



Assistant Service Manager

GRADE: BAND 7

BASE: ROYAL INFIRMARY OF EDINBURGH

HOURS: 37 PER WEEK

CONTRACT DURATION: Fixed Term – 12 Months

****Please note – the e-mail address you provide on the application form will be used to communicate any further correspondence relating to this vacancy****

This post requires the post holder to have a PVG Scheme membership/ record. If the post holder is not a current PVG member for the required regulatory group (i.e. child and/or adult) then an application will need to be made to Disclosure Scotland and deemed satisfactory before they can begin in post.

An opportunity has arisen for a fixed term Assistant Service Manager post within Women's Services, in NHS Lothian.

NHS Lothian serves a population of approximately 800,000 people within Edinburgh and the Lothians as well as providing regional and national tertiary services.

Women's Services includes Hospital and Community based Maternity Services, Neonatology, Gynaecology, Gynaecology Oncology and the Edinburgh Fertility Centre. Services are delivered from all adult acute hospital sites in Lothian, as well as throughout the community.

We are seeking a highly motivated, capable and suitably experienced individual to work as an Assistant Service Manager for Gynaecology.

You will be required to work as a key member of the management team, providing day to day operational management, waiting times management and service delivery. The post holder will be supported by a team of staff including a Directorate Assistant, and will have responsibility for the provision of appropriate and effective administrative support across all service areas.

You will lead on existing programmes of work, quality improvement initiatives plus specific projects to improve service delivery across Women's Services.

Key to the success of the post will be excellent communication skills, the use of robust data to support change and a keenness and ability to work well with others.

Working in a challenging and delivery focussed environment, you will demonstrate the ability to work on your own as well as in a team setting. Your work base is RIE and there is a requirement to travel to other sites, predominantly SJH.

Informal enquiries should be made to:

Garry Luke, Service Manager – 07977483786

Anne Milburn, General Manager – 0131 312 0732