Job description

Job title : Transplant Officer
Salary banding : Band 2
Accountable to : Transplant Manager
Contract : Permanent
Location : 151 Buckingham Palace Road
           London, SW1W 9SZ

Introduction

The Human Tissue Authority (HTA) is the national independent regulator for organisations that remove, store and use tissue for research, medical treatment, post-mortem examination, teaching and display in public. We also give approval for organ and bone marrow / peripheral blood stem cell (PBSC) donations from living people. With the interests of the public and those we regulate at the centre of our work, we aim to maintain confidence by ensuring that human tissue is used safely and ethically, with proper consent.

Established under the Human Tissue Act (2004), we are an Executive Non-Departmental Public Body (ENDPB) sponsored by the Department of Health. The Authority’s Chair and members are appointed by the Secretary of State for Health. The Chair and half of the members are lay, with the remainder being professionals drawn from some of the groups who are affected by the legislation. The Authority is supported by an Executive team of 45 staff.

Job purpose

Working with the Transplant Manager, the Transplant Officer has day to day responsibility for managing and coordinating the HTA assessment process for living organ and bone marrow / PBSC donation across the UK; including assigning cases to members of the Living Donation Assessment Team and answering complex transplant-related enquiries.

The post holder will be required to support and contribute to the development, implementation and administration of living organ and bone marrow PBSC donation systems and take delegated responsibility for individual projects.
The post holder will develop and maintain constructive relationships with Authority Members, and act as secretary to the Transplantation Advisory Group (TAG). The post holder will also work closely with lay and professional stakeholders and with colleagues in the Department of Health and other organisations.

Communication and working relationships

External contacts

NHS Blood and Transplant, transplant community and licenced establishments, professional organisations, patient organisations, the general public, media, Parliamentarians, Department of Health, devolved assemblies, and other key stakeholders.

Internal contacts

Authority Members, colleagues within the Strategy and Quality Directorate, Regulation Directorate, Corporate and Communications Support Directorate and the Resources Directorate.

Key tasks and responsibilities

- Understand the legislation and policy context within which the HTA operates, taking primary responsibility for answering transplant and donation related enquiries and maintaining a robust audit trail of correspondence.

- Take primary responsibility for monitoring report submissions via the online portal to ensure all reports are initially reviewed within one working day.

- Take primary responsibility for overseeing the HTA panel process for approval of certain types of living donation, and managing cases referred to panels.

- Work with the Living Donation Assessment Team, taking day to day responsibility for allocating, assessing and making decisions on Independent Assessor (IA) reports for living donations of organs and Accredited Assessor (AA) reports for living donations of bone marrow / PBSC.

- Manage complex cases, compiling relevant evidence and clarification from transplant units and seeking input from senior colleagues as required.
• Prepare and issue the HTA quarterly newsletters for Independent Assessors (IA) and Accredited Assessors (AA).

• Regularly review and update SOPs related to transplant assessment work.

• Lead in the project management of the annual IA and AA reaccreditation process.

• Manage and oversee the recruitment of IAs and AAs.

  Lead on the organisation of IA/AA training days. To support the Transplant Manager in facilitating and presenting at the training days.

• Have a proactive approach to ongoing system review and identification of efficiencies / improvements.

• Regularly create and oversee the emergency out of hours rota for staff and Authority Members

• Review and update transplant related information on the HTA website as required.

• Act as secretary to the Transplantation Advisory Group, arranging meetings and liaising with colleagues to prepare the agenda; draft and circulate papers; take and disseminate minutes and action points and ensure the minutes are published on the HTA website.

• Monitor the system for receiving reports of serious adverse events and serious adverse reactions in the transplantation sector and take and disseminate minutes.

• Act as a point of contact for external calls including answering general enquires and queries wherever possible or direct them to the appropriate person or team.
### Person specification

**Criteria**

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<th>Experience, training and skills</th>
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<td><strong>Must demonstrate initiative, the ability to work independently and have a confident and proactive approach to work</strong></td>
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<td>Excellent organisational skills and the ability to focus and prioritise tasks to meet deadlines</td>
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<td>Strong administration and IT skills (MS Outlook, Excel and Word) and the ability to problem solve</td>
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<td>Experience of drafting reports, meeting papers and policy documents</td>
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<td>Experience of organising and supporting meetings / events; servicing meetings as secretary (agenda setting and minute taking)</td>
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<td>Good presentation skills in order to provide information / deliver training to a range of audiences</td>
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<td>Excellent communication, interpersonal and team working skills</td>
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<td>Ability to communicate effectively with service users, and professionals at all levels and in a variety of formats</td>
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<td>Ability to work effectively with stakeholders and members of the public</td>
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<td>Experience of working on projects / project management</td>
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<td>Experience of working in a policy-related environment</td>
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<td>Understanding of the UK healthcare sector and issues facing the transplant sector</td>
<td>Desirable</td>
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