Job Description

Job Title: Associate Director of Nursing/Midwifery/Health Care Professionals

Department: As Advertised
Division: As Advertised
Band: 8B
Reporting To: Divisional Director of Nursing (& Midwifery)
Responsible For: As Advertised
Job Ref Number: J2252

ROLE

Reporting to the Divisional Triumvirate with professional accountability to the Divisional Director of Nursing (and Midwifery), with specific management responsibility for nursing and midwifery staff within the specified clinical division.

The Associate Director of Nursing/Midwifery/Health Care Professionals will work closely with the departmental, divisional and Trust wide professional teams to support the delivery of the operational performance of the clinical service.

The post holder will ideally be both an experienced appropriate registrant and have clinical credibility and be visible in all clinical areas. There is a requirement for the post holder to deputise for the Divisional Director of Nursing (and Midwifery) as and when required.

1. KEY RESPONSIBILITIES

Assist and support the Divisional Director of Nursing (and Midwifery) in the smooth running of speciality within the clinical division ensuring the delivery of divisional goals and KPIs with a particular focus on excellent, sustainable care delivery. The post holder will work closely with the Divisional Director of Nursing (and Midwifery) to support the delivery of professional standards pertaining to the clinical services. The Associate Director of Nursing/Midwifery/HCPC will support the Divisional Director of Nursing (and Midwifery) in the delivery of staff and budgetary management ensuring that performance targets and strategic objectives are met, including supporting the management of capacity and demand in order to achieve national and local standards.

The post holder will work closely with the divisional leads to develop the strategic direction which maximises business efficiency, effectiveness, flexibility and staff morale. This includes supporting the Divisional Triumvirate in the development of a strategic approach to service improvement and best clinical pathways.
The Associate Director of Nursing/Midwifery/HCPC will provide strong visible and professional leadership to Nurses/Midwives/ODPs within the Clinical Division supporting a culture which is open and transparent.

The Associate Director of Nursing/Midwifery/HCPC will work closely with senior managers across the division and wider organisation in supporting the delivery of a high standard of care and the post holder will be required to participate in both the hospital and Divisional manager on call rota.

2. DUTIES OR KEY TASKS

- To work with the Divisional Director of Nursing (and Midwifery) to develop and implement strategic plans for Nursing/Midwifery/HCPC’s in the clinical service.
- To support and assist the senior managers in effectively coordinating and implementing the Divisions business and clinical strategies including the operational plan.
- To assist and work with the Divisional Director of Nursing (and Midwifery) to continuously review, develop and adapt working practice and staffing requirements to enable the Division to successfully change, adapt and respond to shifting pressures, demands and ways of working
- To identify improvements to meet and enhance patient experience and quality indicators
- To ensure that services are delivered in line with professional legislative and national guidance including arrangements for supporting the role of the Professional Midwifery Advocate (PMA) role (if relevant).
- To support the Divisional Director of Nursing (and Midwifery) within the clinical division on Nursing/Midwifery and HCPC issues as part of the business planning process
- To undertake relevant divisional projects as requested by the Divisional Director of Nursing (and Midwifery).
- To work collaboratively with the Divisional Triumvirate to develop both a strategic and operational plan for speciality services for the Clinical Division annually.

3. FINANCE

- To work in partnership with the Divisional Management Team in ensuring the Division meets its financial targets by supporting structure and culture that devolves operational budgetary responsibility within the Division, whilst achieving cost efficiency targets
- To manage financial resources within Womens services in line with the Division and Trust vision, values, strategies and objectives
- To empower the Nursing/Midwifery/HCPC workforce within the Division to ensure maximum efficiency and reduce costs in line with cost improvement plans
- To provide appropriate support to others to improve their knowledge and understanding of financial resource management within the service

4. COMMUNICATION

- To support the Divisional Management Team to develop a robust communication framework within the Division which engages Nursing/Midwifery/HCPC staff at all levels,
- To work closely and assist with the development of a clinical voice for the clinical service across the organisation with the support of the Divisional Director of Nursing (and Midwifery).
- To develop excellent relationships with all internal stakeholders as required for example; other Divisions, other Divisional Leads
• To produce accurate and complete records of communications consistent with legislation, policies and procedures
• To ensure effective communication between the Nursing/Midwifery/HCPC workforce and other members of the multi-disciplinary team within women’s services
• To support improvement and to enhance the quality and efficiency of the patients journey and overall experience

