

Person Specification

Job Title:	Decontamination Manager	Division/Department:	Clinical Support	Band:	8b
-------------------	--------------------------------	-----------------------------	-------------------------	--------------	----

Criteria	Essential	Desirable	Stage Measured at: A = Application I = Interview T = Test
Commitment to Trust Values and Behaviours	Must be able to demonstrate behaviours consistent with the Trust's behavioural standards		I
Training & Qualifications	<p>Masters degree in a relevant field or an equivalent level of experience</p> <p>Evidence of other specialist management training to diploma level or the equivalent level of experience in an operational management role.</p> <p>Evidence of continued professional development.</p> <p>Decontamination qualification e.g. Technical Certificate/HTM Manager course/Endoscope Decontamination Manager Course</p> <p>Member of a Professional Decontamination Body (IDSc, CSC, NPAG)</p>	<p>Registration (HCPC or an appropriate accredited register) in a HCS specialism</p> <p>IDSc Chartered Membership</p> <p>Lead/internal audit qualified (13485:2016 preferable)</p>	A

Experience	<p>Significant experience at a management level including project management, business planning, change management, multidisciplinary working, financial management, human resource management and performance management.</p> <p>Expert knowledge and understanding of the legislation relating to decontamination of medical devices.</p> <p>Evidence of having achieved challenging targets in relation to service provision, quality management and financial management.</p> <p>Experience of supporting programmes of change in a complex organisation</p> <p>Experience of managing and leading a large team.</p> <p>Experience of quality systems and auditing procedures</p> <p>Significant Sterile Services and Endoscope Decontamination management experience.</p>	<p>Management of Sterile Services and Endoscope decontamination providing services to multiple locations across a city or region.</p> <p>Management of several decontamination facilities at multi-site locations</p>	<p>I</p>
Communication and Relationship skills	<p>Excellent communication skills, written and oral</p> <p>Experience of building successful teams</p> <p>Able to influence and motivate staff to deliver challenging targets.</p> <p>Ability to engage and collaborate with key stakeholders across the organisation</p> <p>Experience of providing and receiving complex data and information</p> <p>Good negotiating skills</p> <p>Evidence of managing conflict</p> <p>Strong leadership qualities</p> <p>Evidence of support others and encouraging effective team working</p>		<p>A</p>

	Evidence of promoting and marketing NHS services Positive, enthusiastic and motivated Confident		
Analytical and Judgement skills	Evidence of identifying and implementing strategic opportunities whilst being sensitive to clinical and political demands. Experience of problem solving utilising the appropriate skill mix within teams Experience of managing capacity and demand in a service environment. Experience of audit and audit tools Experience of critically analysing complex data Evidence of identifying and implementing business opportunities Innovative thinker with the ability to cut through barriers to change Able to interpret highly complex changes in legislation and national guidance, consider necessary changes and implement accordingly.		A
Planning and organisation skills	Ability to work in a very busy environment, co-ordinating various operational and quality activities and making decisions in the various different areas of the department on a daily basis. Frequent interruptions are likely. Excellent organisational skills Record of effective and pro-active performance management. Demonstrate excellent time management, workload prioritisation and effective delegation skills. Experience of developing short- mid and long term strategic plans evidence of developing workforce plans to maximise productivity, empower staff development and improve staff engagement Ability to adapt and lead on changing service needs		A

Physical skills	Well-developed IT skills to manage and report on complex performance management information systems. Adaptable and flexible		A
Other requirements specific to the role (e.g. be able to work shifts/on call)	Cross site working where appropriate Working flexibly to support and be visible to staff within a 24/7 operation.		A