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Vacancy Bulletin

11th May 2012

South Western Ambulance Service is working towards equal opportunities. Due to under representation within the Trust we would particularly welcome applications from minority ethnic groups, women and those with a disability.

Delivery Directorate

Administrator – Clinical Hub Systems Team – 12 month Fixed Term contract

Band 3

Based at Trust HQ, Exeter

A opportunity has arisen for an Administrator within our Clinical Hub Systems Team, to be based at Trust HQ, Exeter. This is a fixed term contract for 12 months.

The successful candidate will be responsible for the administration of the dispatch system databases across both Clinical Hubs for Accident and Emergency and Patient Transport services, and will support the Clinical Hub Systems Manager in the development and support of dispatch systems. You will be responsible for the extraction and preparation of status planning data, and preparing status planning reports for the Clinical Hub Systems Manager as required.

Applicants will hold 5 GCSEs at grade C or above (or equivalent), and will have experience with standard Microsoft Office applications. Significant experience in a similar role, or within an A&E dispatch environment is also essential.

Application forms, job descriptions and person specifications are available online at www.jobs.nhs.uk or by calling our recruitment hotline on 01392 261559 (24 hours).

When applying please quote ref: 202-021-12

Closing Date for Return of Applications is: 18th May 2012, or once a maximum of 50 applications is received.



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Community Engagement Officer – Fixed Term contract to 31st Dec 2012

Band 6, plus 9% unsocial allowance

Based in Cornwall

An opportunity has arisen for a Community Engagement Officer, based in Cornwall. This is a fixed term contract/secondment opportunity until 31st December 2012.

The successful candidate will ensure the effective provision of first responders, co-responders and/or static defibrillator sites.

Applicants must be a HPC registered Paramedic, or a registered Nurse with paramedic skills, educated to degree level (or having equivalent experience). You must hold a full driving licence, including the C1 category, and have undertaken an appropriate blue light driving course.

Interviews will be held on 25th May 2012.

Application forms, job descriptions and person specifications are available online at www.jobs.nhs.uk or by calling our recruitment hotline on 01392 261559 (24 hours).

When applying please quote ref: 202-023-12

Closing Date for Return of Applications is: 18th May 2012. Previous applicants need not apply.

Delivery Directorate Administrator – Part-time - Fixed Term contract

Band 3

Based at Trust HQ, Exeter

An opportunity has arisen for a Delivery Directorate Administrator, to be based at Trust HQ in Exeter. This is a fixed term contract until 31st March 2013. This is a part-time contract, for 30 hours per week.

The successful candidates will provide high quality comprehensive admin support to the Personal Assistants and Senior Trust personnel. The postholder will have responsibility for managing, updating and maintaining administration systems and providing a high standard of comprehensive administration support.

Applicants must hold 4 GCSEs at grade C or above (or equivalent) to include English Language, hold RSA II typing qualification (or equivalent), and have proven extensive administration experience. Good telephone manner, prioritisation and organisational skills are also essential.

Application forms, job descriptions and person specifications are available online at www.jobs.nhs.uk or by calling our recruitment hotline on 01392 261559 (24 hours).

When applying please quote ref: 202-024-12

Closing Date for Return of Applications is 18th May 2012, or once a maximum of 50 applications have been received.





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Right Care Clinical Lead – 6 month fixed term contract

Indicative Band 7

Based at Trust HQ, Exeter

An exciting opportunity has arisen for a Right Care Clinical Lead, based at Trust HQ. This is initially a 6 month fixed term contract opportunity.

The post holder will lead the 'Right Care' action group, delivering key objectives to move the project forward. The successful applicant will have overall responsibility for the 'Right Care' project and will be responsible for achieving agreed actions and for developing additional activities which promote the initiative further.

The post holder will engage with Senior Managers, 'Right Care Champions', clinicians and support staff to promote and develop local initiatives relating to Right Care. You will provide professional advice to internal clinical directorate members, and support the Deputy Director of Clinical Care and Clinical Development Managers in their duties.

Applicants will be HPC registered Paramedics, with at least 2 years operational clinical experience. The successful applicant will have demonstrated high levels of motivation, a clear understanding of the Right Care initiative and will have excellent communication skills.

