

Job Title General Manager for Cancer

Department:	Health and Community Services (HCS)
Division:	Medical Services
Reports to:	Director of Clinical Services
JE Ref:	HCS1217
Grade: CS14	JE Date: 06/07/2023

Job purpose

The post holder will be responsible for providing business, strategy and non-clinical management input for the Cancer MDT, Haematology and Oncology Service with emphasis on close working with the professional heads of service and the clinical leads to develop relationships with all stakeholders and improve quality.

The post holder will assist the Clinical Cancer Lead by providing efficient and effective operational and general service management in the Cancer MDT /Haematology/Oncology Services, ensuring that the service is responsible, innovative and provided to the highest possible clinical performance standards. They will also take forward projects to improve service delivery and patient experience in key areas, and lead on ensuring that all performance and quality targets are met.

The post holder will need to problem solve as appropriate and develop and implement lasting solutions in conjunction with clinical and managerial colleagues. They will be a key member of the divisional management team, taking full responsibility for actions and for keeping other team members fully informed.

Job specific outcomes

1. To coordinate the monitoring and reporting of the cancer clinical pathways and performance standards in line with cancer waiting times, including the cancer clinical outcome dataset.
2. To deliver the administrative framework to enable effective and well-led cancer MDT meetings
3. To keep up to date with the latest updates on performance standards, upcoming campaigns and latest NHS England and Improvement guidance.
4. Plan and manage the implementation of projects to modernise services and to improve facilities and working practises to meet organisational and service delivery plans.
5. Ensure strong financial performance against plans through identification of problems at an early stage and the initiation of corrective action.
6. Ensure effective communication systems are in place throughout the Cancer MDT/Haematology/Oncology Service and between and across other relevant

- service areas, where relationships are key to the delivery of safe and effective care to patients.
7. Be responsible for the day to day efficient and effective non-clinical operational management of the defined service areas in conjunction with Clinical Leads reporting to the Divisional Director in all matter affecting the delivery of core services.
 8. Work with clinical and managerial colleagues to achieve sustained service improvement, including the following areas (not an exhaustive list):
 - Referral to treatment times
 - Clinical quality
 - Patient satisfaction
 - Financial efficiency
 - Capacity and demand planning
 9. Ensure communication mechanisms operate effectively so that there is an inclusive culture where all staff can become involved in influencing and supporting the achievement of the service and operational strategies.
 10. Develop full workforce training and succession plans.
 11. Create an environment where clinicians and staff are held to account for quality of care and the effective use of resources.

Statutory responsibilities

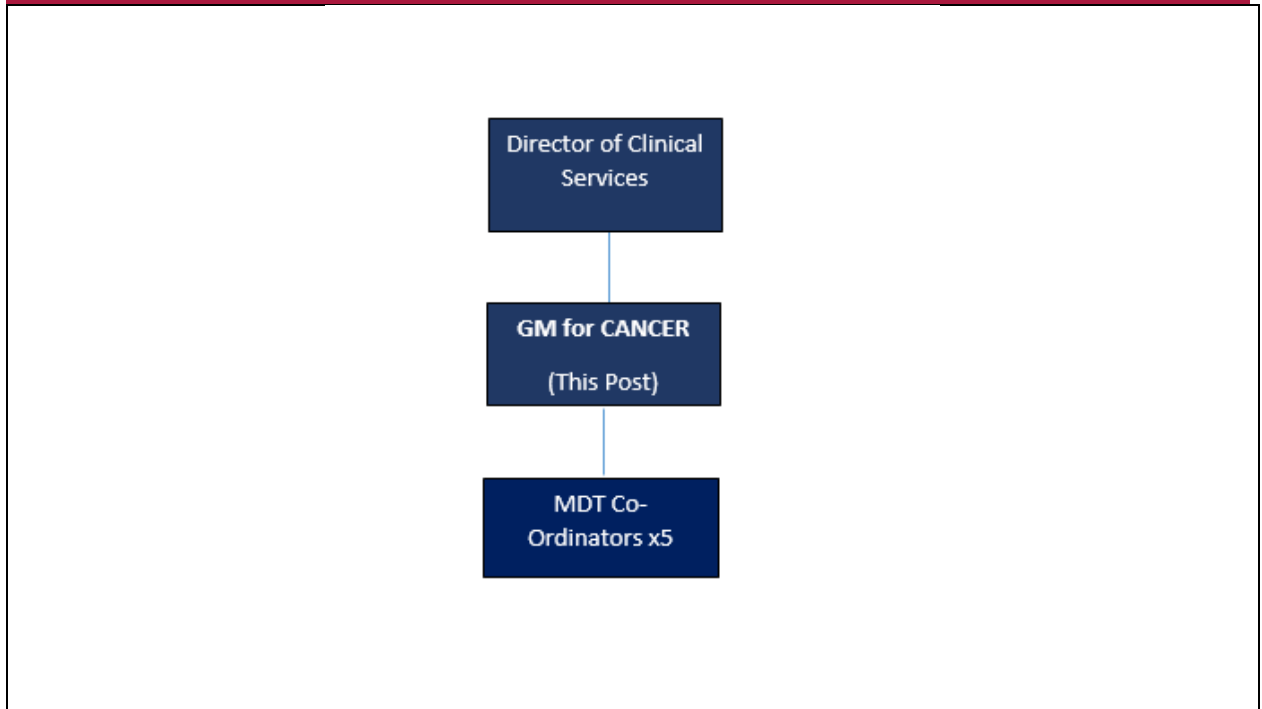
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

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



Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	Degree or equivalent experience and Diploma level specialist training or equivalent experience or Recognised leadership and/or management qualification or equivalent experience	masters or equivalent management qualification
Knowledge <i>This relates to the level and breadth of practical knowledge</i>	Up to date knowledge of defined service areas, including current issues in service delivery, patient pathways.	Understanding of SACT data.

<p>required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</p>	<p>Ability to analyse and interpret complex and varied information in order to identify issues and develop solutions.</p> <p>Ability to produce high quality management reports / business cases and present these to senior audiences.</p> <p>Understanding of the importance of staff engagement and effective human resource practice</p> <p>Working knowledge of Cancer Waiting Times guidance.</p> <p>Knowledge of tumour site specific Audits such as NABCOP, NLCA, NPCA, NBCA & NOGCA</p> <p>Understanding of COSD</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Proficient in using computer applications e.g. Microsoft Office, Power Point, MS Teams.</p> <p>Attention to detail and ability to record information accurately</p>	<p>Knowledge of key HCS information systems such as Maxims, CRIS, Omni Client and Somerset</p> <p>Awareness of Aria and Bookwise</p>
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Effective leadership skills, including the ability to set direction and strategy in conjunction with others, and to lead / motivate staff.</p> <p>Highly effective verbal and written communication to facilitate effective working with clinical staff, patients and carers, and work colleagues.</p> <p>Well-developed communication and negotiation skills to handle difficult situations in a constructive and positive way.</p> <p>Effective presentation skills.</p>	
<p>Experience</p>	<p>Successful track record of staff, financial, performance and change management</p>	<p>Knowledge of PIFU and Remote Monitoring.</p>

<p><i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Implementation of Stratified pathways</p>	<p>Confidence to implement the above.</p>
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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 3 core accountabilities attributes and behaviour indicators.