

SCHEDULE TO ALTNAGELVIN HOSPITALS H&SS TRUST
LETTER DATED (21st November 2003)

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| 1. | POST | Director of Business Services |
| 2. | DATE OF COMMENCEMENT | 1 st April 1996 |
| 3. | DUTIES | As per job description issued to you |
| 4. | LOCATION OF POST | Altnagelvin Hospitals H&SS Trust
Initially based at: Trust Headquarters
Location: Altnagelvin Hospital |
| 5. | HOURS OF DUTY | Senior Executives are expected to work such hours as are necessary for the full performance of their duties and responsibilities. |
| 6. | REMUNERATION | (a) Director of Business Services
(b) Salary scale: £ [REDACTED] per annum.
(c) Entry point |
| 7. | DATE OF COMMENCEMENT OF CONTINUOUS EMPLOYMENT | The date of commencement of your period of continuous employment is 2 nd October 1979 |
| 8. | ANNUAL LEAVE | Entitlement: 30 Annual Leave Days
(Based on a five day week) |
| 9. | PERIOD OF NOTICE | 3 Months |

Altnagelvin Hospitals Health & Social Services Trust

Altnagelvin Area Hospital

Job Description

Job Title: Director of Business Services (Temporary)

Accountable to: Chief Executive

Job Purpose: The Director of Business Services is personally accountable to the Chief Executive for strategic planning of services within the Trust.

The Director of Business Services is responsible for ensuring that service plans are monitored to ensure delivery within agreed financial budgets.

General Information: Altnagelvin Hospitals Trust is the largest acute hospital in the Western Area Board. There are 502 beds on the site covering specialities including Trauma and Orthopaedics, Oral -Maxillo Facial Surgery, Rheumatology, Haematology and Ophthalmology, Day Case in addition to the usual DGH specialities. It is a designated Cancer Unit linking with other cancer units within the province to plan and deliver a comprehensive modern cancer care service to the population of Northern Ireland.

It provides services to a local population of 275,000.

Medical students from the Queen's University Belfast are regularly sent to Altnagelvin for part of their training.

There is a Post-graduate Medical Education Centre attached to the hospital, and a Multi-Disciplinary Education Centre on site that includes a full library facility.

Dimensions:

Facilities

- Acute Hospital Services:
448 Inpatient Beds, 54 Day Case Beds
- Slow Stream Rehabilitation, Ward 5 Waterside Hospital
18 Inpatient Beds
- Care of the Young Physically Disabled - Spruce House, Altnagelvin
17 Inpatient Beds

Staffing

Over 2,500 staff in total

Altnagelvin is the Regional Co-ordinator for the European Health Promoting Hospitals Network.

Planning and Organising

The Director of Business Services is responsible for the strategic planning, of services within the trust. The nature of an acute hospital is both complex in scale and time demanding. Altnagelvin Hospital is the only major hospital in a radius of 70 miles, therefore on constant "take-in". The hospital is busy 24 hours a day and has to meet the challenges of both urban and rural population.

The role is primarily one that sets the strategic planning context for the Trust but which also recognises the need and ensures that delivery is achieved through appropriate performance management measures.

Strategic Influences

Forward planning is influenced by issues such as the Commissioning intention c purchasers, the configuration of service delivery and future possible changes based on the various acute services reviews carried out or in progress. The postholder will be required to input into these issues to influence the strategic direction of the service as it impacts on the Trust.

Partnership Working

To achieve a strong relationship between the Trust and the population it serves ensuring that patients are at the centre of decision on the delivery of health care, the Director of Business Services should maintain excellent relations with recognised social, professional and political groups in the community as well as Trust's commissioners and other key stakeholders in order to ensure that the trust maintains a positive image with media and opinion formers in respect of its plans and policies.

He/She will also act as a key representative of the Trust as required by the Chief Executive setting high standards of openness, accessibility and public accountability.

General Management Responsibilities

When required, the postholder will deputise for the Chief Executive. This may include representing the Chief Executive at meetings and to cover periods of absence and holidays.

Review individually, at least annually, the performance of immediately subordinate staff and provide guidance on personal development requirements and advise on further individual and group training needs.

Delegate appropriate responsibility and authority to staff under his/her control, consistent with effective decision-making, whilst retaining overall accountability for results.

Participate, as required, in the selection and appointment of staff in accordance with procedures agreed by the Trust.

Take such action as may be necessary in the disciplinary, health and safety and statutory reporting requirements relating to staff, as agreed.

General

In accordance with Altnagelvin Hospitals H & SST's Equality Scheme, to ensure that equality and human rights issues are addressed within the post holder's area of responsibility.

The Trust operates a No Smoking and No Alcohol in the Workplace policy and staff are required to participate in and adhere to the implementation of these policies.

All staff must comply with the Standing Financial Instructions for the Trust.

As an employee of Altnagelvin Health & Social Services Trust you are legally responsible for all records you hold, create or use as part of the business within the Trust including patient/client, corporate and administrative records whether paper-based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998. As an employee you are required to be conversant with the Trust's policy and procedures on records management and to seek advice if in doubt.

June 2005