5. LEADERSHIP

• To lead and empower Nursing/Midwifery/HCPC staff promoting effective leadership within the clinical services and across the Division to support achievement of all national and local performance standards
• Role modelling the Trust’s values and behaviours and promoting these behaviours in the Nursing, Midwifery and HCPC workforce
• Support the Divisional Director of Nursing (and Midwifery) in identifying areas for further improvement and work collaboratively in designing a work programme to support implementation
• Develop a high performance culture within the clinical service, with particular focus on Nurses & Midwives contributions to delivering the Nursing & Midwifery Strategy
• To support staff and recognise stress symptoms, know how to access support and promote the health and wellbeing of their staff
• Participation in the Divisional/Trust Senior Managers On Call rota
• To support the Divisional Director of Nursing (and Midwifery) create and nurture a supportive management culture within the Division in order to harness the capacity, energy and commitment of the Nursing, Midwifery and HCPC workforce and empower them to achieve optimal performance within services
• To ensure Nursing, Midwifery and HCPC staff are working to agreed objectives and have a clear understanding of the Trust and Divisional objectives and their individual role in their delivery
• To undertake staffing reviews on a 6 monthly basis and escalate any concerns to the Divisional Director of Nursing (and Midwifery).
• To ensure the Nursing, Midwifery and HCPC workforce in the clinical service all have an annual appraisal and personal development plan with an agreed career pathway.
• To actively promote equality and diversity and ensure the continued achievement of excellent employment standards within the Divisional Nursing/Midwifery/HCPC workforce
• To work in partnership with Divisional Managers and Matrons to ensure attendance levels amongst Nursing, Midwifery and HCPC staff are monitored and there is a steady move towards the Trusts targets for attendance at work
• To ensure and support the workforce in actively and consistently implementing Trust HR policies and procedures
• To support all managers within the services in the recruitment, deployment and management of staff in their area

6. GOVERNANCE including HEALTH AND SAFETY

• To support the Governance Lead and Divisional Director of Nursing (and Midwifery) on the implementation and audit of clinical and care indicators in the Division to provide assurance that high standards of care are being delivered
• To work closely with the Clinical Specialist Leads in Risk Management and Clinical Governance Leads in the Division to review and maintain clinical standards in order to ensure that the highest standards are achieved and maintained
• To work closely with Infection Control leads within the Division to embed effective infection control and prevention processes and processes
• To work closely with the Quality Governance Team and Clinical Directors to ensure the effective implementation of the Corporate Risk Management agenda within the Division
• To work in partnership with the Divisional Director of Nursing (and Midwifery) in responding to concerns / complaints to identify key themes and support the Division in implementing action plans.
• To work closely with the Divisional Director of Nursing (and Midwifery) in updating Divisional risk reports and the Divisional Risk Register, work with the Matrons to share good practice, minimise risk and promote a learning environment
• To support the Divisional Director of Nursing (and Midwifery) in ensuring the workforce in the Division adhere to health and safety requirements

7. INFORMATION

• To work collaboratively with colleagues within services to seek new and emerging knowledge and information, evaluate their relevance and potential benefits for the Division, supporting the Divisional Management team in integrating them appropriately into the service
• To receive, interpret and utilise information to support the effective management of resources and targets within the Division and to support the Divisional Triumvirate to enhance service development and delivery
• To promote and facilitate the use of knowledge and information throughout the Nursing, Midwifery and HCPC workforce in the Division
• To provide relevant, succinct and timely information to the Divisional Management Board to inform and assist in decision making

8. SKILLS & KNOWLEDGE

• To be a registered health professional with evidence of masters level qualification/study (or equivalent experience) and a recognised teaching and assessment qualification; Dual qualification as a Registered General Nurse would be desirable but not essential
• To have a recognised management qualification
• To be able to analyse, interpret and use analytical skills in situations that are multifunctional
• To have the ability to plan and organise a range of activities across different professional groups
• To be able to manage competing demands from managerial and staff perspective across services and be able to work under pressure to meet deadlines
• To be attuned to relevant health strategy and policy at a national level and to support implementation work locally
• To hold others to account as well as being held to account for Key Performance Indicators
• To be able to influence individuals within services and the Division
• To be able to empower others and lead change through people
• To be literate in IT skills to a level equivalent to ECDL

