE ON EQUIVALENCY

RESPONSIBILITIES OF ALL NORTHERN IRELAND AMBULANCE SERVICE EMPLOYEES

Quality

The Northern Ireland Ambulance Service is committed to providing the highest possible quality of service to patients and the community. Members of staff of the Trust are expected, at all times, to provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.

Health and Safety

You have the responsibility to make yourself aware of, and to conform to, the Trust's Health and Safety Policy and other Health and Safety Policies applicable to your workplace and all relevant statutory provisions, including codes of Practice and Guidance.

Action on Smoking Policy

All employees must comply with the Trust's 'Action on Smoking Policy'.

Equality Schemes

All employees must adhere to the Trust's Equality Scheme in accordance with Section 75 of the Northern Ireland Act 1998 to promote equality of opportunity:-

- between persons of different religious belief, political opinion, racial group, age, marital status, or sexual orientation;
- between men and women generally;
- between persons with a disability and persons without;
- between persons with dependants and persons without.

Applicants must comply with all other policies and procedures of the Trust.

Human Rights

All employees must support the Trust in complying with its obligations under Human Rights legislation.

Records Management

The post holder has responsibility for the creation and maintenance of records in accordance with Trust's Records Management Policy, Freedom of Information Policy and Data Protection Act 1998 Policy i.e if required to do so, obtain, process and or/use information held on a computer in a fair and lawful way, to hold only for specified registered purposes and to use or disclose the data only to authorised persons or organisations.