

## Head of Midwifery & Gynae – Operational Lead

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<b>Department:</b>	Health & Community Services
<b>Section:</b>	Women's, Children's & Family Care Group
<b>Reports to:</b>	Director of Midwifery & Nursing
<b>JE Ref:</b>	HCS1280
<b>Grade:</b> NM08C	<b>JE Date:</b> 11/01/2024

### Job purpose

*Lead the operational management of maternity and gynaecology services within Health & Community Services, focusing on ensuring efficient resource allocation and the implementation of policies and procedures aligned with best practices and regulatory requirements. Additionally, spearhead the development of operational strategies aimed at enhancing the quality, safety, and efficiency of maternity services to improve maternal and neonatal outcomes. The postholder is accountable for cultivating a positive and supportive work environment for midwives, nurses and other healthcare professionals, with a commitment to maximising their professional contributions for optimal outcomes.*

### Job specific outcomes

1. Oversee and assess the quality of care through various daily operational methods, such as risk management, incident reporting, complaints resolution, research, and ongoing clinical audits.
2. Play a key role in shaping the operational aspects of the maternity and gynaecology service by contributing to the framework for the women's health strategy and leading the day-to-day implementation of the strategic vision.
3. Foster a culture of innovation, creativity, and strategic thinking among midwives and nurses, aligning with the Government of Jersey's values and emphasising their role in delivering patient care and professional practice.
4. Maintain high visibility and approachability in clinical areas, promptly responding to staff, service users, relatives, and the public through transparent and open communication channels.
5. Take the lead and professional accountability for the day-to-day quality of women's health service delivery, ensuring effective person-centred care, ongoing research, training, and development within the services.
6. Uphold and promote high standards of care based on current evidence, ensuring person-centred, sensitive, and responsive services to meet the needs of service users.
7. Lead the daily quality assurance and risk management processes within Women's Health Services, implementing structures to ensure policy compliance through ongoing audits and establishing robust governance for complaint prevention and management.

8. Establish and oversee systems that regularly review maternity and gynaecology policies and procedures, with a focus on daily practice and management quality.
9. Direct, lead, and motivate clinical teams on a day-to-day basis to maintain high standards of professionalism, efficiency, and effectiveness in Women's Health service delivery. This includes coaching, mentoring, resource planning, standard setting, performance management, and team/individual development.
10. Ensure daily practice aligns with the requirements of a practicing midwife and nurse according to the Nursing & Midwifery Council's Standards for competence for registrants & The Code of Professional Standards of practice and behaviour for nurses and midwives.
11. Lead in the daily management of patient care experience and service user feedback to enhance the Women's Health provision. Encourage regular feedback from service users and their families, implementing actions to address deficiencies in care.
12. Support the Director of Midwifery & Nursing in optimising staff usage within agreed expenditure targets and promoting effective use of bank and agency resources to ensure safe staffing standards within agreed financial parameters.
13. Develop and implement robust day-to-day processes to manage safe staffing levels, applying controls to ensure efficient and effective resource management, including full utilisation of the e-rostering system and associated KPI monitoring.
14. Act as an expert on Midwifery issues within the Maternity Senior Leadership Team, embedding and promoting a culture of proactive professionalism while serving as a role model for all colleagues.
15. Participate in the Midwifery Manager On-Call rota to ensure continuous support and guidance for maternity services during out-of-hours periods. This involves being available to provide advice, assistance, and coordination when needed, addressing any emergent situations or concerns that may arise outside regular working hours.

