

SINGLE CORPORATE SERVICES

Learning, Education & Development Department

Job title:	Head of Business and Finance (Learning, Education & Development)	To be completed by HR <i>Job Reference Number</i>
Reporting to:	Deputy Director of Education	
Accountable to:	Deputy Director of Education	
Pay Band:	8A	

As part of the Single Corporate Service, the role provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, the post holder will be required to undertake business travel between sites. The frequency is anticipated at two days at each site, each week. Additional arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

To avoid confusion with current departmental naming, the entirety of the function (Learning and Development from PHU, LEaD from IWT and medical education from IWT are combined within this JD and are described as Learning, Education and Development, or LEaD).

Job purpose

The Head of Business and Finance is expected to support the Director and Deputy Director of Education to deliver the effective integrated clinical, operation and financial performance across the Isle of Wight NHS and Portsmouth Hospitals University Trusts through tripartite management.

This role is responsible for ensuring all aspects of people, performance and financial objectives are delivered as per the Learning, Development and Education (LEaD) business plan. The Head of Business and Finance will provide strong leadership at a specialty level, ensuring that there are appropriate systems and processes in place to deliver objectives and drive forward the Learning Education and Development service to improve the operational effectiveness of the specialty.

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.

All senior leaders are expected to work as part of a cohesive team and, when necessary, to take lead responsibility for corporate issues outside their immediate sphere of responsibility in order to achieve the corporate objectives of the Trust.

Job summary

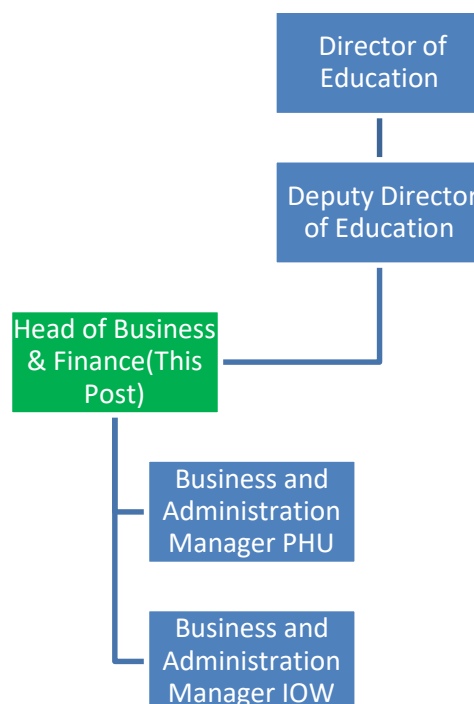
The post holder will line manage both the IWT and PHU Trusts Learning, Education and Development Business and Administration Managers ensuring that the departments are enabled to deliver the

organisation's Learning and Development Strategy as well as ensuring all day-to-day staff management matters including appraisals, development plans and recruitment are maintained. The post holder will be expected to be flexible in their across site presence.

The post holder will provide business support to the department ensuring that all medical (including undergraduate) and non-medical income and expenditure is accounted for and reported on as required both internally and by NHSE.

The post holder will collaborate with the Apprenticeship, Work Experience and Early Careers team to support procurement and contract management for a variety of apprenticeship, early career and work experience programmes and providers.

Organisational Chart



Specific Core Functions

- The post holder will provide business management support to the LEaD department, developing a reporting framework which will provide assurance of the quality of education and training delivered including meeting statutory training requirements. This will include support and monitoring of essential skills training for all staff groups.
- The post holder will be responsible for coordinating and monitoring the annual business plan for the LEaD department to underpin and support the LEaD strategy, objectives and key priorities.

