

## Senior Matron Job Description

**Title:** Senior Matron, Medicine & Urgent Care division

**Band:** 8b

**Staff Group:** Nursing and Midwifery

**Reports to:** Divisional Nurse Director

---

### Job Summary:

1. To provide clinical, professional, and managerial leadership across the Care group.
2. To be the nursing/allied health professional lead, providing a strong clinical presence and developing nurses and allied health professional practice within the care group, assuring the provision of a safe, effective, and evidence-based nursing service to patients.
3. To be a core member of the Care Group Management team, supporting the Care Group and Division in achieving its' plans, ensuring that the Care Group is able to meet its agreed targets within the available resources. Actively support the team objectives by developing services and leading Care Group or Divisional projects to influence service redesign/ Lead and participate in projects and areas of work, which reflect clinical, professional, and corporate objectives
4. To be the lead for designated projects and areas of work which reflect clinical, professional and corporate objectives, which impact beyond the scope of own service/speciality.
5. To be the Care Group lead for Patient and Public Involvement
6. To be accountable for all aspects of the nursing related budgets within the Care group.
7. To work in partnership with the senior nursing/AHP Consultant Practitioners and designated lead clinician to ensure accountability on quality performance indicators.
8. To be designated deputy for Care Group Director and Divisional Director of Nursing /Professions as necessary.

### Key working relationships:

- Divisional Management Team
- Matron's
- Care Group Management Teams
- Operational Managers
- Consultant Nurses/Practitioners
- Corporate Nursing Team
- Human Resources Business Partners
- Divisional Finance Managers
- Divisional Governance Managers

---

### Key Responsibilities:

#### Professional Nursing Leadership and Management

1. To implement the Trust's Nursing and Midwifery Strategy through the development and implementation of a Divisional nursing strategy at care group level
2. To be responsible for implementing and monitoring of agreed trust quality indicators.

3. To be responsible for the implementation and progress monitoring of the corporate Patient and Public Involvement strategy within the Care group.
4. To be responsible for the implementation, monitoring and evaluation of the corporate Patient Experience Strategy within the care group.
5. In collaboration with other senior nursing/AHP leaders to be responsible for the professional leadership for Nursing, Midwifery, and other healthcare professionals in the Care Group, advising the Divisional Head of Nursing/Professions and the Divisional Management Team of key professional issues.
6. To work with the Lead Nurse for Professional Education and the Practice Development and Divisional Education Leads to ensure that the development of education and training provision meets the clinical needs of the Care Group and supports compliance of the relevant healthcare standards.
7. To lead or participate in professional and clinical committees or projects both internally and externally to the Trust.
8. Develop a job plan that ensures high visibility in clinical areas including 50% of work time being spent on influencing quality of clinical care.
9. To participate in workforce redesign and modernisation for the nursing workforce, working in close partnership with key stakeholders.
10. To be responsible for effective workforce planning within managed areas on a day-to-day basis.
11. Participate in the annual review of the nursing workforce plan and ensure that the staff establishment and profile is sufficient to meet the needs of the service and manageable within the resources available.
12. Act as lead for recruitment and retention of nursing staff for designated areas as indicated by the annual workforce plan.
13. Lead on the implementation of the Practice Based Learning agenda within the Division ensuring all areas are developed to become effective learning environments and that learners are supported.
14. Ensure delivery of the Care Group strategy for Nursing research and audit in line with the Divisional plan and priorities.
15. Participate in the Duty Matron rota assuming full responsibilities for this role.

#### **Budgetary and financial responsibility**

1. To be accountable for all aspects of the nursing related budgets for designated areas.
2. Ensure systems are in place for appropriate financial management in line with trust finance structures.

#### **Clinical Care Standards**

1. To actively support teams in the discharge planning process and communication with external organisations achieving local targets.
1. Facilitate the development, implementation and review of nursing and clinical policies and guidelines to support practice.
2. Guide and support the senior nursing staff in monitoring, evaluating and improving the patient experience.
3. Assume responsibility for risk issues within the clinical environment, ensuring corrective action is taken and clinical risk is managed.

4. To implement national guidance, as supported and co-ordinated by the Divisional lead within the Care Group.
5. To support the development of integrated care pathway implementation within the Care Group
6. To lead and ensure all Matron key roles and responsibilities are embedded in practice.

### **Human Resource Management**

1. Directly manage the nursing/Allied health professional managers within designated areas, and through them ensure that all members of the clinical teams are managed in accordance with the trust policies and procedures.
2. Manage and undertake appraisals for directly managed staff and ensure systems are in place for the appraisal of all staff within designated areas as per Trust policy.
3. To ensure training needs analysis is undertaken, in line with the appraisal process, and an annual development plan for designated areas nursing staff is developed, feeding into and complimenting the Divisional plan.
4. To participate in the full recruitment processes of directly managed staff and support others with the recruitment, induction and retention of staff.
5. Work with wards/departments and corporate teams to ensure Safer Staffing levels are accurately assessed, utilising available electronic systems, benchmarking, best practice standards and professional judgement to ensure establishments are suitable to provide safe care.

