

# Divisional Director of Professions (D&T)

## Job Description and Person Specification –

A summary of the role responsibilities and person specification

### Why Our Trust?

#### Terms and conditions

**Post – Divisional Director of Professions**

**Division – Trust Services**

**Department – Diagnostics & Therapies Divisional Management Team**

**Band – 8d**

**Salary – £75,914- £87,754 pro rata**

**Location – Trust wide**

**Hours of work – 22.5 hours**

**Contract length - Permanent**

**Annual leave – Up to 33 days pro rata dependant on NHS Service**

**Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)**

#### Job Purpose

The Divisional Director of Professions is a core member of Divisional Board and is the senior lead for the clinical professional groups that sit within Diagnostics and Therapies.

The Divisional Director of Professions, alongside the Clinical Chair and the Divisional Director will have shared accountability for the operational performance and strategic development of their Division. This will include accountability for high quality patient care, patient safety, clinical quality and governance, the delivery of agreed performance and financial objectives, and ensuring that the division operates with the needs of patients as its highest priority.

The postholder will be required to participate in the On Call Manager's Rota.

#### About us

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

#### What you'll love about working here

**UHBW has been rated by the CQC as 'Good'** - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

**A digital exemplar**- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

**Access to further opportunities with the Trust** - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

#### Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

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### Main Duties and Responsibilities

To work in conjunction with the Clinical Chair and Divisional Director as a triumvirate, providing the senior leadership and strategic direction to the Division, ensuring delivery of the quality, governance, performance and transformation agendas and representing the Division at both internal and external meetings.

The post holder is accountable for the direct delivery of non-medical professional clinical services within the Division and will provide the vision and support to the Clinical Chair and Divisional Director in ensuring the development of these services to meet the current and future requirements within the Division.

To act as a key member of the Division senior management team in being accountable, implementing and maintaining clinical governance and risk management, including evidence of compliance with the Care Quality Commission regulations.

To be a core member of the Divisional Board, providing strategic direction for the allied healthcare professions, nursing and healthcare scientists in accordance with Trust strategic objectives and priorities within the Division, working in conjunction with the Head of AHPs.

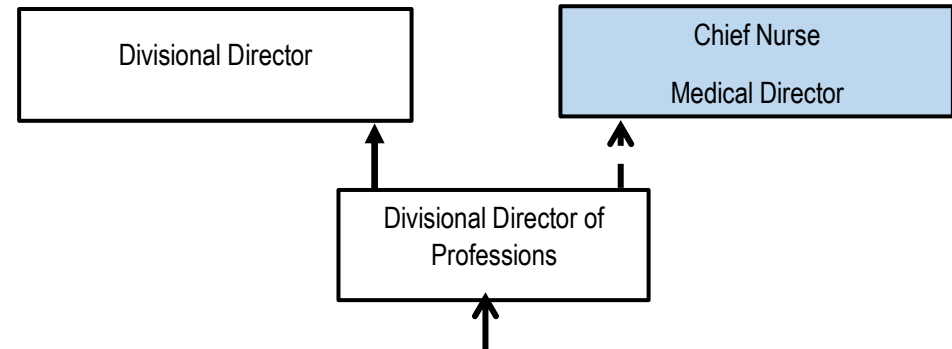
To work collaboratively with the Heads of Service and their teams in providing clinical leadership, promoting leadership development for all clinical staff and supporting delivery of the clinical governance agenda, with specific responsibilities to lead in patient safety and patient experience areas.

To provide leadership and direction for education, training and development for the professions within the Division in collaboration with the Human Resources Business Partner, the Clinical Chair and Divisional Director and through partnerships external to the Division and Trust.

To ensure the Division has strong links with the Clinical Quality agenda trust wide and works consistently within the agreed corporate professional frameworks, whilst supporting the implementation of the Transforming Care Programme.

To represent the Trust in any agreed multi-agency, national or external forums.

### Organisational Structure



### Key Relationships

#### Internal:

- Chief Nurse
- Medical Director
- Deputy Chief Nurses
- Head of AHPs
- Corporate Quality and Safety Team
- Divisional Directors
- Clinical Chairs
- Divisional Management Teams
- Heads of Service
- Divisional Directors of Nursing and Midwifery
- Deputy Director of IPC

#### External:

- Healthier Together – BNSSG
- BNSSG AHP Council and Faculty
- Professional Bodies and Regulators

