

Candidate Information

Position:	Bequeathal Officer, (part time 0.5FTE)
School/Department:	School of Medicine, Dentistry and Biomedical Sciences
Reference:	24/112345
Closing Date:	Friday 14 February 2025
Salary:	£33,785 to £38,765 pro rata per annum
Anticipated Interview Date:	Tuesday 4 March 2025
Duration:	2 years

JOB PURPOSE:

To be the main point of contact for the Body Donation Programme in the University. To develop and implement comprehensive procedures and infrastructure to ensure the professional operation of the Body Donation Programme and compliance with relevant legislative requirements and best practice. To liaise with a wide range of individuals including potential and existing donors, next-of-kin, executors, medical professionals, undertakers, regulatory authorities eg The Human Tissue Authority (HTA), Coroner's Office and with anatomy and other related staff within the Centre for Biomedical Sciences Education and the wider University.

This is a part-time role (0.5 FTE), 5 days per week onsite (mornings). Due to the nature of the role, opportunities for remote working are limited. Occasional work outside normal hours as required. Due to the nature of the work and team set-up, leave entitlement during the academic year (Sept-May) will be limited and will need prior approval.

MAJOR DUTIES:

1. Lead in all aspects of the coordination of the Body Donation Programme including:
 - Receiving, responding and recording initial enquiries about body donation and about existing bequests.
 - Providing support, guidance and advice to potential and existing donors and their next-of-kin at relevant stages.
 - Ensuring a comprehensive auditable service with regards to the provision of information to donors/potential donors and ensuring the recording, updating, and maintenance of donor/potential donor details with regard to consent; other local documentation to be completed following death of a donor; relevant statutory documentation as related to cremation and burial of donor bodies.
 - Assuming responsibility for acceptance of donor remains whilst following an agreed assessment and screening criteria (in liaison with the Designated Individual (DI) and Anatomy Laboratory Manager, when necessary).
 - Timely, accurate and secure record keeping and updates to the donor database in accordance with local Standard Operating Procedures (SOPs). Maintaining the security of confidential records and providing quarterly reports to internal stakeholders.
 - Arranging transport of donor remains to the university and for cremation/burial.
 - Preparing the paperwork for tendering processes.
 - Arranging an annual commemorative event to thank donors and their families and other appropriate memorialisation activities.
 - Directing high priority enquiries to relevant staff in the absence of the Designated Individual.
2. Develop communication protocols and approaches with a wide variety of stakeholders including:
 - Relatives and funeral directors regarding funeral arrangements, cremation and the burial authorities.
 - Members of the general public, donors, their relatives, hospital staff, medical professionals, legal personnel and academic and technical staff.
 - The Designated Individual to ensure the service and advice being given to donors and their families meets their expectations.
3. Manage the Body Donation Programme to ensure the programme complies with HTA Licensing Standards for Anatomy eg dignity, consent, governance and quality systems, traceability, facilities and equipment.
4. In consultation with colleagues, review existing and implement new local guidelines, policies and SOPs and ensure compliance with standards for the Anatomy Sector as set out by the HTA, and compliance with the Human Tissue Act 2004 and GDPR legislation.

5. Work with colleagues internally (eg Digital and Information Services and Library Services) and with external providers where appropriate, regarding the development and maintenance of appropriate information systems for the administration of legacy/archive and active Body Donation Programme records, including in the development of compatible interfaces for internal and external users.
6. Collate data and draft responses to external requests for information, including in response to Freedom of Information requests, consultations and inquiries, for approval by relevant senior management and processing, where appropriate, through the University's Information Compliance Unit.
7. Use a systematic and timely approach to solve problems that may impact the Body Donation Programme whilst communicating with all internal parties and donors/donor families.
8. Contribute to relevant Committees as required eg Anatomy Project Group and Human Tissue Steering Group.
9. Develop a network of contacts across the UK and Ireland working in the field of Anatomy as well as with relevant stakeholder organisations eg HTA.
10. Act as an Ambassador to promote body donation and in consultation develop a communications and public awareness campaign in order to share information regarding the Body Donation Programme to potential donors and the wider community.
11. Co-ordinate the hosting by the Centre of short courses/training events related to Anatomy to include:
 - Scheduling and co-ordination of staff input.
 - Determining and advising on charges for delivery and use of facilities.
 - Forecasting and tracking expenditure.
 - Writing laboratory risk assessments and communicating to all attending courses.
12. In keeping with the duties and responsibilities of this post, the post-holder will be a Person Designated (PD) under the Anatomy Licence. Note: this particular role of PD does not carry any statutory responsibilities.
13. Undertake any other reasonable administrative and project management duties within the Centre and/or School.

ESSENTIAL CRITERIA:

1. Primary degree in a relevant discipline (e.g. science/ healthcare/management) with at least 3 years relevant work experience OR academic or vocational qualifications (eg NVQ 3, 3 A Levels, or equivalent) with 4 years relevant experience.
2. At least 3 years recent relevant experience to include experience of:
 - Developing and successfully implementing policies and procedures to meet organisational and strict legislative requirements.
 - Leading the administrative provision of a department or service.
 - Using IT to improve organisational effectiveness.
 - Successfully managing projects and multiple stakeholders.
 - Building productive relationships with multiple stakeholders.
 - Dealing with confidential, sensitive matters and of providing advice and/or information to those affected.
3. Excellent communication skills, with demonstrable evidence of being a skilled listener and communicating with empathy.
4. Excellent organisational skills and focused on accuracy and attention to detail.
5. Proven high-level IT skills.
6. Demonstrable logical reasoning and decision-making skills.
7. Proven and well-developed oral and written communication skills.
8. Ability to build and maintain collaborative working relationships with internal and external stakeholders.
9. A high degree of judgement and excellent interpersonal skills with the ability to modify the use of language, tone and content appropriate to the audience.
10. Proactive, responsive, self-motivated, approachable and confident.
11. Able to work minimal supervision and to manage competing priorities.
12. Demonstrable ability to contribute as an active team member in a collaborative and supportive manner.
13. Ability to manage change and respond positively to new challenges.
14. Must be comfortable discussing death and the preparation (embalming) of bodies for anatomical examination.
15. Occasional work outside normal hours as required. Due to the nature of the work and team set-up, leave entitlement during the academic year (Sept-May) will be limited and will need prior approval.

DESIRABLE CRITERIA:

1. Counselling, bereavement or psychology qualification.
2. Experience of working with HTA approved procedures as they relate to the receiving of donor remains, storage and eventual burial/cremation.
3. Working knowledge of the Human Tissue Act 2004 and standards and procedures related to anatomical examination.

4. Experience of both explaining and taking informed consent.
5. Experience of business practices appropriate to hosting/running external courses.
6. Experience responding to Freedom of Information requests.
7. Event organisation experience.
8. Knowledge of medical terminology.

ADDITIONAL INFORMATION:

Informal inquiries may be directed to: Dr Nuala Tipping - n.tipping@qub.ac.uk