- The post holder will provide regular reports including contract updates to the Director, Deputy Director of Education and key stake holders including external commissioners of training and education.
- The post holder will provide business support to ensure systems and processes are in place to support the ongoing development, monitoring and audit of educational activities across the Trusts.
- The post holder will coordinate, manage and monitor all medical and clinical education contracts on behalf of the Director of Education.
- In conjunction with the Library & Knowledge Services, the post holder will manage the learning management and e-learning element of ESR, developing a plan to improve its use, access and effectiveness to meet the organisation's needs in providing a training record database.
- They will ensure that ESR is utilised to provide easy access to learning opportunities, minimises administration and allow for accurate and timely reporting.
- The post holder will represent the LEaD department at Local and National Statutory and Mandatory training groups and support workstreams where necessary (to include - Oliver McGown Mandatory training, Safeguarding and have national Mandatory training oversight).
- The post holder is expected to act as Information Governance Lead for the LEaD department.
- The post holder will support the administration managers with ensuring the administration structure and staffing resource can manage and deliver the educational contracts to the highest possible quality standards.
- The post holder will manage the LEaD risk register across both organisations, providing regular reports and updates to the site Education Governance Meeting.
- The post holder will ensure effective and efficient use of all resources, including education accommodation, identifying potential problems in advance and strategies to overcome them, informing the Director and Deputy Director of Education as appropriate.
- The post holder is responsible for supporting the commissioning of projects and procurement of services to support project delivery.
- The post holder will support the Director and Deputy Director of Education to ensure value for money and greater efficiency in the use of education budgets and ensure a recurrent financial balance year on year.
- The post holder will work with the Director of Education and wider education team to provide a business framework for developing, producing and marketing income generating opportunities associated with education and training activity, for example ALERT, clinical skills and Simulation.
- The post holder will lead on the co-ordination and submission of the annual quality report for NHSE and other external quality reports as required.
- The post holder will lead on the co-ordination and submission of the bi-annual People in Common Committee (PCiC) report for the LEaD department.
- The post holder will promote and demonstrate effective communication within the LEaD department and represent the department and Trusts at appropriate internal and external meetings.
- The post holder will have oversight of all funding / income streams including Tariff, LDA, CPD and provide income management support for the undergraduate tariff.

- Support the wider team with coordination and submission of bids for external funding for education.

Key Responsibilities

Communication and Working Relationships

- The post holder will be providing and receiving complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or re-assurance skills are required. This may be because agreement or cooperation is required or because there are barriers to understanding and/or providing and receiving highly complex information.

Analytical and Judgement

- Judgements involving complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.

Planning and organising

- The post holder will be responsible for formulating long-term, strategic plans, which involve uncertainty, and which may impact across the whole organisation.

Physical Skills

- The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g., standard driving or keyboard skills, use of some tools and types of equipment.

Patient Client Care

- Contact with patients is incidental.

Policy and Service Development

- The post holder is responsible for policy implementation and for discrete policy or service development for a service or more than one area of activity.

Financial Management

- The post holder holds a delegated budget from a budget for a department/service and is responsible for reporting on that budget both internally and to external stakeholders.

Management/Leadership

- The post holder is the line manager for the business managers on each site, responsible for appraisals, managing sickness absence, dealing with disciplinary and grievance issues, leading on recruitment and selection, staff development and succession planning and managing all aspects of people management.

Information Resources

- The post holder will regularly use computer software to develop or create statistical reports requiring formulae, query reports or detailed drawings /diagrams using desktop publishing (DTP), or computer aided design (CAD)

Research and development

- Responsible for co-ordinating and implementing R&D programmes or activity as a requirement of the job. Is able to undertake complex audits as part of their role.

Freedom to Act

- The post holder is guided by general health, organisational or broad occupational policies, but in most situations the post holder will need to establish the way in which these should be interpreted.

Physical effort

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

- There is a frequent requirement for prolonged concentration, or there is an occasional requirement for intense concentration.

Emotional Effort

- Occasional exposure to distressing or emotional circumstances, or frequent indirect exposure to distressing or emotional circumstances, or occasional indirect exposure to highly distressing or highly emotional circumstances.

Working conditions

- Occasional exposure to unpleasant working conditions, or occasional requirement to use road transportation in emergency situations, or frequent requirement to use road transportation, or frequent requirement to work outdoors, or requirement to use Visual Display Unit equipment more or less continuously on most days.

Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	Graduate Level or equivalent, academic or Healthcare professional qualification • Postgraduate qualification(s) or equivalent applied learning relating to Business Management, Finance, Accountancy, Marketing or People Management • Post graduate MSc • Member of a clinical and or management professional body • Evidence of continuing professional development		Application
Experience	• Previous and successful business management experience • Proven successful track record in – ○ Supporting and sustaining transformational change ○ Translating business strategy into delivery ○ Managing budgets ○ Leading and performance-management of teams and individuals.	• Experience of business management within Health service sector	Application/interview

Knowledge	• Highly developed leadership skills • Ability to quickly establish effective working relationships and develop strong team working • Well-developed interpersonal and facilitation skills, with the ability to gain and maintain credibility with senior clinicians. • Highly effective presentation skills and the ability to present well-reasoned and structured argument orally and in writing • Highly developed analytical skills • Proficiency in the use of ICT applications to support efficient work activity and analysis • Ability to manage priorities and meet specific deadlines. • Ability to hold direct reports to account	• Detailed knowledge and understanding of clinical and corporate governance and risk management systems and processes	Application/interview
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Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:
Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,
- Ensure that you 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.
- 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
- 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.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your everyday practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.