# JOB DESCRIPTION

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| **Vacancy reference:** | Srf32565 |
| **Post Title:** | Clinical Suite Facility Manager |
| **Grade:** | Grade 6 |
| **School/Department:** | School of Chemistry, Food and Pharmacy |
| **Reports to:** | Head of School (or delegate) |
| **Responsible for:** | Clinical Skills Suite User Community |

## Purpose

This full-time post will support teaching and operational management of the School of Chemistry, Food and Pharmacy's clinical skills training suites. The postholder will support colleagues with technical knowledge of equipment that is used within the space, and control and organise access to the space for University of Reading and Royal Berkshire Foundation Trust (RBFT) staff and students.

The postholder will be responsible for managing our exciting, new clinical teaching facility that represents a ground-breaking collaboration between the university and the hospital and is located on the beautiful Whiteknights Campus. The role provides the opportunity to work with academic and NHS clinical professionals and undergraduate and postgraduate students.

## Main duties and responsibilities

The main duties and responsibilities of the post holder are:

- To ensure regular communication and good working relationships between Clinical Skills Suite stakeholders from University of Reading and RBFT, and to be a main point of contact for those stakeholders.
- To manage how the clinical teaching space is used, and manage any commercial activities carried out within the space.
- To manage a formal user group committee and ensure good communication between the facility and all users.
- To communicate and report on the activities of the Clinical Skills Suite to relevant stakeholders and governance bodies.
- To take responsibility for developing and maintaining processes for room booking and providing access for colleagues wishing to use the facility and keep access staff lists up-to-date.
- To make sure the area is set up for specific teaching activities and to ensure all trainers using the suite are appropriately trained to use equipment that they need.
- To engage in appropriate training to be able to use all equipment within the suite and to maintain up-to-date standard operating procedures for the equipment and maintain appropriate health and safety documentation and training for the facility.
- To securely manage access and storage of digital data produced from recorded activities carried out within the unit.
- To organise appropriate physical storage of equipment and provide processes to manage how equipment is checked in and out.
- To identify resource needs for the Clinical Skills Suites and manage budgets for running the facility.

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- To ensure consumables are appropriately replaced when needed and to make sure RBFT is appropriately invoiced for their contributions to costs of running the facility.

## Supervision received

The person appointed will be working with colleagues across different disciplines from within the University and within RBFT. They will also work closely with the Technical Services team that supports the School. They will be line managed by a senior manager in the School assigned by the Head of School. They will be assigned a mentor to provide advice and support to help them settle into the School.

## Supervision given

The successful candidate will be expected to provide training and support to trainers using the clinical suite facility.

## Contact

The staff member will have frequent contact with colleagues within the school and clinical trainers from other areas of the University, within the technical teams supporting the school and with colleagues from RBFT.

## Terms and conditions

This is a full time post.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

## Date assessed: 25th June 2022

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# PERSON SPECIFICATION

| Job Title | School/Department |
|---|---|
| **Clinical Facility Manager** | **Pharmacy** |

| Criteria | Essential | Desirable |
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| **Skills Required**<br><br>*List the skills required of the post holder.* | • Flexible approach to problem solving<br>• Good organisational, management and team working skills<br>• Strong communication skills<br>• Technical support skills | |
| **Attainment**<br><br>*Detail the levels of educational achievement and vocational training necessary to carry out the duties of the post. Include level depth or standard of qualification* | • A degree in an appropriate subject or alternative qualifications with associated appropriate experience of a similar role | |
| **Knowledge**<br><br>*List the areas of knowledge in which the post holder would have to be proficient to carry out the duties of the post.* | • Knowledge of how to use spreadsheets and databases | Knowledge of good clinical practice standards appropriate for a clinical teaching facility |
| **Relevant Experience**<br><br>*Detail the level of experience required of the post holder. Also periods of experience including levels of achievement.* | • Experience working with multiple stakeholders<br>• Administrative experience where organisation skills have been essential<br>• Experience in a clinical or technical support role | • Experience working with clinical training equipment<br>• Experience of training others<br>• Experience managing a facility<br>• |
| **Disposition**<br><br>*Detail any specific personal attributes which are required to carry out the duties of the post. Take particular care not to discriminate.* | • The ability to work well in a team and to be considerate of the skills of others<br>• The ability to be flexible and a willingness to learn new skills<br>• Commitment to delivery of high-quality support and a commitment to undertake administrative tasks and develop leadership skills | • Availability to work out-of-hours if necessary |

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| **Other**<br><br>*Detail any specific requirements not covered by the above.* | • | • |

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| Completed by: Rebecca Green Date: 2$^{8th}$ June 2022 |

*REMEMBER:*

*DELETE THE INSTRUCTIONS BELOW THE CRITERIA TITLES BEFORE SENDING TO HR*