Application forms, job descriptions and person specifications are available online at www.jobs.nhs.uk or by calling our recruitment hotline on 01392 261559 (24 hours).

When applying please quote ref: 202-033-12

Closing Date for Return of Applications is 25th May 2012.

Interviews will take place 7th June 2012.



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HR and Governance Directorate

Recruitment Manager – Fixed term/Secondment - Maternity cover

Band 6

Based at Trust HQ, Exeter

An opportunity has arisen for a Recruitment Manager, to be based at Trust HQ, Exeter. This is maternity cover, fixed term for up to 12 months, dependant on the return of the substantive post holder.

The successful candidate will provide a comprehensive recruitment service to the Trust, co-ordinating recruitment campaigns and supervising recruitment processes and administration. They will ensure a high quality recruitment and HR service is delivered which is consistent with the aims and objectives of the Directorate and the Trust.

Candidates will have an appropriate Degree level qualification or equivalent experience and a qualification in Human Resources, experience of designing and implementing large volume recruitment initiatives, proven experience in a recruitment environment with supervisory experience. They will also have experience within general Human Resources and designing, implementing and delivering Recruitment training modules.

Application forms, job descriptions and person specifications are available online at www.jobs.nhs.uk or by calling our recruitment hotline on 01392 261559 (24 hours).

When applying please quote ref: 202-025-12

Closing Date for Return of Applications is: 22nd May 2012

Interviews will take place on 31st May 2012



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Medical Directorate

Single Point of Access Lead Nurse x 2 – 30 hours – Fixed Term contract until 31st March 2013

Band 6

Based at St Leonards, Dorset

Adult/Mental Health Nurses, Physiotherapists, Occupational Therapists and other appropriate community healthcare professionals for Community Services Triage within Single Point of Access.

We are looking to recruit enthusiastic, flexible and motivated Healthcare Professionals to contribute to development and management of the Single Point of Access Service. They will need to hold a professional registration and would welcome applications from Occupational Therapists, Physiotherapists, Adult/Mental Health Nurses or appropriately trained professionals. The role could also include Telephone Nurse Triage within the out of hour's service for appropriately trained staff. They will be required to work bank with shift patterns dependant upon the needs of the service.

The successful candidates will lead a team of Call Handlers taking referrals from healthcare professional for Dorset Community Services to ensure effective and efficient use of community resources.

The successful candidates will be expected to assist in the development of effective line management structures, service policies and procedures, in line with local and national guidelines.

Applicants will have recent experience with an in depth knowledge of the structure of community services. Experience in management of teams, ability to motivate and develop staff would be an advantage.

For further information about this exciting opportunity, please call Lesley Holt, SPoA Manager on 01202 851332.

Interviews will take place on the 22nd and 23rd May at East Clinical Hub, St Leonards, Dorset

Application forms, job descriptions and person specifications are available online at www.jobs.nhs.uk or by calling our recruitment hotline on 01392 261559 (24 hours).

When applying please quote ref: 202-028-12

Closing Date for Return of Applications is 18th May 2012





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Chief Executive Directorate

Bank Loggist

Band 2

Based at Trust HQ, Exeter other Trust Premises as required

Opportunities have arisen for Bank Loggists within the Trust.

Loggists play an integral part in any incident response team. It is essential that those tasked with the responsibility of producing logs do so to best practice standards and understand the importance of logs, not only in the decision-making process during the incident, but also their evidential value. The Civil Contingencies Act, 2004 (CCA) guidance emphasises the importance of these documents for good communications, decision-making and audit purposes.

The successful candidate will provide loggist, administrative and clerical support to the Resilience Manager, Gold Commander or other appointed officer, working closely with the members of the incident management team to ensure that a high level of data entry and administrative support is maintained.

Candidates will be educated to NVQ II level or equivalent, and have previous experience of team working and data entry and be Loggist trained.

The successful candidate will be expected to work evenings and weekends as required.

Application forms, job descriptions and person specifications are available online at www.jobs.nhs.uk or by calling our recruitment hotline on 01392 261559 (24 hours).

When applying please quote ref: 202-031-12

Closing Date for Return of Applications is: 25th May 2012