

**Job Description**

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| Job Title: | Mortuary Manager (HYMS) |
| Faculty/Professional Directorate: | Hull York Medical School, Faculty of Health Sciences |
| Subject Group/Team: | Anatomy Facilities |
| Reporting to: | Head of Operations |
| Duration: | Ongoing |
| Job Family: | Administration |
| Pay Band: | 7 |
| Benchmark Profile: | Team Leader (Admin) Band 7 |
| DBS Disclosure requirement: | no |
| Vacancy Reference: |  |

**Details Specific to the Post**

**Background and Context**

The joint medical school of the Universities of Hull and York, Hull York Medical School has a reputation as one of the UK’s most exciting, contemporary schools. The School is committed to transforming the health of people within the region and beyond – through its students, staff and the impact of its teaching and research.

The Mortuary Managerwill work to deliver high quality service to all users of the Anatomy facilities in Hull and York, ensuring compliance with Human Tissue Authority (HTA) guidelines and Health and Safety regulations. The postholder will provide leadership to the wider anatomy team to develop and deliver anatomy teaching resources and manage the associated facilities on each campus. The Mortuary Manager will work with the Chair of Anatomy and other academic members of the Centre for Anatomical and Human Sciences (CAHS) to support teaching and assessment on the MBBS, MBBS with a Gateway year, and MSc programmes, anatomy short-courses and other anatomy education activities. The Mortuary Manager will have lead responsibility for oversight and/or delivery of the embalming of cadavers donor bodies and other preservation techniques and be the first point of contact for families dealing with a recent bereavement. They will be expected to provide leadership and have line management of the technical staff on both sites who support the specialist facilities and storage of the material.

Applicants are expected to show a commitment to diversity, equality and inclusion, and work in line with the School’s values of – everyone counts, pursuing excellence, socially responsible and collaborative. This includes undertaking mandatory equality and diversity training and adhering to the principles outlined in the [UK Medical School’s Charter on So-Called ‘Conversion Therapy’](https://gladd.co.uk/activism-conversion-therapy-charter/) and the [British Medical Association (BMA) racial harassment charter for medical schools](https://www.bma.org.uk/advice-and-support/equality-and-diversity-guidance/race-equality-in-medicine/racial-harassment-charter-for-medical-schools).

### Specific Duties and Responsibilities of the post

The Mortuary Manager (Hull)will:

1. Ensure that all donor bodies received by the Hull York Medical School are appropriately embalmed and made hygienic using a range of different techniques, to produce specific donor material types for MBBS, MSc and surgical training procedures.
2. Ensure the maintenance of adequate stocks of chemicals and equipment as appropriate for embalming, dissection, and general hygiene.
3. Partition or section donor material appropriately to reduce it to the appropriate size for the production of teaching or assessment material.
4. Be responsible for keeping accurate records of embalming procedures and dates for when donor bodies can be made available for prosection and dissection – ensuring full compliance with all HTA and data protection regulations.
5. Handle, preserve and regulate the handling and use of human donor material and maintain the licensed facilities in Hull as an HTA designated person in accordance with current and future human tissue legislation and codes of practice to ensure that there is a complete audit trail.
6. Coordinate the HTA inspection processes of both sites with the HTA Designated Individual.
7. Be the first point of contact for families, ensuring that their experience with the Medical School is positive. Supporting them in a sensitive and empathetic manner throughout the donation process.
8. Facilitate the acceptance or rejection of body donations, liaising with all relevant parties to ensure the process happens in a timely manner.
9. Be responsible for the disposal of all clinical and human waste from the anatomy units, ensuring all disposals are accurately recorded, organising funerals with the local crematorium as required and the return of ashes to the families where appropriate.
10. Liaise with external agencies and undertakers to organise and supervise the transportation of donor bodies and human tissue between Hull and York.
11. Facilitate the delivery of Medical School memorial services, working collaboratively within the School to deliver a dignified and uplifting experience for the families.
12. Write, review, and update technical instructions, role-specific standard operating procedures (SOPs) and risk assessments and approve team SOPs and RAs.
13. Supervise students and staff working in the anatomy facilities to ensure compliance with existing legislation such as the Human Tissue Act 2004 and prevailing health and safety legislation.
14. Give health and safety instructions to students and staff using the anatomy facility and ensure all users are aware of the anatomy rules and regulations and have signed to confirm their understanding.
15. Manage the Anatomy Suite and facilities infrastructures, having Health and Safety oversight with appropriate delegation. Responsibility for ensuring compliance with COSHH regulations and the maintenance and servicing of essential services and installations, liaising with the Universities Health and Safety departments, Estates and contractors.
16. Act as security officer for the Anatomy facilities and be a named out of hours contact in case of emergency.
17. Work with the Chair of Anatomy, academic team, and Designated Individual to support business growth and make the most effective use of specialist facilities on both sites, particularly in the provision of appropriate donor material for surgical training and specialist PGT programmes.
18. Coordinate all anatomy teaching, CPD, short course and assessment activity, liaising with the Programme Delivery Team, academics and the technical team to ensure appropriate and set up of the delivery requirements.
19. Support students along with the technical team through their experience of working with donor bodies, dealing with any concerns and issues in a sensitive, professional and supportive manner.
20. Work with the Chair of Anatomy to support the continuous improvement of the learning and teaching experience in the School and parity of student experience between Hull and York.
21. Be the primary point of contact for senior management, other teams and departments, and external individuals requiring specialist advice or information. Set delivery expectations collaboratively with academic leads and be responsible for delivery of agreed service standards including setting a culture of continuous improvement.
22. Be computer literate with proficiency in the use of the Microsoft Office suite (or equivalent).

