

Job Description

Band: 8C

Staff Group: Nursing and Midwifery

Reports to: Divisional Director of Nursing

Job Summary:

The Deputy Director of Nursing is expected to provide nurse leadership to the Networked Services Care Groups while supporting the Director of Nursing to deliver the effective integrated clinical, operation and financial performance of the Division.

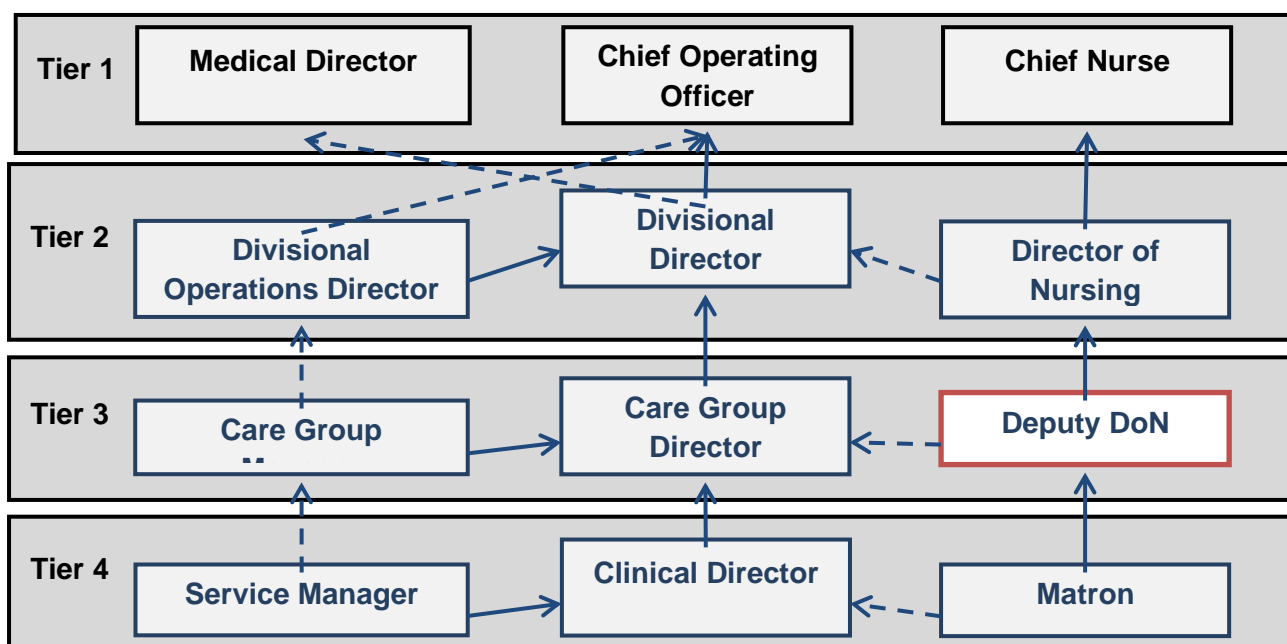
This role will support quality, safety and patient experience across the Division; contributing to the Quality Improvement plan as well as contributing to the Corporate Nursing Agenda and having a portfolio that reflects this as delegated by the Divisional Director of Nursing.

The Deputy Director of Nursing will support the Director of Nursing with the nursing teams and finances within the division, driving the nurse strategy and vision for the division, ensuring effective implementation of both national and local strategies and the achievement of service objectives within available resources.

To enable them to execute this responsibility the post holder is expected to provide proactive and visible leadership. Leadership will span four key areas; service leadership, people and personal leadership, quality leadership and collaborative leadership.

Organisational Chart

Organisational Chart



Trust Organisational Expectations

The post holder will:

1. With the Divisional Team, provide leadership to the Division and contribute to developing the strategic direction of the Division.
2. Proactively and positively contribute to the successful overall performance of the Trust.
3. Deliver excellent levels of customer service to all patients/visitors and staff at the Trust.
4. Develop effective ways of working and create strong partnerships and relationships with all stakeholders to support the implementation of the Government's policies on Health.
5. Develop an organisational culture that fosters collaborative working among all staff groups, to ensure a focused commitment to delivering quality services and outcomes.
6. Act as an advocate for the Trust & its contribution to the Health Service arena through creating effective partnerships and relationships with internal and external stakeholders.
7. Comply with corporate governance structure in keeping with the principles and standards set out by the Trust.
8. Take shared responsibility for the financial performance of the Division, including the achievement of financial targets, balancing the potentially conflicting demands of budgetary requirements and clinical standards.
9. Support the Trust culture of collaborative, flexible cross-team working and commitment to delivering quality services and outcomes, which support the Government's policies on public health
10. If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
11. In compliance with the Trust's practices and procedures associated with the control of infection, you are required to:
 - Adhere to Trust Infection Control Policies assuring compliance with all defined infection control standards at all times.
 - Conduct hand hygiene in accordance with Trust policy, challenging those around you that do not.
 - Challenge poor practice that could lead to the transmission of infection.