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### Corporate

- To be a professionally registered health care professional and support the delivery of clinical initiatives on behalf of the Division and Trust (where appropriate).
- Ensure that divisional professional objectives are consistent with organisational and corporate professional strategy and policy.
- To work with health and social care teams from other organisations within the Integrated Care System (ICS) in the development of effective patient pathways.
- To work consistently with Divisional Directors for Nursing and Midwifery in other Clinical Divisions across divisional boundaries, in order to facilitate effective working between services and patient pathways.
- To ensure that health care professionals in the Division work collaboratively with cross cutting care pathway leads and the clinical reference group.
- To take the corporate lead on an agreed work stream / activity.
- To take part in the trust-wide adult services on call rota
- To work in partnership with teams at Weston General Hospital to support the integration of services and development of the Healthy Weston 2 Strategic Vision.
- To establish effective liaison and communications processes with other clinical divisions and sit as a member of internal Trust committees. To represent the Division and/or Trust externally as required.
- To work in partnership with the Chief Nurse Team and the Medical Director Team to deliver the Trust clinical strategic priorities.

### Professional Leadership

- To lead and motivate non-medical healthcare professionals within the Division, ensuring that there are appropriate structures, policies and practices in place to achieve the highest levels of professional performance.
- To collaborate with the other members of the Divisional Board in leading the planning, establishment and development of effective clinical management practices and usage of resources.
- To ensure that professional standards are maintained and continuous service improvement is delivered through leadership and effective succession planning, effective teamwork and

empowerment of clinical staff.

- To ensure that clinical practice is delivered in a manner consistent with relevant codes of conduct, rules and regulations, and that staff are competent to fulfil their duties.
- To support Heads of Service on capability and performance issues/referrals to relevant professional bodies.
- To provide clinical leadership and be a professional and visible role model to Heads of Service and all professionally registered staff in the division.
- Work collaboratively with the Divisional leadership team and corporate colleagues on professional leadership development and ensuring that practice is innovative and research based.
- To work strategically and operationally in partnership with Clinical Chairs, Divisional Directors, Divisional Directors of Nursing and their deputies and Heads of Service to ensure that the Division is actively engaged in service design and the development of patient pathways.
- To embed a culture of participating and leading research as well as continuous quality improvement within the professional groups in the division.
- To chair the relevant Divisional forums and ensure delivery of an annual work plan/service improvement plan in line with the priorities detailed in the Division's Operating Plan.

### Financial and Operational Management:

- Provide support to Heads of Service and their teams, so that they manage resources, improving quality and productivity, working with other divisions and external agencies to achieve this, as appropriate.
- To support Heads of Service in playing an effective part in the delivery of standards and targets for operational performance on activity, productivity, quality and risk management.
- Undertake expert analysis of highly complex and contentious problems and develop practical workable solutions to address these, planning strategically, ensuring tact and creativity in prioritising work programmes in the face of competing demands.
- To lead as a minimum an annual review of all AHP/HCST skill mix and establishments, using national and professional benchmarks where available and representative (e.g. GIRFT/Model Hospital).
- Actively taking responsibility for managing relevant strategic and divisional risks in the Division, seeking to mitigate and manage such risks as necessary.
- To provide oversight of Quality Impact Assessment processes in respect of AHP/HCST cost

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improvement and transformation plans.

### Service Development and Improvement:

- To make a significant corporate contribution to the clinical practice development and strategic decision making within the division and as a member of the wider trust Senior Leadership Team
- To encourage and support services in benchmarking practice/service delivery against similar centres, seeking opportunities for service redesign and embedding new ways of working.
- To review skill mix, establishment of new and emerging roles and creating exemplar clinical services within the Division.
- Take a Digital First approach to service and staff development.
- To work with the Divisional Director and Clinical Chair as required in the marketing, planning and commissioning of services.
- Establish the appropriate external links, professionally and generally, to support delivery of service improvement in the wider health economy and nationally.
- To participate in the planning and management of capital projects, service transfers and developments.

### Human Resources

- To directly line manage the Divisional Governance Manager, taking responsibility for recruitment, appraisal and any other HR processes required as necessary.
- To lead on the production and delivery of aspects of Workforce Transformation as relevant to the clinical professions.
- To work collaboratively with relevant internal and external networks and providers to ensure effective pre and post registration education provision.
- Identify and embed innovative solutions for expanding student placements and elective placements to establish the Division as a preferred first choice place of work for potential recruits.
- To encourage and promote effective workforce planning, including the development of new roles, new ways of working and career progression/succession planning.
- To ensure that all clinical professional staff have appropriate professional objectives and personal development plans, actively contributing to the appraisal of Heads of Service.
- Lead on the recruitment and retention strategies for all professional groups, supporting the Human Resources Business Partner in delivery of this agenda.