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

1. The role holder will:

* Provide professional advice and/or support, directly or indirectly, to faculty and/or department based upon a full understanding of a professional or specialised area of work
* Have gained a professional qualification (or are working towards) and/or vocational or professional experience. The role holder will be expected to contribute to longer term developments within the faculty/department by giving advice and specialist support
* Lead a team within the department and plan, prioritise and monitor to ensure effective use of resources
* Influence decisions or events by working collaboratively internally and externally to the University
* Evaluate and analyse information and use initiative and creativity to solve non standard problems

**Main Work Activities**

### Communication

* Provide advice and guidance of a specialist nature to managers, staff, students and visitors
* Deliver established presentations to communicate information across Faculty/Dept/University
* Attend meetings to report on information/data
* Take notes and produce formal minutes at meetings when required
* Format and edit publications
* Compile procedural manuals and other University documentation
* Draft formal documentation

### Teamwork

* Provides operational leadership, supervises members of the team, defines objectives, sets deadlines, allocates works and monitors outcomes
* Conduct appraisals

**Liaison and Networking**

* Proactively develop and maintain internal and external contacts to benefit the University
* Participate in networks internally and/or externally

### Service Delivery

* Provide specialist administrative support to colleagues including academic and administrative staff
* Develop and manage projects that contribute to improving service delivery
* Develop and maintain systems and processes to ensure effective delivery of the service
* Contribute to policy development

### Planning and Organisation

* Organise and represent the area and University at events
* Plan and monitor the work of others
* Co-ordinate departmental processes in conjunction with senior colleagues
* Organise, prepare and service committees as appropriate
* Contribute to the longer term operational planning of the Faculty/Department

### Analysis/Reporting

* Analyse qualitative and quantitative data producing draft reports identifying key issues that inform management interventions. Formulate recommendations and provide advice on the implications of the data

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures

**COMPETENCY SPECIFICATION**

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

**The Competencies set out below are essential and are core requirements** needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

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| **Competency** | **Identified by** |
| **Knowledge and Experience** |  |
| Has a full understanding of and practical experience of embalming and other techniques for postmortem preservation and the provisions of the Human Tissue Act (HTA). Knowledge of Health and Safety legislation and experience of managing a laboratory or mortuary service. Capable of carrying out manual handling required for the movement of donated bodies/chemicals/equipment. | **Application/Interview** |
| A relevant degree **or** equivalent qualification **and/or** experience. | **Application/Interview** |
| Can demonstrate the ability to manage a team. | **Application/Interview** |
| Has an active approach to continuing professional development/undertaking training as appropriate for personal and professional development | **Application/Interview** |

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| **Communication (Oral and Written)**  Can demonstrate the ability to provide information in a suitable format so that the others’ needs are met and adjusts the level of content to help others understand. | **Application/Interview** |
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| **Teamwork and Motivation**  Can demonstrate the ability to provide operational leadership. Ensures that all team members understand what is expected of them and distributes work fairly according to ability. Identifies development and training needs of the team. | **Application/Interview** |
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| **Liaison and Networking**  Can demonstrate the ability to make contact with others to ensure that information is exchanged and circulated appropriately to the right person at the right time. | **Application/Interview** |
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| **Service Delivery**  Can demonstrate the ability to seek ways to improve and adjust current levels of service. Deals with complaints and initiates contact with customers to obtain their reactions and views about, the service and future needs. | **Application/Interview** |
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| **Decision Making**  Can demonstrate the ability to consider the impact on the Faculty/Service. Knows where a decision is beyond their responsibility and refers to others. | **Application/Interview** |
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| **Planning and Organisation**  Can demonstrate the ability to ensure that the work is carried out effectively and that resources are available to meet demand. Identifies the need for further action and resources by monitoring progress. | **Application/Interview** |
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| **Initiative and Problem Solving**  Can demonstrate the ability to investigate problems to identify their cause, takes action to prevent recurrence of problems and considers possible solutions to identify those which offer wider benefits. | **Application/Interview** |
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| **Analysis/Reporting**Can demonstrate the ability to design and use data gathering and analytical methods appropriate for each investigation. Recognises and accurately interprets patterns and trends. Recognises when additional data is required and identifies appropriate sources. Produces reports and identifies key issues and findings. | **Application/Interview** |