



**SWINDON**  
BOROUGH COUNCIL

## ROLE PROFILE

<b>Title:</b>	Decontamination Team Leader		
<b>Career Family:</b>	CFL 5	<b>Date:</b> 10.04.2025	
<b>Career Family Level:</b>	Regulation and Civic Protection	<b>Reference:</b>	SBC_12348
<b>Reports to (Job Title):</b>			
<b>Structure chart attached:</b>	<i>This is required to understand where the role sits within the department.</i>		

### **Purpose:**

Responsibility for ensuring the correct and effective reprocessing of all returned community equipment in line with Decontamination Policy, Integrated Community Equipment Stores (ICES) Local Operating Procedure and Care Quality Commission (CQC) outcomes. This includes responsibility for the management and personal development of staff in this team.

### **Key responsibilities and accountabilities:**

- Supervision, support, personal development and performance management of Cleaning and Decontamination staff, including ensuring supported employees have up to date Development Plans.
- Allocation of work within the Cleaning and Decontamination department ensuring targets are met to meet contract requirements.
- Carry out spot checks and audits of equipment ensuring Quality Control (QC) standards are met using Local Operating Procedure and that CQC compliance is achieved.
- Provide regular feedback to Swindon Community Equipment Stores (SCES) Operations Manager on targets and issues.
- To ensure all procedures relating to the Cleaning and Decontamination department are understood and followed including ensuring training needs are identified and provided. This includes ensuring any barriers to understanding for supported employees are overcome.
- To carry out risk assessments for tasks within the decontamination department, communicating and updating as required.
- Responsible for the day-to-day decision making for the cleaning and decontamination, repairing and condemning (where required) of all equipment.
- Responsible for the dismantling of community equipment for pre-cleaning inspection to ensure safety and economic viability before re-issue to service users.

- Ensuring clear separation and storage of dirty and clean storage areas/items, including housekeeping of all areas.
- To complete paperwork for reconditioning of equipment, including quality control documentation.
- To use mechanical cleaning equipment to carry out any operator maintenance requirements of the machinery.
- When delivering or collecting equipment to service users' homes, deal with potential and difficult situations where there are barriers to understanding in a sensitive and professional manner.
- To know and observe Health and Safety regulations, including manual handling and infection control procedures.
- Identification and requisition of consumables and spares for recycling area.
- General duties, including cleaning of warehouse facilities.
- To undertake any other general duties that may be accommodated within the grade and level of the post

### **Supplementary Accountabilities**

- To take part in continual stock-taking program (training given).
- General store-keeping duties, including moderate lifting (usually 10kg to 15kg, some items weighing up to a maximum of 25kg).
- To be the Infection Control Lead/link person for SCES.
- To be aware of Health and Safety requirements including those of staff and visitors to the stores and take part in any training that may be needed.

### **Managerial**

- Supervision of a small team of 3 – 6 staff members.

### **Professional**

- To work closely with OT, Social workers and Health professionals.
- Ability to develop and maintain professional working relationships with both internal and external customers.

### **Decision making:**

- Ability to make decisions on day to day running of the decontamination area for long term needs of the service

### **Knowledge and Experience**

- Knowledge of Infection Control and/or CQC outcomes in relation to this.
- Knowledge of stores procedures, including use of mechanical cleaning equipment and moving and handling of large items (10 – 25kgs), training given on specific equipment
- Ability to carry out risk assessments in relation to moving and handling and quality control aspects of work.
- Ability to time manage, both self and team, to set and achieve required service targets.
- Ability to work flexibly to meet needs of the service.
- Ability to make decisions both day to day and for long term needs of the service proven ability to support, manage and motivate a team, working alongside where necessary.
- Ability to be self-motivated and work unsupervised.

- Ability to communicate effectively with staff and customers, at all levels.
- Ability to repair items and provide cost effective solutions to aid reprocessing.
- Able to use quality control processes to ensure items are available for use in clinical situations.
- Able to work flexibly to ensure that equipment items flow through the system, particularly at times of service pressure, ensuring the safe separation of the clean and dirty areas.
- Ability to understand quality control and cost effective, or beyond economic repair situations, for equipment, including responding appropriately to Medical Device Alerts.

#### Creativity and innovation

- Able to identify and implement the most effective methods of decontamination of a large variety of differently designed items, including electrical items, which must conform to medical device agency and CQC regulations.
- Ability to forward plan to identify and report any resource problems.

#### **Values and Behaviours:**

Our organisational values express what is important to us, our ethics, ideals and the principles upon which we place significant worth. These values drive our choices, decisions and behaviours:

**At Swindon we do what really matters;** We love ‘our’ Swindon. We want the best for it. We turn up each and every day to have impact, a place and people to be proud of.

**At Swindon we do things right;** We are accountable to our residents and ourselves to make the best decisions we can, to try new things to make Swindon thrive now and in the future.

**At Swindon we make it happen together;** We work together, with our communities, across the Council and with our partners to get the best we can collectively for Swindon.

Working in accordance to our values we aim to achieve excellence in our behaviours – to get the best for Swindon Borough and us. Our behaviour framework builds on our values and provides examples for each of us of what this means in practice.

#### **Delivering Performance and Results**

- Being determined to achieve our outcomes by committing to the highest standards of individual and collective performance.
- Holding purposeful conversations which challenge, recognise contribution, giving and receiving relevant feedback.
- Being responsible for delivering my results. Results that contribute to the wider outcomes for Swindon Borough

#### **Collaborating and Innovating**

- Taking a Swindon wide view. Understanding the impact of the political landscape for our organisation.
- Looking for appropriate opportunities to work internally and externally in partnership to find new and sustainable ways to do things.
- Being bold, willing to learn in order to meet the needs of our residents.
- Being proactive and accountable – making a difference.

#### **Leading Self and Others**

- Acting in a fair, ethical and authentic way, demonstrating mutual respect and treating one another as professionals.

- Fostering trust, developing ability and accountability.
- Developing the conditions for ourselves and others to thrive to create a one team spirit that we are proud of.

<p><b><u>Context and Dimensions: Job Scope</u></b></p> <p><b>Number and types of jobs managed</b> Decontamination and Recycling assistants 3-6 people</p> <p><b>Typical tasks supervised/allocated to others</b> PDR Supervisions Direct Observation of work. Sickness Annual leave sign off</p>	<p><b>Budget Holder</b> <i>Include whether this is direct budget accountability</i></p> <p><b>Responsibility:</b> <i>confirm value £0</i></p> <p><b>Asset Responsibility:</b> <i>confirm value £0</i></p>	<p>No</p>
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### PERSON SPECIFICATION

Detail the requirements of these and whether they are essential or desirable for the role.

Qualifications:	Essential or Desirable
1. Educated to NVQ Level 3 or equivalent training or compensatory experience.	E
<b>Knowledge and Experience:</b>	
2. Knowledge of all above	E
3. Experience of working in a Stores environment.	E
4. Experience or proven ability to supervise a staff team.	E
5. Experience of working within the adults and Children social care	E
<b>Special Conditions of Recruitment:</b>	
This post will need be able to drive	D

### Other Key Features of the role

It should be noted that the duties and tasks associate with this post may change from time to time without altering their general character or the level of responsibility entailed. The above duties and activities associated with this job are neither exclusive nor exhaustive and the job holder may be called upon to carry out other such appropriate duties as may be required within the grading level of the job.

*Delete if not applicable:* This is a politically restricted post in accordance with Section 2 (1) (b) of the Local Government and Housing Act 1989.