

Health Care Support Worker Job Description

Title: Medical Photography and Illustration Manager

Band: Band 7

Staff Group: Healthcare Scientist

Reports to: Imaging Services Manager

Job Summary:

Medical Photography and Illustration provides a high-quality photography, design, illustration and reprographics service to the Trust and other users

1. To manage the Medical Photography and Illustration Department providing professional leadership, strategic and operational management.
2. To ensure high quality work is produced to the required deadlines which meets the client's requirements

Key Responsibilities:

1. Management of staff

- To manage and supervise staff in their work duties.
- To initiate the recruitment and selection of staff
- To facilitate the induction, education, training and professional development of staff.
- To be responsible for the deployment, availability and welfare of staff.
- To conduct staff appraisal and individual performance review.
- To ensure staff are up-to-date with their essential training and CPD
- To initiate and advise in staff disciplinary and grievance procedures.

2. Financial management

- To manage the departmental budget
- To monitor the budget and provide monthly forecasting information.
- To produce workload data and financial information as required.
- Responsible for the identification, authorisation and implementation of income generation and cost saving schemes within and without the Trust

3. Quality management

- To maintain professional competence and be aware of relevant developments in photography, design and printing.
- To ensure suitable standards and high quality of work are set and maintained
- To develop Departmental policies and procedures relating to visual material taking into account relevant laws and guidelines
- To plan strategically for the department including staffing levels, and working practices putting forward business cases as required
- To ensure the provision of an efficient, effective and timely service ensuring maximum productivity within allocated resources.

4. Stock control and equipment

- To be responsible for the acquisition, control and efficient utilisation of stock and consumables within the department and in accordance with Trust policies.
- To plan strategically for equipment requirements putting forward business cases as required
- To ensure that the asset register and inventory of the department are properly maintained.

5. Health and Safety

- To ensure a safe working environment by maintaining adequate levels of safety and security.
- To ensure the department with Trust H&S policies
- Frequent requirement for concentration throughout the work day.
- Required to physically move photographic equipment to locations of work.
- Occasional exposure to unpleasant conditions (bodily fluids/parts).
- May work with terminally ill Patients.

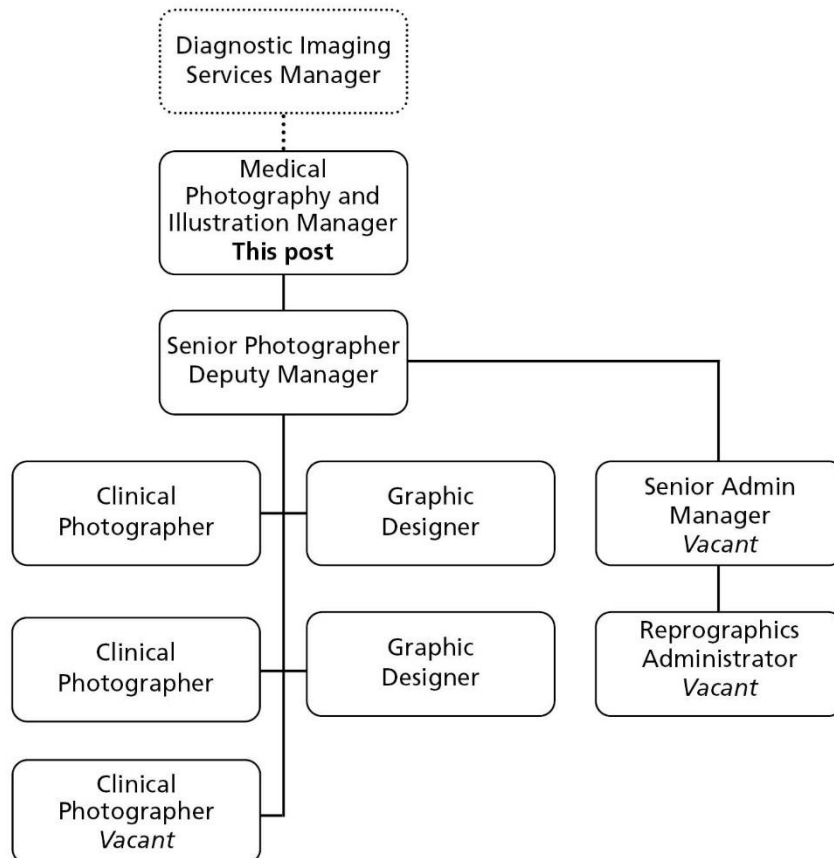
6. Research and Development

- To participate in and support the research and development activities within the Trust, and with other national and international research organisations.

8. Personal development / skills

- To ensure your mandatory training is kept up-to-date
- To use specialist IT software

Organisational Chart



Person Specification

QUALIFICATIONS AND EXPERIENCE

Essential

- Relevant degree in Photography or Design
- Masters level training or equivalent in a relevant subject
- Significant experience working in a medical Illustration department
- Previous supervisory experience
- Evidence of continuing professional development

Desirable

- Previous supervisory experience
- Management and budgetary training
- An understanding of clinical photography processes

SKILLS & KNOWLEDGE

Essential

- Computer literate, experience of relevant specific software e.g. Adobe Photoshop and Microsoft office suite. Image database software.
- Understanding of medical terminology and clinical processes
- Good organisational skills
- Effective communication skills, both written and spoken
- Sound knowledge base
- Autonomy of decision making on departmental matters

PERSONAL QUALITIES

- Leadership skills
- Management skills
- Strong interpersonal skills
- Effective communicator
- Ability to act and ensure delivery
- Responsive and flexible attitude/approach
- High level of accuracy
- Attention to detail