



Job Description

Job Title: SeatTech Production Lead/Clinical Engineer
Location: SeatTech Sandymount
Reporting to: SeatTech Manager

Overall Purpose of the Post:

The primary role of the SeatTech Production Lead/Clinical Engineer is to guarantee the integrity of all items produced by Enable Ireland SeatTech in line with regulatory requirements, to contribute to improved products & processes, and to contribute to the continuous improvement in service efficiencies. The dual nature of the role means that Clinical Engineer also carries a clinical caseload, leading service user assessments and subsequent selection, prescription, design and handover of equipment solutions.

Duties:

Workshop

The Production Lead/Clinical Engineer will play a key role with respect to the development and delivery of day-to-day workshop activities, co-ordinating technical workloads including scheduling of general work and of upholstery work, and acting as the health and safety competent person for SeatTech. Workshop supervision & coordination to include:

- Coordination of workflow through the workshop using lean methodologies to streamline processes and to minimise waiting times for service users
- Management of quality assessments and quality-control of all products manufactured or modified by SeatTech to ensure compliance with the European Medical Devices Regulations
- Evaluation of technical specifications and outcome, from a technical and cost-effectiveness perspective, with a view to providing value-for-money solutions
- Management of (new and pre-used) stock to ensure adequate supply and optimal use
- Development and use of databases to manage workflow, tracking and tracing of equipment – both in process and post-issue.
- Management of goods-in checks on all deliveries received into SeatTech.
- Leading tri-annual stock-takes
- Co-ordination of collaborative working arrangements with Enable Ireland's Assistive Technology Training Service.

R&D

The Production Lead/Clinical Engineer will instigate new production techniques to push the boundaries of technology and to optimise the use of existing resources, e.g.

- Research, identify, initiate and manage the introduction and use of new and emerging technologies
- Develop departmental competence in 3-D data capture techniques
- Develop departmental competence in CNC machining techniques
- Establish a digital seating service
- Identify opportunities for the development of the service
- Pioneer, as a member of the SeatTech team, new models of service delivery
- Manage the ongoing product validation and testing scheme
- Minimise time to manufacture, based on sound cost-benefit analysis results
- Undertake critical review of customised/bespoke vs. 'off-the-shelf' seating solutions

Clinical service delivery

In supporting the provision of a quality special seating service, the Production Lead/Clinical Engineer will independently carry a clinical caseload and:

- Be accountable for the delivery of a quality clinical service as it relates to the assessment, prescription, delivery, handover, and review of posture positioning and related mobility equipment to meet individual service user requirements
- Work in partnership with colleagues and service users, taking into account the service user's ability, needs and preferences
- Communicate effectively with colleagues, service users, relatives, carers and other related professionals
- Be accountable for documentation of service user intervention according to the norms of their profession
- Deliver clinical services to the service user in the location assigned
- Be accountable for maintaining good working relationships internally, with referring agencies, and with other Enable Ireland centres

Health & Safety Competent Person

The Production Lead/Clinical Engineer will function as the Health & Safety Competent Person for SeatTech:

- Undertaking general safety management
- Undertaking ongoing risk assessments and following up on the outcomes of same
- Overseeing and managing the planned preventative maintenance programme
- Undertaking internal audits and taking appropriate follow-up action to ensure compliance of the manufacturing processes with:
 - The Health & Safety Directive
 - The REACH protocol
 - PAT testing
 - RSA requirements as applied to the SeatTech van
- Managing the use of the SeatTech van, ensuring that it is at all times in clean, roadworthy condition, and displays current discs for tax, insurance and roadworthiness

Technical Support

The Production Lead/Clinical Engineer will manage emergency technical work as it arises, and provide relief technical support in the following circumstances:

- Emergency repairs
- Stand-in for any absent technicians at short notice
- Provide technical support at clinical interventions

Professional Formation

The Production Lead/Clinical Engineer will take a proactive role in their own professional formation, and contribute to the professional formation of those under their supervision as well as to other professionals working in the sector. This means:

- Undertaking and recording CPD
- Mentoring and developing the skills of technical staff members
- Contributing to the development and delivery of SeatTech training programmes to outside parties
- Contributing to the dissemination of knowledge through presentations at conferences and seminars

Other

The Production Lead/Clinical Engineer will:

- Deputise for other team members when required
- Drive the SeatTech van as and when required
- Drive own vehicle for work use if and when a work vehicle is unavailable
- Manage, oversee and/or undertake general maintenance tasks within the SeatTech building
- Assist the SeatTech service manager in other duties to ensure effective operation and

development of the service as required.

Terms & Conditions:

Responsible to: SeatTech Manager

Probation: A probationary period of six/nine months (as relevant to post status) applies to this post.

Salary: The current salary scale for this post is €35,491 to €61,893

Annual leave: Annual leave entitlement is 30 days pro rata per annum and proportionately less for less than 12 months service.

Pension Scheme: Enable Ireland operates a contributory pension scheme which all employees may join on earlier of 1st July or 1st January following start date.

Medical: The successful candidate will be required to undergo a medical assessment.

VHI: Enable Ireland operates a group VHI scheme which you may join.

Garda/Police

Clearance: These will be required for all prospective employees who will undertake relevant work or activities relating to children or vulnerable persons.

Sick Pay: All periods of sickness exceeding two days must be medically certified with a maximum of six uncertified days in any 12 month period. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months continuous sick leave. Upon completion of 9 months continuous service with the Company sick pay will be as follows:

Full pay less social welfare for the first 13 weeks of sickness in any 12 month rolling period and half pay less social welfare for a further (13) weeks of sickness absence in the same 12 month rolling period