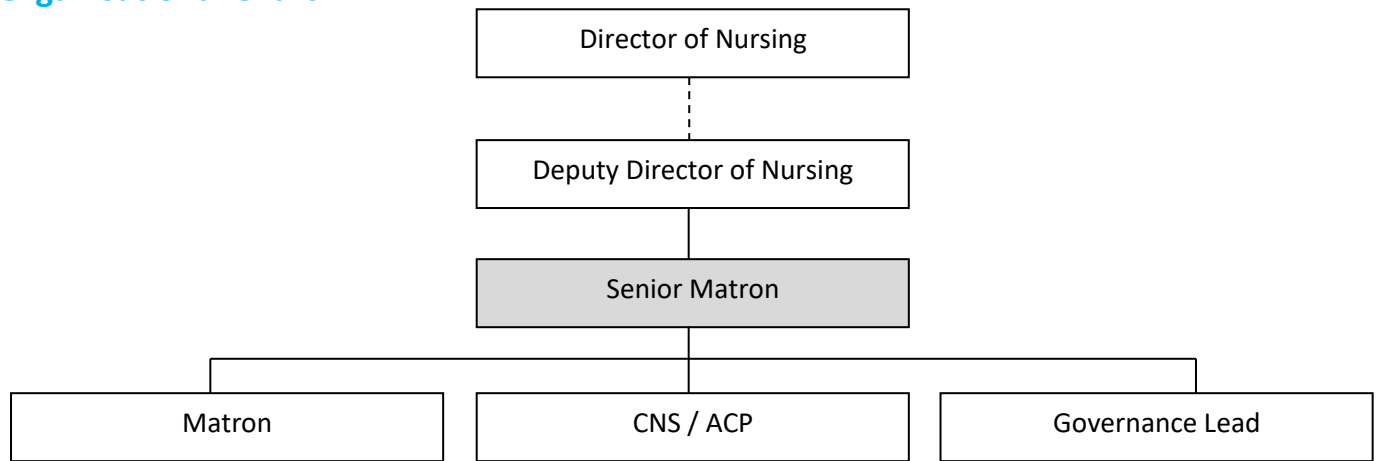
### **Performance monitoring and evaluation**

1. Ensure accurate, timely and accessible information and reports are produced for all areas of responsibility contributing to the performance-monitoring framework for the Trust.
2. Undertake audit and research activity, which will enhance, improve and provide evaluation of services.
3. Develop and implement an annual Research & Development plan for Nursing in line with the corporate R & D strategy
4. Work with wards / departments to ensure that nursing care is evidence based and is aligned to recent research

### **Professional Development**

- Develop external networks and represent the trust/nursing profession at national/international level in driving forward the trust/nursing agenda at appropriate forums
- Participate in annual appraisal, 360 feedback for self and team; demonstrate on-going professional development by keeping up to date with national and local developments in nursing / midwifery and NHS policy and practice.
- To be designated deputy for Care Group Director and Divisional Director of Nursing/Professions as necessary

## Organisational Chart



## Person Specification

### Qualifications and Experience

#### Essential

- 1<sup>st</sup> Level Registered Nurse on relevant part of the NMC register
- First Degree or equivalent
- Masters degree or equivalent educational or experience to meet this requirement
- Recognised Management and/or Leadership qualification.
- Evidence of Continual Professional development
- Evidence of project management experience

#### Desirable

- Experience and/or teaching qualification
- Published work in a clinical or health care area
- Mentoring/Coaching Qualification

### Experience

#### Essential

- Significant post-registration experience
- Extensive experience of working in an acute care setting
- Extensive knowledge of National and Local care, NHS and N&M agenda
- Extensive experience in the acute healthcare setting in clinical leadership/clinical management position
- Evidence of advanced leadership qualities
- Formal and informal teaching experience
- Staff and resource management experience
- Experience of introducing change to clinical environment
- Report writing skills and experience
- Budget management experience

#### Desirable

- Coaching / mentoring experience/ skills
- Understanding of specialist area

## **Aptitudes and Skills**

### *Essential*

- Excellent high level leadership skills
- Articulate with highly developed communication skills with the ability to network and build relationships at all levels, including interpersonal skills, liaison, and negotiation skills. Writing and presentation skills
- Advising and influencing
- IT skills and ability to develop these skills further.
- Ability to prioritise work and adapt to changing deadlines.
- Able to develop and implement policy, guidelines and projects from initiation to completion.
- Evidence of continuing professional development

### *Desirable*

- Project management skills

## **Personal Qualities**

- Professional role model
- Inspirational leader
- Motivated and enthusiastic
- Team Player
- Able to work under pressure
- Assertive yet approachable
- Personal drive and initiative
- Able to work independently and meet tight deadlines
- Ability to think strategically

## **Working Together For Patients with Compassion as One Team Always Improving**

**Strategic approach** (clarity on objectives, clear on expectations)

**Relationship building** (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

**Personal credibility** (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

**Passion to succeed** (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

**Harness performance through teams** (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff , respect diversity)

---

Job holders are required to act in such a way that at all times the health and well being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.

**Print Name:**

**Date:**

**Signature:**