#### **Statutory responsibilities**

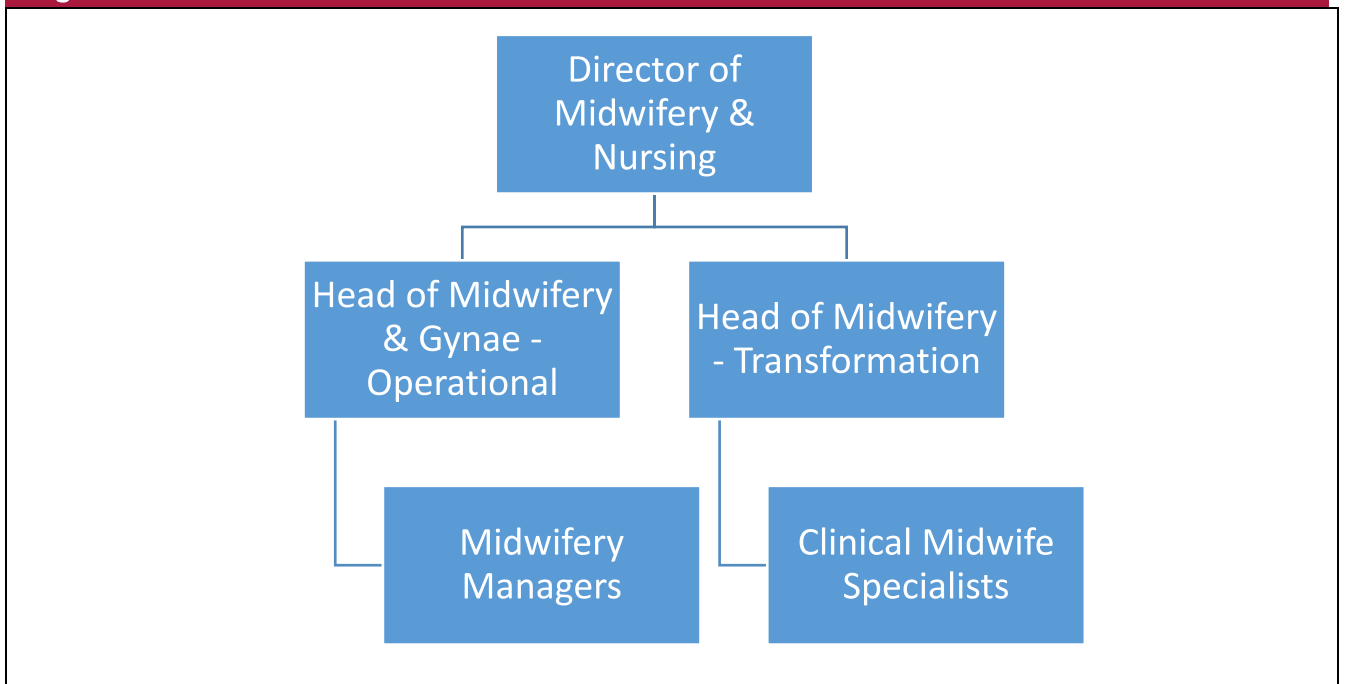
Active engagement, participation, and compliance with any other statutory responsibilities applicable to the role, as amended from time to time. This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish 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
<p><b>Qualifications</b></p>	<p>NMC registered Midwife</p> <p>Master's degree in health related subject or working towards.</p> <p>Evidence of further Relevant professional courses and CPD Mentorship Qualification</p> <p>Management or Leadership award / qualification</p>	
<p><b>Knowledge</b></p>	<p>Budget Management</p> <p>Active engagement in clinical supervision and advanced clinical knowledge and skills.</p> <p>Knowledge of quality and governance agenda</p> <p>Expert practitioner in area of midwifery</p> <p>Understanding of NMC Code of Practice and requirements of it for the practice and behaviour of staff and self, and the midwives rules</p> <p>Highly developed specialist knowledge of midwifery procedures underpinned by theory and experience.</p>	<p>Project Management experience</p>

	<p>Expert level knowledge of the Governance and Risk frameworks required to underpin the delivery of safe patient care.</p>	
<b>Technical / Work-based Skills</b>	<p>Strategic awareness in service development</p> <p>Advanced knowledge of MS Office Suite.</p>	
<b>General Skills/Attributes</b>	<p>Ability to present effectively both verbally and in writing</p> <p>High level interpersonal and influencing skills</p> <p>Ability to plan and organise complex programmes that may require urgent responses</p> <p>Self-motivated and able to lead a team</p>	
<b>Experience</b>	<p>Experience in undertaking research and applying to practice.</p> <p>Significant post qualification working experience in order to have developed consolidated practice to lead the staff teams.</p> <p>Experience of working in an autonomous midwifery role.</p>	

	<p>Experience of working at a senior clinical level within a managerial role.</p> <p>Demonstrable experience of managing change effectively.</p> <p>Significant management, human resource and operational experience.</p> <p>Experience of designing and delivering training to colleagues at all levels</p>	
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### Personal Attributes

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.