



Job Title: Service Manager
Community Hospitals
Fareham & Gosport

Manager's Title: Divisional General Manager

Name: Jan Peach

Name: Fiona Cameron

Grade: Senior Manager's Pay

Date: Feb 2000

MAIN PURPOSE OF JOB:

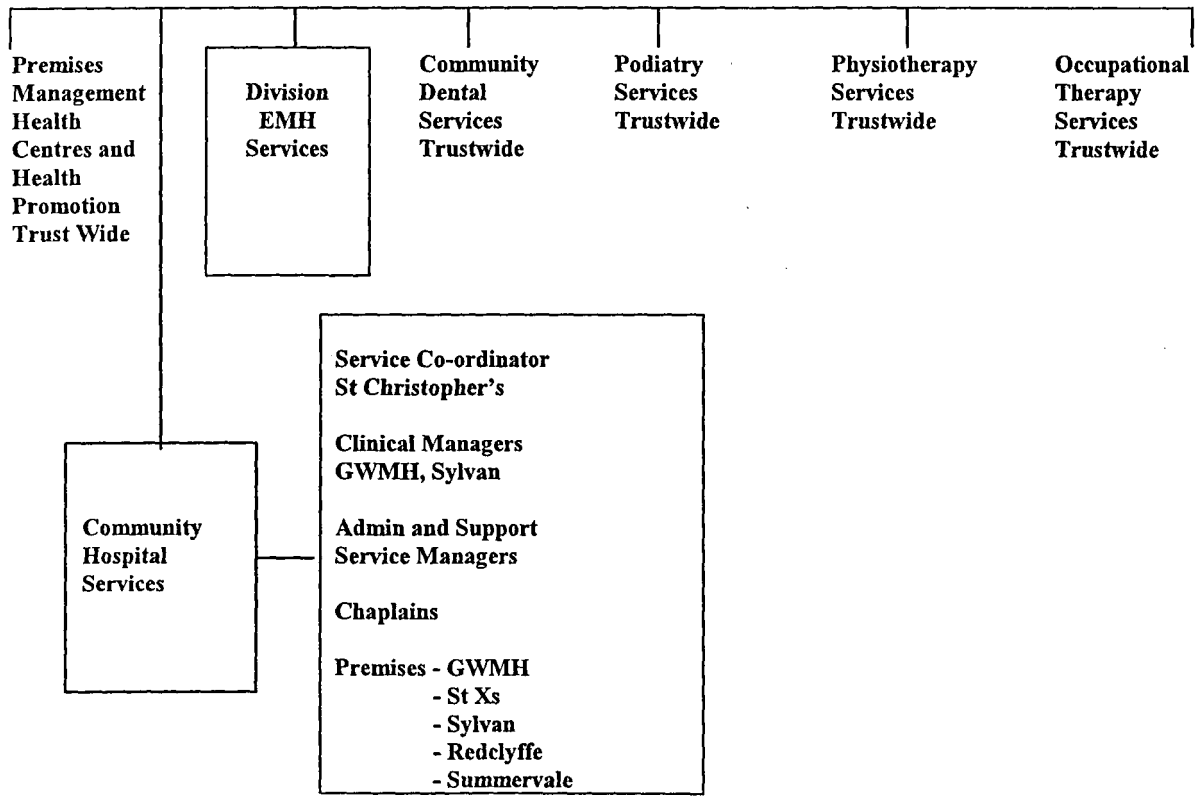
To ensure that services within the Community Hospital Services in Fareham/Gosport are delivered in accordance with the Trust's strategic direction and Service plans, to agreed level of activity, costs and quality standards.

To be responsible and accountable for the overall management of St Christopher's Hospital and Gosport War Memorial Hospital.

POSITION IN ORGANISATION:

Fareham & Gosport Division

GENERAL MANAGER



SCOPE AND AUTHORITY

The post holder will be a member of the Divisional Management Team and will take part in Corporate Management of the Division.

The post will involve a close partnership with the Divisional General Manager to ensure appropriate leadership and direction within the Community Hospitals.

Budget £4.8 million

This post has the authority to discipline staff up to the level of I Grade and Admin and Clerical 5.

QUALIFICATIONS:

RN

First Degree or equivalent Post Registration education.

EXPERIENCE

At least 2 years experience as a Budget Manager with a high level of numeracy and a proven ability to interpret, analyse and use financial data.

A full driving licence.

The postholder will be expected to have at least 5 years managerial experience in the NHS, of which 2 years should be at senior level with considerable experience of staff management.

KEY RESPONSIBILITIES

Manage the human resource associated with GWMH and St Christopher's (includes nursing, chaplaincy and administration and support services, excludes EMH staff), in line with the Trust values and in partnership with the divisional personnel team.

Be responsible for the premises at GWMH, St Christopher's, Redclyffe Annexe, Summervale House and Sylvan OPD, ensuring risk assessment and actions provide for safe working environments.

Manage the IPR process with directly reporting staff ensuring that systems are in place to support IPR and supervision throughout the organisation.

Work directly with teams in relation to service development and alignment of service objectives, team objectives and IPR's in keeping with the Investors in People standards.

Manage the budgets (revenue and trust fund) associated with the services ensuring budgets are reviewed in relation to areas of concern/skill mix issues and highlighted/actioned.

Develop and maintain links both interdepartmentally and outside the organisation (Friends of GWMH/ST Christopher's, voluntary organisations, Primary Care Groups, G.O.S.D.O.C. and Portsmouth Hospitals and statutory agencies).

Further develop systems of clinical supervision in line with the Clinical Governance action plan for Community Hospitals.

Provide Nursing leadership and advice across Community Hospitals in the Division.

Contribute to the Trust Service Planning process for Community Hospitals.

Undertake investigations and enquiries as necessary.

Work closely with Elderly Medicine Service Manager in relation to:

- transfer of appropriate patients
- development of staff across service areas.

Work closely with the Elderly Mental Health Manager in F&G in relation to both service development and premise issues.

DIVISIONAL RESPONSIBILITIES:

Participate as a senior member of the Divisional Management Team and act up for the General Manager as necessary.

Participate in the Divisional on-call rota with other senior managers for the Division.

As a senior budget holder, develop and maintain a cost effective management structure within the department with clear responsibilities and accountability for performance.

Plan future resource requirement for the department and make provision for their supply.

Participate in the Trustwide Service Lead Group for Community Hospitals.

A set of personal objectives negotiated between the postholder and the Divisional General Manager will further clarify the role.

Data Protection Act 1998

Under provision of the act, it is the responsibility of each member of staff to ensure that all data, whether computerised or manual, is kept secure at all times. This includes data relating to patients and other members of staff. Data must not be disclosed to any unauthorised person and must be regarded as strictly confidential at all times. Failure to adhere to this instruction will be regarded as serious misconduct and could lead to dismissal.

Confidentiality

The job holder will be in possession of personal details of staff and clients and other confidential information. This must not be discussed or divulged to any unauthorised person. Any such instance will result in dismissal.

Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those which are 'spent', must be declared. Previous convictions will not necessarily preclude an individual from employment within the Trust.

Substance Misuse Policy

This Trust operates a Substance Misuse policy.