Proactively, meaningfully and consistently demonstrate the Trust Values in your everyday practice, decision making and interactions with patients and colleagues.

Shared Core Functions

1. Proactively and positively contribute to the achievement of deliverables through individual and team effort. Manage the production of the required deliverables and control risks,
2. Support team members to deliver on their functionally relevant objectives through offering advice, guidance and support as appropriate.
3. Ensure that approved budgets are spent effectively and in accordance with agreed procedures
4. Support the Director of Nursing in the Divisional annual budget setting process on nursing workforce and in clinical environments, including the delivery of savings targets.
5. Work with the Director of Nursing and Care Group teams to secure clinical engagement in the day to day activities of the Trust, and in performance improvements and service developments, working with the leads in other Divisions where appropriate.
6. Promote innovation and quality improvement to ensure best-practice services for patients and positive working experience for staff

7. Liaison with Senior Professionals and related functions to ensure that work is neither overlooked nor duplicated
8. Build and sustain effective communications with other roles involved in the shared services as required
9. Maintain and continuously improve specialist knowledge in an aspect of Health Service which significantly contributes to the Trust's stated objectives & aims
10. Engage with external partners/stakeholders to gain their necessary level of contribution & commitment to the successful delivery of your work.
11. Undertake proactive horizon scanning for either developments relating to Trust work or opportunities for Trust involvement around health issues
12. Increase the level of knowledge & skills within the Trust through documenting key learning and supporting others to develop their professional abilities.
13. Dissemination of knowledge through engagement in report writing, and reviewing, taking full responsibility for technical accuracy and reliability and being sensitive to the wider implications of that dissemination.
14. Ensure that expertise is seen as a resource within and outside the Trust and form working partnerships with government departments, national agencies and key stakeholders.
15. Develop structures, systems, ways of working and personal values that will support the Trusts sustainable development objectives with regard to issues such as Carbon reduction and waste minimisation; and to encourage all stakeholders of the Trust to act as enthusiastic agents of change.

Specific Responsibilities

Corporate

1. To be a member of the Division's core nursing resource, reporting to the Director of Nursing.
2. To take a lead in the management of specific nursing functions across the Divisional Structure as agreed with the Director of Nursing.
3. To represent the Trust on local, external and national groups from a nursing perspective.
4. To drive and manage areas of development for nursing within personal sphere of expertise.
5. To support service lines where specific nursing advice is required.
6. To assist the Director of Nursing, ensuring there is a balance between management of nursing within a devolved divisional structure, and a consistency of quality and maintenance of professional standards.
7. Be accountable to the Director of Nursing for effective and productive nursing, midwifery/AHP staffing levels and financial controls.
8. Support Divisional Recruitment and Retention to ensure safe and cost effective staffing is maximised.

Operational

1. Ensure all local and national targets are delivered within a safe, high quality environment.
2. Ensure the Care Group and Divisional plans have nursing contributions and the division achieves corporate objectives.
3. Working with the Director of Nursing to provide senior management leadership, deputising in their absence.
4. Ensure nursing staff deliver high quality service that demonstrates the Trust's values.
5. Make an active contribution to all major activities of the Trust Executive, and exercises of corporate decision-making and responsibilities.
6. Work in collaboration with the Care Group Teams to develop clinical services and make progress towards realising the Trust's long-term strategy.
7. Ensure positive relationships exist with internal and external stakeholders.

Functional Leadership

1. Ensure through the effective management of nursing staff, the delivery of high quality clinical care and services within available budgets.
2. Ensure all aspects of nursing management within the Care Groups are visibly led, and the Divisional Management Team and Trust Executives receive performance reports and monitoring information as required.
3. Ensure performance is regularly monitored and remedial action taken as necessary, to ensure that plans are achieved.
4. Supporting the Director of Nursing to ensure SLAs are agreed with local commissioners and others as required.
5. Ensure nursing staff are managed within agreed performance standards, which are achieved, including the delivery of efficiency, and cash releasing savings required.
6. Encourage a culture where employees are empowered to take personal responsibility, are well motivated and able to understand and commit themselves to the objectives of the Trust.