- To actively influence the employee relations agenda for the divisional professional workforce, taking part where necessary in procedures which address discipline, grievance and attendance issues, in line with Trust policies.
- To act as professional lead within the Division for the AHP/HCST apprenticeships working with the Associate Director of Education.

### Research and Development:

- To foster, encourage and support research in collaboration with the Divisional research lead, Trust research team and universities.
- To identify, collaborate, develop and foster cross-professional and cross divisional research and innovation projects.

### Quality of Care and Treatment:

- To lead on the Equality, Diversity and Inclusion agenda (patients and staff) on behalf of the Division.
- On behalf of the Clinical Chair, to take the lead on ensuring the national quality and environmental standards are achieved.
- To contribute to the leadership of and delivery of the clinical governance agenda, as required by the Clinical Chair, including ensuring that the Care Quality Commission Regulatory Outcomes are met as a minimum standard.
- To support the maintenance and development of strong corporate and clinical governance arrangements, ensuring an honest and transparent approach with patients.
- To ensure that clinical professions are empowered to support the provision of quality data and promote the use of information technology.
- Provide professional advice and input to complex and professional clinical incidents, complaints, serious incidents and RIRs.

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- To work collaboratively with Heads of Service to provide good governance and reporting into relevant divisional, Trust groups, commissioning groups.
- To ensure the quality of care provided is monitored and improved through the delivery of a high level 'back to the floor' audit and assurance plan in relation to the quality agenda, ensuring services meet all legislative, national and commissioner requirements.
- Ensure delivery of complaints and serious incident investigations processes in line with Trust policies and that actions/recommendations are implemented promptly, supported by an effective process to audit delivery and on-going assurance of sustained improvement.
- To lead the Patient Experience and Public Involvement activity in the Division, implementing the strategy as agreed.
- To lead the patient safety agenda within the Division and be the divisional representative with a particular focus on safeguarding activities
- To ensure that professional practice is developed, evidence based where possible, and that research is promoted and supported.

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**Personal Profile** - (E) = Essential (D) = Desirable

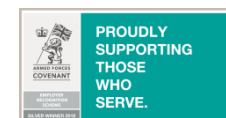
### Knowledge and Experience

- Ability to manage complex clinical and operational situations that involve staff from all levels within an organisation and across a range of professional and organisational boundaries. (E)
- Detailed knowledge of current professional issues, both in education and practice. (E)
- Demonstrable change management experience. (E)
- Demonstrable track record of achievement at a senior registered professional role in the acute setting. (E)
- Experience of working with multi-agency committees and establishing relationships with external organisations. (E)
- Proven experience of leading and managing substantial change within a complex environment. (E)
- Have an understanding of key areas of Health Policy and their impact on provision of care. (E)
- Recent proven track record in managing and delivering the quality agenda in clinical practice in the NHS. (E)
- Have experience of preparing and presenting written briefings at a senior management level. (E)
- Experience of developing and building research capacity and capability. (E)
- Experience of working at system level. (D)

### Qualifications and Training

- Clinically registered health professional working in a profession represented within the Diagnostics & Therapies Division (excluding medical), (E)  
These being:
  - Registered Allied Health Professionals
  - Registered Healthcare Scientists
  - Registered Pharmacists
  - Registered Nurses
- Evidence of professional and managerial development (E)
- Masters Level Degree or equivalent (E)
- Management or leadership qualification or equivalent experience (E)
- Evidence of strong and recent commitment to continued personal development (E)
- This role requires extensive and highly specialist knowledge across a range of disciplines (strategic planning, service redesign, financial management and workforce redesign) underpinned by advanced theoretical knowledge and relevant practical significant experience at a divisional and corporate level. (E)

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### Aptitudes

- Good organisational and personal effectiveness skills (E)
- Ability to plan ahead and manage the translation of strategic intent into operational reality (E)
- Excellent communicator at a senior level and across organisational boundaries (E)
- Excellent interpersonal and communication skills at all levels including clinical staff (E)
- IT skills to include Microsoft Word, Excel, Outlook (E)
- Ability to prioritise work and manage deadlines (E)
- Ability to work for and as part of a team (E)
- Ability to work independently and demonstrate initiative (E)
- Able to work and remain calm in a busy environment (E)
- Methodical with attention to detail (E)

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### Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

### Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

### Workplace Wellbeing

The Trust Workplace Wellbeing Framework encourages all colleagues to look after their own wellbeing as well as supporting the wellbeing of colleagues. Line managers will oversee the wellbeing of their team, making wellbeing a priority when considering ways of working and will undertake regular health and wellbeing conversations that are supportive, coaching-style one-to-one discussions focused on building team resilience. To assist this, the Trust offers comprehensive wellbeing provision for employees, students, volunteers and managers.

### Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

### Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.