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| Job Title: | Children and Families Wellbeing Service Team Leader 0-19 (Band 7) |
| Reports to (job title): | Professional Lead for Children and Families Wellbeing Service (Wiltshire |
| Line Manager to: | Band 6 Health Visitors and School Nurses |
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# Job purpose

The Team Lead will provide professional, managerial and clinical leadership for the 0-19 Children and Families Wellbeing Service (Health Visiting and School Nursing). They will support the Professional Lead to deliver efficient services that meet or exceed required quality standards across the Children and Families Wellbeing Service.

Base

The Team Leader Post Is based in one of the three Wiltshire hubs:

* High Post Salisbury
* Greenways Chippenham
* Derby Court Trowbridge

This post is responsible for

The Clinical Team Lead will provide professional, managerial and clinical leadership for the 0-19 Children and Families Wellbeing Service (Health Visiting/School Nursing). They will support the (Professional Lead) to deliver efficient services that meet or exceed required quality standards across the Children and Families Wellbeing Skill Mix Team.

## Key responsibilities

1. Directly line manage and offer clinical supervision to the Specialist Community Public Health nurses, and ensure the process applies to the skill mix team.
2. Ensure annual appraisals and personal development plans are achieved and support service and corporate objectives.
3. Always identify training needs and ensure team compliant with statutory and mandatory training.
4. Maintain responsibility for the recruitment process to ensure the Team is adequately staffed, liaising with the recruitment team to ensure optimisation of attracting applicants.
5. To participate in analysing workforce needs to ensure that skill mix adapts to the changing needs of service delivery.
6. Ensure Key Performance indicators are met and escalate challenges immediately.
7. Support team in achieving a quality service demonstrated by clear and timely reporting on outcomes.
8. Management of Team annual leave, absence and vacant posts required to ensure optimum service delivery maintained.
9. Proactively seek client feedback to inform responsive service design and development.
10. Ensure risk assessments are in place informed by service provision challenges, colleague issues, and environmental needs.
11. To participate in the required audit programme as well as leading on service specific audit.
12. To facilitate shared learning and implementation of best practice across the 0-19 PHN teams
13. Ensure implementation of the comprehensive induction / preceptorship program.
14. The Team Lead will work with the Service Managers to develop individual programs for continuing clinical and professional development of clinical staff working within the PHN Service
15. Act as role model in practice, bringing the values and leadership behaviours to life.
16. Act as a key conduit for dissemination of information to all colleagues within the workforce
17. Collaborate with colleagues, stakeholders and service users to inform service improvements.
18. To provide within the team, feedback and assessment of students in theory and in practice
19. Facilitate/Participate in provision of in-house clinical and theoretical training and education
20. Facilitate/Participate in educational and training events for other providers of the Public Health Role such as updates, workshops and conferences
21. Support the Professional Leads and wider organisation in supporting service delivery to maximise positive outcomes for children and families.

## 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 care, we think, and we do.

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| **Care** | **Think** | **Do** |
| * Inspire * Understand * Communicate | * Challenge * Improve * Learn | * 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](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/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

Specific knowledge and experience

* A sound understanding of Key performance indicators.
* A sound understanding the Healthy Child Programme (0-19) and relevant key National documents/guidance.
* Demonstrate extensive and advanced clinical experience and leadership.
* Sound knowledge of both local and national policies relating to better outcomes for children and families.
* Substantial post registration experience in a leadership role for 0-19 PHN Nursing.
* Full driving licence and access to vehicle use.
* IT literate and Word, Excel and PowerPoint skills.

Skills and abilities

* Registered SCPHN
* Experience of effective People management skills.
* Experience of supporting learning in a clinical environment
* Self-motivated and innovative
* Caring and compassionate
* Effective interpersonal skills – communication & negotiation skills
* Strong team working skills and experience as a clinical supervisor
* Ability to act as a change agent to enthuse and motivate a new team.
* Ability to work in partnership with various stakeholders

Desirable

**Specific knowledge and experience**

* Experience and evidence of developing practice
* Experience of working collaboratively in a multi-disciplinary environment

**Education / training**

* Education / teaching qualification
* A recognised leadership qualification

**Other requirements**:

The applicant needs to hold a current UK driving licence and use of a car.

Minimum 2 Years Specialist Public Health Nursing qualification experience.

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| Employee signature |
| Manager signature |