People and Organisational Development

1. Supporting the Director of Nursing, ensure the Division develops its workforce strategies and develops comprehensive workforce plans sufficient to meet the Trust's strategic objectives.
2. Ensure good people management practice and effective team working is operating across the division and support the improvement of cross-divisional working.
3. Ensure all people related key performance indicators are achieved
4. Ensure feedback secured via the national staff survey, and any local staff surveys, are acted upon to deliver a continuous improvement in the staff experience.
5. Promote a learning and coaching culture based on openness, learning and continuous improvement and support continuing personal development.
6. Support the development of organisational processes and systems to improve organisational effectiveness.

Financial Management

1. Work within the division's budget in line with standing financial instructions and standing orders
2. Deliver efficiency improvements and costs savings to meet the Trust's annual financial plan
3. Develop longer-term efficiency improvement plans to support the Trust's long-term financial model requirements and regulator risk rating.

Strategic and Service Planning

Through the Care Group Teams:

1. Ensure strategic and annual plans for the Care Groups are developed and contribute to the development of the Divisional and Trust's strategic and annual plan.
2. Ensure annual objectives for the Care Groups are agreed, which support the achievement of the Division's plans.
3. Ensure a strategy for improvement of services within the Care Groups is agreed, which incorporates Trust initiatives including all aspects of clinical governance with the focus on the patient.
4. Support preparation of robust business cases to develop or sustain services in line with the strategic and clinical direction of the Trust.
5. Participate in any 7/7 working rota and be available for weekend working when required (for example the Duty Matron rota).

Clinical Governance

1. Support the Director of Nursing in clinical governance for the Division, leading on incidents and complaints
2. Ensure nursing practice is integrated with the operational performance agenda through the Care Group Teams.
3. Ensure the Division is compliant with national requirements including CQC, Monitor (NHS Improvement) etc.
4. Ensure clinical quality improvement is embedded in all nursing practice.
5. Ensure clinical standards meet best practice, and recommendations of national initiatives are met and implemented.
6. Ensure Standing Orders and Standing Financial Instructions are complied with, and the highest standards in corporate governance and probity are maintained.
7. Take responsibility for mitigations put in place to ensure that safe and effective care is maintained in the division.

Personal Development

1. Ensure personal development objectives are agreed and reviewed annually with the Director of Nursing.
2. Ensure continuing professional development is undertaken as agreed with the Director of Nursing.
3. Ensure the role of Deputy Director of Nursing for the Division is developed in partnership with the Director of Nursing.

Other

Job Holders are required to:

1. Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
2. Always keep requirements in mind and seek out to improve, including achieving customer service performance targets.
3. Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, and No Smoking.
4. 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.
5. Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
6. To undertake any other duties consistent with the grade of the post

Person Specification

Qualifications and Experience

- NMC Registration
- Professional knowledge acquired through degree, supplemented by specialist training to masters or similar academic level, or through equivalent experience
- Appropriate post graduate qualification e.g. Masters level or equivalent applied post-graduation management learning relating to a number of disciplines in Business Management, Information Systems or People Management or equivalent experience.

Experience

- Understanding of the provision and delivery of health care services and of Government strategy and plans for modernising health care.
- Thorough knowledge of the structure, functions, culture and values of the National Health Service and its inter-relationship with other agencies.
- Understanding of the implications for medical staff of the modernization agenda.
- Extensive knowledge of clinical audit, Research and Development and evidence based practice

Skills and Knowledge

- Demonstrable track record of advancement and development of clinical interests and services, including delivery of performance targets
- Highly effective leadership skills.
- Interpersonal and influencing skills.
- Environmental and political awareness.
- Excellent written and verbal communications.
- High analytical and numeracy skills.
- Strong financial management skills.
- High level of self-awareness and openness to self-improvement.
- High quality business and service planning skills.
- Insight into strengths and weaknesses.
- Good information technology skills.

Personal Qualities

- Inspires others and leads by example. Able to make rational decisions in the face of adversity.
- Capacity to work with managers and others to develop a shared vision of services for patients and standards in delivery of services. Willingness to accept that the wider interests of the Trust and/or the health community may require compromise.
- Commitment to implementation and strengthening of clinical governance.
- Exemplary personal standards of conduct and behaviour.
- Personal credibility, with the ability to quickly gain the confidence of others, including clinicians, managers, staff, patients, relatives and users of services.

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 wellbeing 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: