

Job Title: National Equipment Manager
Reporting to: Head of Logistics
Direct Reports: 4

Job Band: Band 3
Size of Team: 50

The National Equipment Manager is responsible for ensuring St John People have access to appropriate, well-maintained equipment which is essential to our operational delivery.

Reporting to the Head of Logistics, this role will have responsibility for sourcing equipment, managing the approved list of equipment, managing the national asset register, servicing and disposal of equipment within the Community Operations Division. Excellent relationships with the Clinical, Fleet, Facilities, Procurement and Operational teams are essential.

Key Responsibilities

- Accountable for a national asset register ensuring accurate, detailed records are maintained and all equipment is tracked and identifiable and has full service records in order to assure key stakeholder of the robustness of the systems
- Ensure that all equipment and devices are procured, serviced, maintained and repaired in line with the needs of the organisation and manufacturers specifications
- Ensure a national framework is in place to remove unserviceable equipment, arrange appropriate disposal and ensure that all critical equipment is replaced without affecting operational delivery
- Develop and implement processes to ensure that all equipment sent for service or repair has been appropriately decontaminated
- Supporting and advising the Medical Director in the development of business cases for new medical equipment requirements and provide subject advice on equipment, device management and processes
- Liaise with external suppliers to ensure the charity is able to identify savings from any new products which become available and manage equipment costs in line with budget
- Work with the Clinical team to develop and put in to practice decontamination and cleaning regimes for medical equipment and devices
- Lead the development of technical specifications for all SJA equipment to inform evidence-based procurement decisions
- Work with the Clinical team to maintain a database of all medical device alerts and produce plans to action the alerts
- Support the Head of Logistics in the development of a replacement programme for equipment ensuring that it meets contemporary standards and that the programme is sustainable and financially viable
- Work as part of a Support Operations Team to develop systems for equipment and device resource allocation nationally to maximise the reach of our resources
- Maintain and develop expertise in medical and other relevant equipment, including emerging technologies, to support and advise the organisation on the most appropriate and cost effective assets to serve our patients and customers.
- Implement a performance management culture in line with SJA policies, including making sure that 1-1s, performance and development reviews and team meetings take place regularly and with recorded outcomes and actions
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

You will

- Be committed to our values and be a role model for them
- Be able to work on your own initiative
- Have willingness to learn and adopt new skills
- Be prepared to travel regularly across the UK
- Be prepared to work across five of the seven days of a week, this may include weekends and unsociable hours when necessary
- Be resilient and adaptable, working well under pressure but with your wellbeing in mind

Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level or equivalent (Grade C), minimum of 5 including Maths & English	✓	
Relevant qualifications and experience gained through demonstrable CPD	✓	
Experience		
Experience at operating at a team manager level in the relevant organisational/field	✓	
Experience in assuring the maintenance and replacement provision of time critical equipment	✓	
Experience in purchasing equipment and devices	✓	
Experience in setting up and managing service contracts	✓	
Experience in change and service improvement		✓
Experience in setting up and managing robust equipment and kit governance systems and processes	✓	
Experience in developing and leading on plans at an organisational level		✓
Skills, knowledge and abilities		
Excellent interpersonal skills with the ability to communicate at all levels	✓	
Demonstrable ability to prepare and present KPI data	✓	
Ability to provide compassionate and vibrant leadership	✓	
Establish effective networks internally and externally		✓
Ability to delegate and prioritise effectively	✓	
Analytical thinker with the ability to focus on service improvement	✓	
Relevant subject matter expertise	✓	
Demonstrate excellent budget management skills	✓	

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: JS

Date of preparation: May 2019



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