

**Job Description**

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| Job Title: | Strategic Lead |
| Accountable to | General Manager |
| Grade | Band 8a |
| Service | ORBISH Sexual Health Service |
| Line Manager | Service Manager |
| **Job Purpose**  The main purpose of this role is to lead on the development of effective and collaborative partnership working and engagement, to ensure the sexual health needs of the community, in particular those who are vulnerable, young people and at higher risk, are reflected within the development of the service.  In addition to this partnership role, the strategic lead will work with and support subcontracted partners to ensure they meet the clinical quality requirements as reflected in the Head Contract.  The strategic Lead will work closely with the Service and General Manager to ensure the partnership network developments and requests meet the needs of the head contract and operational direction.  The contract Manager for the Business Unit will support the role with contractual and legal aspects of any contractual performance issues, and legal requirements during the life of the contract.  **Key areas – Partnership Network**   * Identify and develop collaborative relationships with key agencies across all Local Authorities and CCG areas. * Hold the lead role in coordination and management of the Partnership Network Meetings to enable wider contribution to the development of sexual health services. * In collaboration with the Partnership Network Group, review, develop and implement new and/or innovative ways of working to meet the needs of the targeted community. * Represent the Partnership Network Group at Service Contractual Meetings, and in other area’s as appropriate in order to report views, developments and achievements in line with the Head Contract.   **Key Areas – Subcontracted Partners** –   * Identify and develop effective working relationships with all subcontracted partners in order to deliver the quality functions within the Head Contract, to ensure delivery of a safe and effective service. * Ensure regular meetings, as per Head Contract, to oversee the delivery of clinical requirements. * Monitor audits,complaints and incidents of subcontracted partners to provide clinical quality assurance and share lessons learned. * Work collaboratively with partners to ensure embedding of new clinical guidance and updates relevant to roles. * Work with partners to develop referral pathways both in and out of the service. * Work closely with all partners, or representative bodies i.e. LPC, to identify and support training needs in conjunction with Service Level Practice Educator. * Represent the subcontracted partners at Service Contractual Meetings, and any other key meetings relating to the service, in order to report clinical quality assurance, issues or concerns and developmental areas as per Head Contract. * Work closely with the contractual Manager in the BU and escalate any contractual issues that require addressing via the legal and contractual route. * Work with the Service Manager, and where necessary the General Manager to ensure the direction of travel is aligned to the Service Needs and contractual obligation. * Review partner notification process with partners. * Engage with early break and other partners relevant to the service specification outcomes schedule dates for citizen panel, to be held quarterly. * Partnership with school nursing developed. * Development of new clinics, e.g., women’s only etc. * Involvement is creating and delivering targeted skills-based training. * Raise profile of Sexual Health Services in ORBISH and the HCRG brand.   **Key areas- other partner agencies**   * Identify and work in collaboration with other key agencies to identify different ways of working and delivering sexual health services for the benefit of those most at risk.   **Partner agencies include (but not exhaustive)**   * Termination of Pregnancy Services, including MSI (Mary Stopes International) * Drug and Alcohol services * BAME groups * LGBTQ groups * 0-19 services – * SARC- Work on pathways * Arrival Practice – Asylum seekers   **Key areas – Future development**   * Introduce practice nurse support groups University placements – Student and postgraduate * Outreach areas – identify areas of high demand in conjunction with partners. | |
| **Values**  Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.  To many organisations values are just words which don’t translate into reality of the day to day. At hcrg our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.  We have three values which help us stand out from the crowd, not just because there’s only three, but because they are unique to who we are. They’re our moral compass and define the way we Care, Think and Do our bit.  1. Heartfelt Service - Care   * Inspire * Understand * Communicate   2. Strive for Better – Think   * Challenge * Improve * Learn     3. Team Spirit - Do   * Accountability * Involve * Resilience | |
| **Confidentiality and Information Security**:  As a hcrg employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company’s employment.    All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.    **Information Governance Responsibilities**  As a hcrg employee you are responsible for the following key aspects of Information Governance (not an exhaustive list):   * Completion of annual information governance training * Reading applicable policies and procedures * Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements * Ensuring the security and confidentiality of all records and personal information assets * Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines * Adherence to the clear desk/screen policy * Only using email accounts authorised by hcrg Care Group – eg @hcrgcaregroup.com, NHSmail etc. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies. * Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead * Only using approved equipment for the use of hcrg Care group business | |
| **Governance**  Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with hcrg Group Care policies and procedures. | |
| **Registered Health Professional**  All staff who are a member of a professional body must comply with standards of professional practice / conduct. It is the post holder’s responsibility to ensure they are both familiar with and adhere to these requirements. | |
| **Risk Management / Health & Safety**  The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staffs are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene. Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety | |
| **Safeguarding Children and Vulnerable Adults Responsibility**  hcrg Care Group as an employer is committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment by working to relevant safeguarding legislation, multi-agency policies and procedures and Virgin Care policies and guidance. All colleagues working directly with people using our services, will support them to participate in decision making in accordance with the Mental Capacity Act 2005. | |
| **Medicines Management Responsibility**  Nursing or registered healthcare professionals Undertake all aspects of medicines management related activities in accordance within the company’s medicines policies to ensure the safe, legal and appropriate use of medicines.  Skilled non-registered staff Undertake all aspects of medicines management related activities in accordance with the company’s medicines policy where appropriate training has been given and competencies have been achieved | |
| **Policies & Procedures**  All Staff will comply with the Companies Policies and Procedures which can be found on the company intranet | |
| **General**  hcrg Care Group is committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.    We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.    The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business. | |
| **Equal Opportunities**  It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success. | |
| **Flexibility Statement**  This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager | |

**PERSON SEPCIFICATION**

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| **Essential** | **Desirable** |
| **Education/Qualifications**   * Registered Nurse, not essential but would be advantageous * Experience in Sexual Health Service Delivery * Able to travel to multiple sites when necessary   **Skills/Abilities**   * Clear understanding of the current Head Contract and the contractual requirements * Understanding of all subcontracted contracts and the clinical quality monitoring requirements. * Clear understanding of integrated and multidisciplinary working, and leadership skills * Able to collect, analyse and interpret public health and local data and communicate findings to others in a relevant way * Able to manage own workload * Able to work collaboratively with others and form good working relationships * Able to manage challenging conversations, to mutual benefit and reach collaboration     **Experience/Knowledge**   * Experience of team working * Evidence of professional development * Evidence of leadership and management * Excellent communication and interpersonal skills * Ability to organise the work load, able to delegate and prioritise *  Computer literate, in Idox Lilie, MS excel and word  Effective written and verbal communication skills * Experience of Strategic management     **Personal Attributes/Other Qualities**   * Reliable and flexible * Ability to work well in stressful situations * Autonomous with a collaborative style | **Education/Qualifications**   * Post Graduate training in a relevant field * Leadership training * Strategic management |
| **Other requirements**: -    **Infection Control.**  You are accountable and responsible for the prevention and control of healthcare associated infections and must comply with the standard set by the Health and Social Act 2008: Code of Practice on the prevention and control of infections and related guidance (published December 2010). | |