

**Job Description**

**Station Manager**

Site: Moorfields

Hours 9am-6pm Monday-Friday

**Key Accountabilities**

- Assess dedicated Drivers Appearance on a regular basis
- Assess dedicated Drivers Vehicles on a regular basis

You must work within the confines of the said and stated Standard Operating Procedures (SOPs). You must ensure that the above responsibilities are met and such other duties and tasks as are allocated to you at the discretion of the Company that are within your capabilities and within the scope of your post. The Company reserves the right to review your performance on a regular basis. You will unless prevented by ill health devote the whole of your working time attention and abilities to the business of the Company.

**Person Specification**

<b>Role Title : Station Manager</b>	
<b>Qualifications / Training</b>	<ul style="list-style-type: none"> <li>● PTS Training Course (or willingness to undertake)</li> <li>● Medical Services Station manager written exam (or willingness to undertake)</li> <li>● Full Driving Licence</li> <li>● Infection Control Course</li> <li>● To manage, record and direct all aspects of vehicle infection prevention, vehicle maintenance and safe use</li> <li>● As station manager accept the responsibility for the Station and carefully manage the estates and facilities contained on site</li> </ul>

	<ul style="list-style-type: none"> <li>● Competent and knowledgeable use of the organisation’s Incident reporting policy and procedures.</li> <li>● Competent and knowledgeable use of the company recruitment process including training as an ID checker for CRB disclosures.</li> <li>● Knowledgeable of all operational contracts in the station area, to be committed to providing a compliant service and to be part of the contract management team.</li> <li>● To understand and maintain records where necessary of all medical devices.</li> <li>● To provide management and support to all staff and crews on station with Hr functions including disciplinary procedures, holidays, rosters, uniforms and similar services.</li> <li>● To maintain a compliant health and safety environment</li> <li>● Where necessary to manage all aspects of any courier operation on station.</li> <li>● Be able to train clients/new staff in Cleric functions including Web Booking</li> <li>● Be able to undertake Back to Work interviews for any dedicated Drivers who have been off due to injury</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>● Competent use in all aspects of Microsoft Office</li> </ul>

<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>● Commitment to the provision of an efficient and effective service</li> <li>● Must be prepared to continually promote the highest standards in patient care.</li> <li>● Must be an Infection control Champion</li> <li>● Receptive to new ideas and a willingness to accept change</li> <li>● Ability to write clearly and concisely</li> <li>● Ability to provide accurate reports</li> <li>● Excellent interpersonal and communication skills</li> <li>● Ability to work as part of a team</li> <li>● Ability to lead and motivate staff</li> <li>● Commitment to ongoing Medical Services training and assessment to maintain competency in all skills</li> <li>● High standard professional appearance with a complete understanding and commitment to the work wear policy</li> <li>● Maintain adequate stock levels and re-order via procurement at the agreed times.</li> <li>● Deliver timely reports and data to the compliance manager and be committed to managing a station which exceeds the standards in all company policies and procedures</li> </ul>
<b>Special Circumstances</b>	<ul style="list-style-type: none"> <li>● All Medical Services staff will be required to undertake an enhanced CRB check.</li> </ul>