

## Deputy Lead AHP

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<b>Department:</b>	Health and Community Services
<b>Section:</b>	Women Children & Family Care/ Preventative, Primary and Intermediate Care/ Mental Health
<b>Reports to:</b>	Lead Allied Health Professional
<b>JE Ref:</b>	HCS1172

**Grade:** CS12 (NM07)

**JE Date:** 12/12/2022

### Job purpose

The post holder will provide professional, clinical, and operational leadership to assist the Lead Allied Health Professional being accountable for the management of Allied Health professionals within the clinical area. Assistance with co-ordinating policies and procedures relating to Clinical Governance and standards of care, to promote best practice across the service.

As a member of the Health and Community Services Corporate Management Team, contribute to the development and implementation of policy and strategy.

### Job specific outcomes

1. Assist the Lead Allied Health Professional in the development and direction of the clinical area's (in-patient/outpatient/community/paediatric/mental health) therapy services. Support the Lead Allied Health Professional with organisational wide strategic planning and service developments.
2. Develop strategies and guidance and provide specialist expertise and oversight to all staff, colleagues, and stakeholders to ensure the robust assessment, care planning and review of service users' needs on a day-to-day basis and high standards of practice and care for vulnerable individuals, their families, and carers.
3. Appraise and monitor the performance of the team, identifying individual staff training and development needs as well as developing an annual team business and training plan, to achieve optimum outcomes for service users within defined and agreed budgets.
4. Establish policies, procedures, and professional practices in line with statutory requirements, and implement practice development and staff training courses, to ensure that all staff are aware of their individual responsibilities in line with the HCPC and Jersey Care Commission codes of practice and to enhance best practice and skills development in all staff.

5. Deliver a first line response to all queries, complaints, data protection and subject access enquiries, ensuring appropriate advice and guidance is obtained from lead officers, legal advisers, information governance or appropriate senior colleagues where necessary, to deliver excellent customer service and maintain and build confidence in therapies.
6. Control quality and levels of service in line with Key Performance Indicators and co-ordinate the collection of statistical data and research into international developments in best practice to contribute to service developments and the strategic and business planning process.
7. Directly supervise practitioners and provide general professional supervision and support to the multi-disciplinary team regarding professional practice and standards across all aspects of the service, to ensure the highest standards of care for service users and their families/carers.
8. Develop and maintain an effective communication network, liaising with the people who use our services, their carers, appropriate professionals, and professional groupings, to ensure that they are all aware of the relevant referral procedures and the range of services and resources available, and to develop and manage effective joint working protocols across agency and professional boundaries.
9. Work a split of 40% clinical and 60% management or as the service requires at any given time, to ensure management responsibilities are upheld.

#### **Statutory responsibilities**

Active engagement, participation, and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

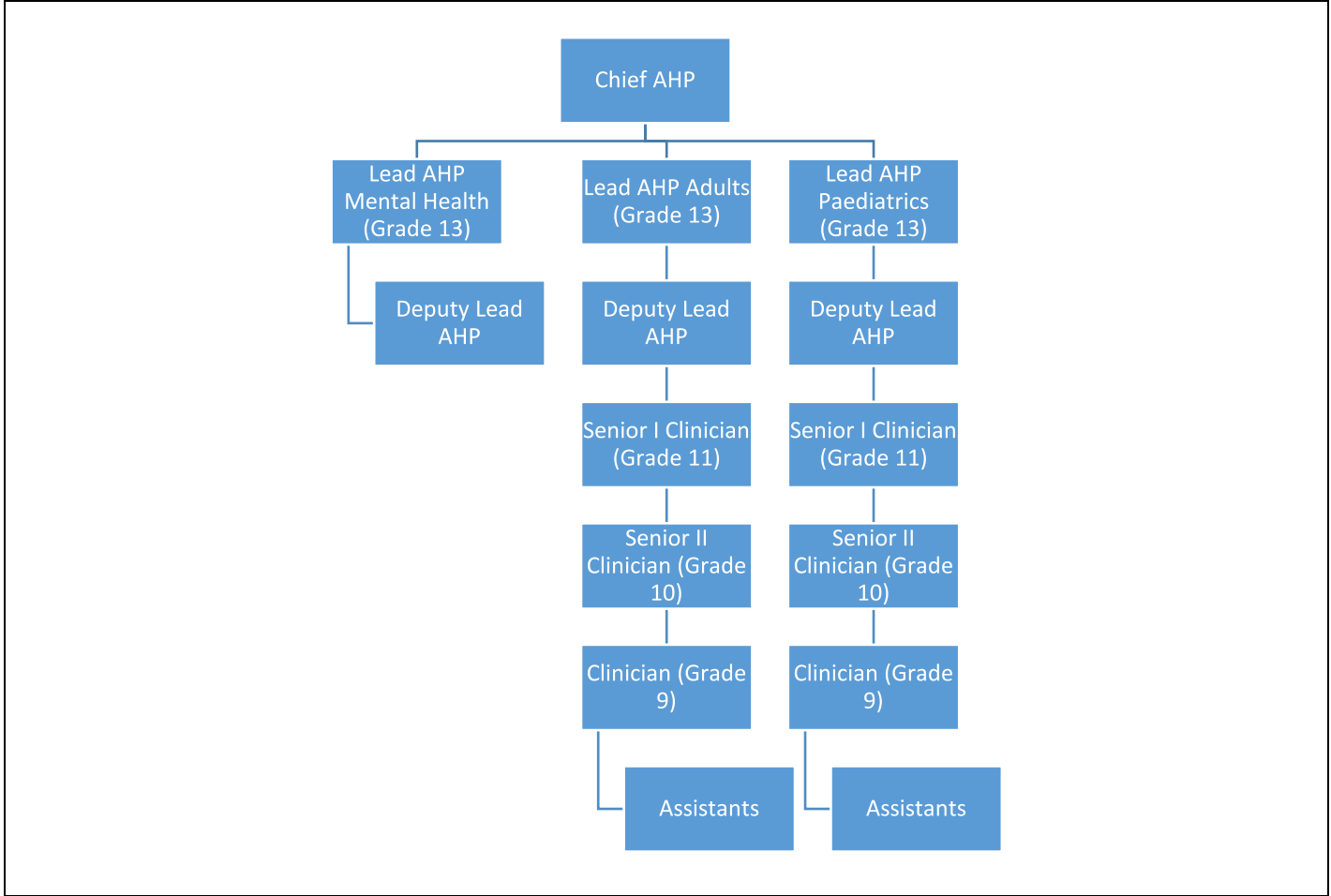
This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