PERSONAL ATTRIBUTES
• To be able to communicate confidently and assertively through written / verbal means to wide range of individuals e.g., Board, general public, general practitioners etc. when deputising for the Divisional Director of Nursing (and Midwifery) in a variety of formal and informal settings
• To have a desire to know how Women’s services are being delivered and what the experience is of patients and service users
• To be able to prioritise the demands of the post through reasoning and rationalisation skills
• To be politically astute
• To be receptive to fresh insights and perspectives from diverse sources
• To be prepared to undertake transformational rather than incremental change
• To be self-aware, have personal integrity and the ability to self-manage
• To inspire others to be positive in their support of service improvement
• To have a ‘can do’ sense of confidence even in the face of opposition
• Exposure to distressing and emotional circumstances necessitates the ability to react appropriately when required to deliver such messages
• To be able to deal appropriately with staff, patients and the public who may exhibit challenging behaviour
• To adhere to the relevant professional Code of Conduct and NHS Code of Conduct for managers

EXTRA FACTUAL INFORMATION

The Women’s post holder will be expected to demonstrate competency with application of the employee led Professional Midwifery Advocate (PMA) role within the W&C Division.

All staff must ensure rigorous and consistent compliance with standard infection control precautions which include; hand hygiene, dress code and use of personal protective equipment and all other policies relevant to infection and control. Attendance at mandatory infection control lectures and other mandated training is an essential component of the role.
## Person specification

### Qualifications, Specific Experience & Training

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<th>Desirable</th>
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<td>• Educated to Masters level (or ability to work towards) / equivalent experience with a relevant professional qualification</td>
<td>• Additional management / leadership qualification</td>
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<td>• Relevant registration (NMC/HCPC) with relevant senior experience</td>
<td>• Dual qualification - Registered Nurse</td>
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<td>• Operational / management experience of working within relevant service</td>
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### Knowledge & Experience

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<tr>
<td>• Management Experience at senior clinical position/Matron level or above</td>
<td>• Evidence of working in partnership with NHS or non NHS organisations</td>
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<td>• Experience of staff development/human resource management</td>
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<td>• Knowledge of the Safeguarding Framework and experience of working collaboratively with the Named Nurse/Named Midwife /Safeguarding team/Domestic Violence lead.</td>
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<td>• Evidence of ongoing continuing Professional Development</td>
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<td>• Evidence of embedding Quality Governance and Evidence Based Practice</td>
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<td>• Evidence of managing quality initiatives which include patient involvement</td>
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### Skills & Abilities

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<td>• Evidence of the ability to motivate and lead staff, including establishing and maintaining relationships</td>
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<td>• Oral and written communication e.g. skills to include communicating effectively, report</td>
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writing and business case development
- Evidence of managing a budget and supporting the delivery of CIP
- Experience of implementing and supporting change e.g. working practices and redesign of services.

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behaviour

To adhere to the NMC/HCPC Code and NHS Code of Conduct for managers

Can demonstrate alignment to the values of the Trust.

Role model behaviour and inclusive leadership style.

An energetic motivator of people with a commitment to improving safety and women and families experience.

Personal commitment to an open inclusive leadership style.

Sets high standards and expectations and willing to support staff to achieve these and take action where standards are compromised.

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<td>Ability to travel for national and regional commitments as well as between various Trust sites</td>
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<td>Ability to work flexible hours and fulfil commitments of on-call / site management role</td>
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<td>Able to demonstrate behaviours that meet the Trust PROUD Values;</td>
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Organisation Chart

Divisional Director of Nursing and Midwifery

Associate Director of Nursing and Midwifery – Women’s Services

Consultant Midwife; Matron for Maternity & Womens Matron – Band 8A

Ward / Departmental Managers and Clinical Nurse Specialists – Band 7

Band 2 – Band 6 Nursing and Midwifery staff within Womens Services