

Job Title : Speciality Manager

Department: Health and Community Services

Division: Group Managing Director/Group Medical Director

Reports to: General Manager / Group Medical Director

JE Ref: HCS648

Grade: CS12

JE Date: 16/10/2020

Job purpose

Leads on co-ordinating and implementing the care groups business initiatives and projects, ranging from strategic direction to operational application.

Undertakes projects to support the delivery of high quality patient services ensuring positive outcomes are delivered to time, cost and quality.

Job specific outcomes

1. Implement and develop care group objectives, strategies and work programmes (under the direction of the General Manger / AMD) to ensure alignment with Health and Community Services objectives and good practice in health care.
2. Pro-actively monitor and review the Care Groups performance standards against agreed objectives, challenging where performance needs improving as necessary, initiating steps to address issues and improve performance in line with HCS standards to ensure a high performing culture.
3. Ensure effective co-ordination of care group improvement projects to maximise quality and efficiency, collaborating with key specialists from across the department to ensure delivery of required outcomes.
4. Provide expert and specialist advice on matters relating to multi-agency links, joint working and processes which enable the department to meet its statutory and common law duties of care towards patients/clients and staff.
5. Implement risk and governance strategies, ensuring that risk registers are up to date, mitigation actions are monitored for completion, and that business continuity plans are actively managed, and appropriately tested so that HCS exposure to risk and unanticipated incidents is managed as effectively as possible.
6. Monitor all work streams to ensure that the vision and direction of the care group is facilitated to further the work of the department.
7. Review a range of activity and demand data which facilitates the development and improvement within the care group.

8. Undertakes research into new technologies or new ways of delivering existing services in order to support the best outcome for patients and the department.
9. Carry out regular audits and benchmarking exercises to ensure the Group is up to date and compliant with policies and procedures relating to care delivery.
10. Leads on providing performance management to members of the group providing intervention where appropriate to develop colleagues' capabilities in service delivery.

Statutory responsibilities

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

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Degree level qualification in Health and Care related subject.</p> <p>Management qualification in order to evidence business acumen</p>	
Knowledge	<p>Working knowledge of project management methodologies, stakeholder engagement and data analysis</p> <p>Working knowledge of health and care service delivery issues</p> <p>Strong evidence of patient activity demand and capacity planning in order to inform service development</p>	
Technical / Work-based Skills	<p>Ability to interpret the relevant clinical and professional standards legislation/requirements within the health care.</p> <p>Strong analytical skills to understand complex data or situations, select the appropriate approach to resolve the problem</p> <p>Demonstrable skills using such as Microsoft Word, Excel, PowerPoint and Project</p>	
General Skills/Attributes	<p>Strong leadership skills with the ability to motivate employees through change whilst delivering care group objectives in line with the overall vision.</p>	

	<p>Ability to professionally challenge any views, responses or decisions.</p> <p>Must have an eye for detail, the ability to problem solve, to process work with accuracy and prioritise tasks</p> <p>Ability to work on own initiative and to make decisions where appropriate.</p> <p>Ability to produce high-quality, easy-to-understand written reports and presentations.</p>	
Experience	<p>Experience of working at an operational level within a Health or Care setting in order to understand service demands.</p> <p>Experience in the planning, management and delivery of change and continuous improvement projects</p>	
Criteria relating to Safeguarding	Adhere to departmental safeguarding policy	

Core Accountabilities, Attributes and Behaviour Indicators

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 5 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.