

Job Title:	Deputy Head of Service Band 8a
Reports to (job title):	Head of Service
Line Manager to:	Healthy Family Teams

Job purpose

To support the Head of Service in the day to day operational and performance management of the business unit. To provide effective leadership contributing towards the achievement of the financial forecast and delivery of contracted activity.

Base

This post is responsible for

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role:

- To deputise for the Head of Service as part of the Senior Management team within HCRG Care Group.
- Ensure the delivery of key performance targets within the service area as agreed with the Head of Service.
- To support the Head of Service to ensure that the service operates safe and timely assessment, referral and discharge
- To implement internal service redesign/ development techniques across the Quadrant, and ensure that tangible improvements in service are achieved and sustained
- To ensure that clinical and management staff are fully engaged in the service redesign processes
- To work effectively as part of the Quadrant Senior team and to support the overall strategic direction and operational agenda of the management team
- To undertake line management duties in agreement with the Head of Service
- To ensure quality and safety of service provision is adhered to across all areas and take a lead role as 'Quality Champion'
- To build relationships with key Stakeholders across the Quadrant and wider Essex footprint and represent the organistaion at meetings and key events.

Our 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 but 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. We think, we care and we do.

Care	Think	Do
<ul style="list-style-type: none">• Inspire• Understand• Communicate	<ul style="list-style-type: none">• Challenge• Improve• Learn	<ul style="list-style-type: none">• Accountability• Involve• Resilience

Confidentiality and Information Security

As our 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 2018 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

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
- Only using email accounts authorised by us. 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
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting 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 our 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. Staff 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 must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

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 and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are 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.

Personal Specification

Essential

- Educated to degree level or relevant experience
- Membership of a relevant professional body
- Evidence of continuous professional and clinical development
- Ability to manage a multi-disciplinary teams, delivering against contractual and internal KPIs
- High level of interpersonal and communication and motivational skills
- Ability to work autonomously but recognising the philosophy of effective integrated working
- Ability to use Word, Power Point, Email, Excel (or similar spread sheet or database package) and SystemOne
- Motivate and enthuse others to change by developing clinical practice
- Effective presentation skills
- Excellent written and verbal skills
- Excellent organisational skills
- High level of clinical and technical skills in subject area
- Manage complex care / interventions
- Understanding and experience of Recruitment & HR processes
- Experience of developing effective relationships and networks across health, social care and the voluntary and community sector.
- Demonstratable understanding and experience of Clinical Governance, Health and Safety and Quality.

Desirable

- Mentorship Qualifications
- Project Management Experience

Other requirements: Car owner/access to a car and willingness to travel across Quadrant / Essex to attend sites and meetings.



Job Description

Employee signature

Manager signature

