

## Primary Care Governance Officer

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**Department:** Health and Community Services

**Division:** Group Managing Director

**Reports to:** Primary Care Governance lead

**JE Ref;** HCS697

**Grade:** CS10

**JE Date:** 08/05/2020

### Job purpose

To support the day to day governance of primary care and assist with the development, agreement and monitoring of key performance metrics across a range of primary care professionals to ensure consistency, high standards and best practice across all services.

### Job specific outcomes

1. Support the management of performance monitoring of primary care providers against a governance framework in order to support the delivery and development of improved performance across primary care services.
2. Support the management of performance issues and ensure efficient and robust complaints managements systems are maintained in order to maintain and improve standards of care, quality and access.
3. Assist on the analysis, monitoring and reporting of governance and performance for primary care.
4. Support the ongoing management of the Primary Care Performers List in order to ensure there is an accurate record of practising clinicians.
5. Undertake an annual review of practising clinicians to ensure they are maintaining their professional registration.
6. Work alongside the Primary Care Governance Lead in analysing national evidence/data/benchmarks to inform the development of primary care funding and incentive mechanisms to inform service delivery and policy development.
7. Manage projects related to service development in primary care, in line with HCS objectives, managing risks and delivering the benefits associated with such projects.
8. Alongside the Medical Director and Primary Care Governance Lead, act as the interface between HCS, Primary Care and the General Medical Council.
9. Support the wider governance requirements of the care group as required.
10. Deputise for the Primary Care Governance Lead as required.

## 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 job holder is not permitted to undertake political activity involving standing for election to the Government 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



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	Educated to degree level or equivalent experience in a subject with a strong analytical or numerical element.	Project/Programme Management qualification.
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	Knowledge of primary care services and related information systems.	Knowledge of performance management/development of metrics.
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	Must be fluent in English.	
<p><b>General Skills/Attributes</b> <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>Ability to present effectively, both verbally and in writing.</p> <p>High level of interpersonal skills.</p> <p>A strong team player.</p> <p>A problem solver.</p>	
<p><b>Experience</b> <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>Experience of contributing to the delivery of strategy.</p> <p>Experience of building and maintaining stakeholder relationships with a focus on delivery.</p>	<p>Project/programme management experience.</p> <p>Experience of performance management.</p>

## Core Accountabilities, Attributes and Behaviour Indicators

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.**