NHS BLOOD AND TRANSPLANT - JOB DESCRIPTION

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| Post Details |  |
| **Title of Post:** |  |
| **Grade:** |  |
| **Directorate / Department:** |  |
| **Accountable to:** |  |
| **Main Job Purpose**  |
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| Organisation Chart  |
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| Key Duties and Responsibilities |
| **Please ensure you use “number” points when completing this document.**1. Ensure that you follow health and safety policies, risk assessments and safe systems of work to ensure your safety and the safety of others. Managers will address the health, safety and wellbeing of any staff they are responsible for, in proportion to the level of risk in their department and promote a positive safety culture.
2. Any other duties within the general scope of the post as and when required.

The above 2 points are mandatory and should be kept as the last 2 points in any JD.**For Assistant Director Posts Only –** **As an Assistant Director the post holder will be expected to display a number of key behaviours in the delivery of their specific roles:-*** + Be highly articulate and credible, consistently influencing and delivering inspiring, engaging and meaningful information regarding future direction.
	+ Work collaboratively with your senior team collectively and individually, accepting and owning accountability for the decisions made and offering assistance where required, even where this falls outside of your remit.
	+ Proactively create, leading by example, a culture of continuous improvement and empowerment. This will manifest itself in positivity about the service we provide and the opportunities it creates.
	+ Foster strong professional relationships with your peers, respecting their knowledge and view points whilst critically analysing outcomes to ensure that the service to Donors is paramount in decision making
	+ Demonstrate strong leadership and influence a robust culture of delivery.
	+ Recognise when change is required and demonstrate personal ownership for pursuing, communicating and implementing the change, whilst minimising the motivational impact on others.
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