**Organisational structure**

**Government Departments**



**Organisation chart**



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<p>Current HCPC registered with the appropriate specialist qualification for the job.</p> <p>Master's degree in health-related subject/ working towards masters or equivalent level of experience.</p> <p>Registered with the appropriate UK professional governing body in England and locally, must also register under the Health Care (Registration) (Jersey) Law 1995.</p>	<p>Evidence of further, relevant professional courses and CPD.</p> <p>Management/ Leadership qualification or willing to work towards one.</p>
<b>Knowledge</b>	<p>Specialist knowledge of clinical area (in-patient/outpatient/community/paediatric/mental health).</p> <p>Understanding of HCPC Code of Practice and requirements of it for the practice and behaviour of staff and self.</p> <p>A thorough understanding of children's and adult Safeguarding issues.</p> <p>Thorough understanding of the management of risk and supporting vulnerable children and families in the community.</p> <p>Knowledge of mentoring Health and Social Care students and new registrants.</p> <p>Practical knowledge of maintaining records according to confidentiality and data protection protocols.</p>	<p>Comprehensive knowledge of the range of services provided within Health and Community Services, other Government Departments and by private and third sector agencies on Island.</p>
<b>Technical / Work-based Skills</b>	<p>Able to demonstrate a range of information technology skills i.e. an ability to effectively use IT equipment and role critical software.</p> <p>Ability to attain Enhanced DBS clearance for Regulated activity.</p> <p>Full driving licence.</p>	<p>Safeguarding certificated.</p> <p>Reliable car</p>

<p><b>General Skills/Attributes</b></p>	<p>Highly motivated and conscientious, exhibiting the capacity for independent, responsible professional decision making, often whilst under considerable pressure and whilst directing the work of senior practitioners and support staff working as part of a multi-disciplinary approach to service provision.</p> <p>Well-developed management, organisational and administrative skills.</p> <p>Ability to develop interventions that are reliant upon effective interprofessional and interagency communication and co-operation and the building of effective professional relationships with staff, other agencies, carers and service users.</p> <p>Excellent communication skills, including an ability to effectively communicate at all levels with a wide range of individuals, groups, and organisations some of whom may have issues which impact upon their ability to easily engage and communicate.</p> <p>Able to quickly take on board complex facts or situations requiring analysis, interpretation, and comparison of a range of options to arrive at a complex judgement.</p> <p>Provides highly specialised advice to the multi-disciplinary team and other stakeholders in relation to client care and maintains and ensures quality standards.</p> <p>Leads and facilitates the involvement of a range of stakeholders (public and private sector) to deal effectively with complex issues relating to vulnerable service users.</p> <p>Assesses risk, develops management strategies, and provides advice and direction to team members when dealing with a range of complex cases.</p>	
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	<p>Develops and implements policy and understands the implications and ramifications for areas outside of their own area of responsibility.</p> <p>Highly resilient – good coping mechanisms for dealing with challenging, stressful, and emotional situations involving vulnerable children and adults.</p>	
<p><b>Experience</b></p>	<p>Support in leading a team in a multi-disciplinary setting in the given clinical area (in-patient/outpatient/community/paediatric/mental health).</p> <p>Leading, developing, implementing, and managing programmes of care for the most complex cases.</p> <p>Considerable experience and confidence in prioritising and managing their own and others' diverse caseloads based upon urgency, assessed level of need and risk.</p> <p>Support in providing managerial and professional supervision and management support to a team of therapists. Organising and allocating team workloads.</p> <p>Experience of leading and undertaking clinical care audits, bench marking and standards, using a range of research methods.</p> <p>Managing budgets in the absence of the Lead AHP.</p>	

## Personal Attributes

### Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.