

Vaccination Manager

Department: SPPP
Section: xx
Reports to: Health Protection Senior Nurse Adviser
JE Ref: SPPP1062

Grade: CS12

JE Date: 02/11/2023

Job purpose

The Vaccination Manager provides overall leadership and direction to the team, with responsibility for the financial and operational functions of the Vaccination team: budget and expenditure, HR services, risk, health and safety, stakeholder engagement, media engagement, data protection and information governance.

Job specific outcomes

1. Overall responsibility for leading and developing operational delivery plans and work stream plans, including workforce, digital, inventory and governance work streams.
2. Overall leadership and direction to the vaccine centre on a day to day basis, ensuring a performance management culture, monitoring workload, identifying training needs, setting objectives, and providing performance feedback. Communicates effectively to ensure that team members are briefed on departmental and organisational priorities. Acts as a role model to support team members of the immediate and the wider team.
3. Reviews services to ensure effectiveness and efficiency and identify improvements through creating a culture of continuous improvement.
4. Acts as a change agent and role model in reviewing and delivering services.
5. Overall responsibility for implementing, evaluating and planning the standard operating procedures for each delivery tier, ensuring clinical governance and risks are monitored and reported throughout.
6. Ensures the provision of robust reporting processes for the programme, ensuring that statistical information is provided to key stakeholders within and outside the organisation.
7. Ensures effective communication with stakeholders within and outside the organisation, proactively managing interface with media and other stakeholders.
8. Responsible for ensuring health and safety, corporate governance, risk management, data protection and information governance policies are implemented within the team and that any breaches are investigated, reported and resolved in accordance with policies and procedures.

- 9. Troubleshoots any issues that may arise by initiating business continuity plans.
- 10. The postholder will require flexibility and may be required to undertake any other duties to support the vaccination service'

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner

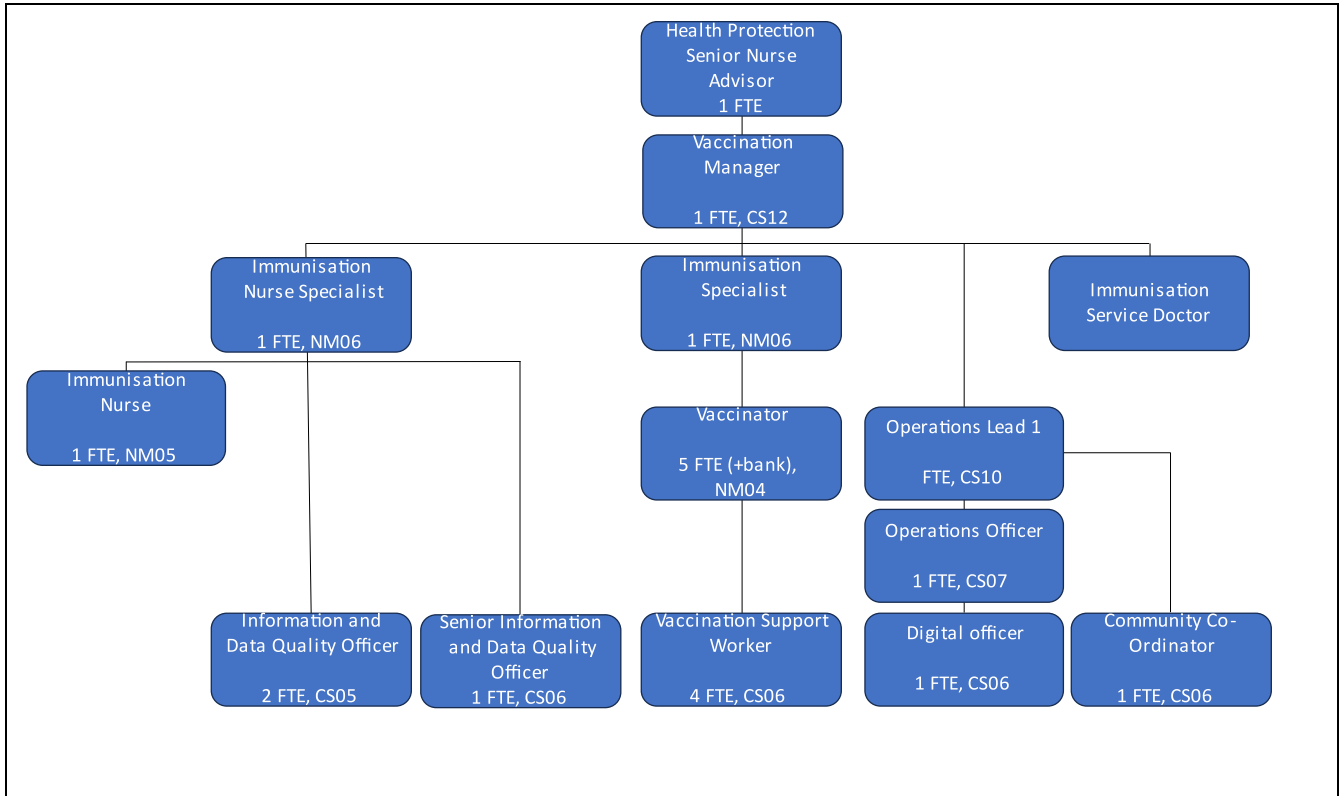


Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	Educated to degree level or equivalent. Recognised management qualification at level 7. Project management qualification such as Prince 2, PMP or Agile	Health care practitioner
Knowledge	Thorough knowledge and understanding of work practices,	Experience of working in a health care setting

<p><i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>policies and procedures relevant to the role.</p> <p>Demonstrable project management skills, including identification and management of issues and risks.</p> <p>Up to date and comprehensive knowledge of health and safety, information governance and data protection issues, especially in areas where members of the public are accessing services.</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Excellent written and grammatical skills and experience of writing press statements.</p> <p>Digitally aware and competent user of Office 365 and other appropriate GoJ systems</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent interpersonal, persuasive, negotiating, motivational and influencing skills with the ability to communicate strongly and influence effectively at all levels with a wide range of people</p> <p>Proven ability to lead, train and motivate staff from a range of professional backgrounds</p> <p>Excellent organisational skills and the ability to work to limited deadlines.</p> <p>Able to work accurately under pressure.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an</i></p>	<p>At least 10 years experience working in a management role which encompasses risk management, people management, digital reporting.</p> <p>At least 5 years project management experience.</p>	

<i>external body (for example a period of post-qualification experience).</i>		
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Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.