JOB DESCRIPTION

ASSISTANT OPERATIONS MANAGER (ADULT CLINICAL SERVICES)  
(NORTH AND EAST SCOTLAND)

Home & National Office based

JOB TITLE: Assistant Operations Manager (Adult Clinical Services)

ACCOUNTABLE TO: Chief Executive Officer

REPORT TO: Operations Manager (Adult Clinical Services)

QUALIFICATIONS: Experience in people management, first-line qualification in Nursing, Social Work or a related profession

HOURS: 24 hours per week (part-time)

SALARY: £35,557- £39,122 (pro rata)

JOB SUMMARY

The postholder will work with the Operations Manager (Adult Clinical Services), in supporting, managing and developing the charity’s eight Huntington’s Disease Adult Clinical Specialist teams across Scotland. The postholder will line-manage and provide support and supervision in accordance with the charity’s policies and procedures for four Senior HD Specialists (SHDS), who each manage their own local teams, generally consisting of a SHDS, Huntington’s Disease Specialist (HDS) and an Admin/ Resource Worker. These services are based across the North and East of Scotland and support just under five hundred people whose lives are impacted in some way by Huntington’s disease. The postholder will work with the Operations Manager to ensure an effective training program is in place across all eight services. The postholder will have budgetary responsibility for the services within his/her domain of responsibility and will report, within the agreed frameworks, to the Operations Manager and Chief Executive Officer. The postholder will deputise for the Operations Manager in their absence.
MAIN DUTIES AND RESPONSIBILITIES

1. The postholder will provide first-line management to the HD Specialist services serving the North and East of Scotland.

2. With the Operations Manager, the postholder will be responsible for the development of the charity’s training policy for adult clinical staff and for implementing appropriate systems and processes to deliver a high standard of training to all staff within their area of responsibility.

3. The postholder will work with the Operations Manager to develop the Scottish Huntington’s Association Registered Providers Scheme (SHARP) and promote the program of accreditation of nursing homes.

4. The job remit includes responsibility for assisting the Operations Manager with the delivery of annual service-user conferences.

5. The postholder will assist the Operations Manager to prepare quarterly reports about the operational activities of adult clinical services.

6. The postholder will be responsible for reporting to statutory funders of adult clinical services.

7. The postholder will maintain excellent relationships with statutory funders of adult clinical services and will be responsible for maintaining funding arrangements under the direction of the Operations Manager.

8. The postholder will assist the Operations Manager with budgetary control of all adult clinical services and reporting to the CEO.

9. The postholder will assist the Operations Manager with the audit and quality control of adult clinical services.

10. The postholder will identify, participate and represent the charity in relevant networks.

11. The postholder will deputise for the Operations Manager in their absence.

12. The postholder will assist the Operations Manager in the development of policy affecting the provision of adult clinical services.

13. The postholder will work as part of the management team to ensure the effective operation of the charity’s services and to promote the integration of adult clinical and non-clinical services.

14. The postholder will assist with induction days at our Stirling University CPD course and take on some of the tutor roles when appropriate.
September 2017

Notes:
1. This job outline reflects the main tasks and responsibilities discharged by the postholder at the present time; however SHA reserves the right to alter or amend the content of this job outline to reflect changes to the job or services provided, while maintaining the overall character and level of responsibility for the post.

2. Notwithstanding any information or statement described within this job outline, all duties must be carried out in a way that promotes equality of opportunity, dignity and respect for all individuals and which is consistent with SHA’s stated policy on equal opportunities.

3. The successful candidate will be subject to a Disclosure Scotland PVG Scheme check. Having previous convictions will not automatically disbar you from working at SHA (with the exception of offences against children or other vulnerable groups) and every case is taken on an individual basis.

4. The duties and responsibilities of this post will be undertaken in accordance with the policies of SHA.