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| **Type Job Title here** | |
| **Job Title:** | Project Manager – North East & North Yorkshire Allied Health Professionals Higher Development Award |
| **Reference No:** |  |
| **Reports to:** | Associate Head of School (Allied Health Professions) & Director of Allied Health Professions, North East & North Cumbria Integrated Care Board (NENC ICB) |
| **Responsible For:** |  |
| **Grade:** | E |
| **Working Hours:** | 37 hours per week for nominal purposes |
| **Faculty/Service:** | Faculty of Health Sciences and Wellbeing - School of Nursing and Health Sciences |
| **Location:** | University of Sunderland |
| **Main Purpose of Role:** | Working in conjunction with regional Allied Health Professional (AHP) teams, this post will be responsible for the development of the Higher Development Award (HDA) across all systems in the region, working with the AHP support workforce lead.  The HDA aims to equip support workers with the skills, techniques, tools, and knowledge to improve personal confidence and capability, unlock leadership skills, enhance functional and digital skills, and improve patient experiences and outcomes. The programme results in either an Institute of Leadership & Management recognised award or level two or three qualification in Leadership and Management alongside the HDA qualification and Functional Skills Qualifications, if not already achieved.  This role will be supported and coordinated by the regional AHP team in NHS England, with regular oversight and input. |
| **Key Responsibilities**  **and Accountabilities:** | **Communication –**   * Communicate appropriately with Integrated Care System (ICS) wide AHP colleagues, Higher Education Institutions, AHP Professional Bodies and NHS England as required. * Communicate effectively as required within job role using appropriate methods of communication. Work with and recruit support from the communications colleagues as required / indicated. * Promote an awareness of the AHP support workforce including challenges, negotiating priorities where appropriate.   **Documentation –**   * Ensure that up to date electronic and written records are maintained in accordance with Professional standards.   **Professional Ethics –**   * Comply with the AHP Professional Body Code of Ethics and Professional Conduct and HCPC standards for registration. * Adhere to both North East and North Cumbria Integrated Care Board (NENC ICB) and University of Sunderland policies, procedures, and guidelines. * Adhere to any other relevant local and national policies and guidelines. * Respect the individuality, values, cultural and religious diversity of service users and colleagues and contribute to the provision of a service sensitive to these needs. * Demonstrate the ability to reflect on ethical issues and to provide guidance to AHP staff as necessary.   **Leadership, Supervision & Appraisal –**   * Work with the AHP leaders in the ICS, ICB, regional and national teams. * Identify and liaise with other relevant support workforce leaders / across professional groups. * Ensure relevant AHP national and local polices are disseminated and implemented where appropriate. * Support on any audits, research or quality improvement initiatives that are generated to measure the effectiveness of the developments within the project. * Review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal.   **Training development –**   * Create and provide training and education opportunities for the AHP support workforce / wider AHP colleagues, where appropriate. * Support the AHP student developments in the ICB / regional team offer leadership student placements where appropriate.   **Service Development & Delivery –**   * Lead on the development and delivery of the Higher Development Award programme. * Work with the ICB Director of AHPs, the regional AHP support workforce programme lead, and those in similar roles across England. * Link in with NHSE regional colleagues as required. * Share good practice examples.   **Professional Development –**   * Apply complex skills and knowledge to establish professional competence and fitness to practice. * Attending all relevant training as the that is needed and appropriate for this role. * Contribute to CPD through participation in internal and external training and other development opportunities. * Maintain and update a CPD portfolio.   **Clinical Governance, Quality & Standards**   * Ensure the role has a strong governance and quality framework including the setting and monitoring of standards / KPI’s and objectives. * Ensure practice is evidence based. * Demonstrate understanding and application of national guidelines and frameworks relating to AHP support workforce developments. * Observe and apply Health and Safety regulations. * Promote and facilitate NEY regional participation in regional and national AHP support workforce developments.   **Resource Management –**   * Responsible for advising on resources required to carry out the job.   **Research & Practice Development –**   * Demonstrate the ability to critically evaluate current research, apply them to practice and disseminate findings at local level. * Broaden research and development skills through participation in relevant local audit and research projects.   **Additional Duties –**   * To work with all provider organisations’ AHP support workforce / AHP leads who may have complex needs/ requirements in terms of their job role. * To adhere to NENC ICB and University of Sunderland health, safety and security procedures and protocols. |
| **Special Circumstances:** | Regional and occasional national travel may be required. |

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| Part 2A: Essential and Desirable Criteria | |
| **These criteria are assessed at the short listing stage.**  **The essential criteria must be met in order to be eligible for interview.** | ***Essential***  **Qualifications and Professional Memberships:** |
| * Diploma/degree in any of the Allied Health Professional groups * UK HCPC Registration * MSc or equivalent level of further post-graduate training |
| **Knowledge and Experience:**   * Extensive and active clinical experience as an AHP Experience of research, audit, and quality improvement * Ability to establish rapport and engage service with AHP workforce leads and multidisciplinary colleagues. * Ability to build effective working relationships and engage with appropriate stakeholders * Effective written verbal and non-verbal communication skills. * Ability to reflect and critically appraise own performance. * Ability to work autonomously, set own priorities and manage time effectively. * Presentation and training skills * Risk assessment and management skills. * Detailed knowledge of the principles of clinical governance and its application * Specialist knowledge and application of current best practice in AHP professions * Understanding of local and national AHP strategic developments * Understanding of AHP outcome measures. * Computer literacy * Knowledge of current AHP literature, frames of reference and models of intervention. * Audit and research skills. * Awareness and acceptance of cultural diversity. |
| Part 2B: Key Competencies | |
|  | **Analysis and Research:**   * Gathers data rigorously and conducts robust analysis, questioning assumptions and existing knowledge. * Develops hypotheses and concepts to explain data, events and phenomena. * Reports findings to wider community and is able to withstand challenge by relying on evidence gathered and processes used for analysis. |
| **Communication:**  **Oral**   * Summarises and interprets complex, conceptual and special matters to aid others' understanding and aimed at their needs. * Uses appropriate styles and arguments to influence and negotiate satisfactory outcomes. * Monitors understanding of others, develops approach and takes corrective action if required.   **Written**   * Conveys information of a complex, conceptual and specialist nature using a range of styles and media selected to meet the needs of others. * Presents complex information in formats appropriate to non-specialists without comprising meaning. |
| **Decision Making:**  **Independent decisions**   * Considers wider impact of decisions, assesses possible outcomes and their likelihood. * Uses judgment to make decisions with limited or ambiguous data and takes account of multiple factors. * Distinguishes between the need to make a decision, when to defer and when not to take a decision.   **Collaborative decisions**   * Helps others to explore options that initially appear to be inappropriate or unfeasible and recognise when a decision is or is not needed. * Enables others to contribute to decisions. * Ensures that options are weighed, outcomes identified and chances of success considered. * Challenges decisions, appropriately to ensure consideration and processes are robust.   **Contribute to the decision making of others**   * Anticipates and highlights issues that need to be taken into account. * Outlines possible impacting factors, assessing their degree of influence on the choice of options. |
| **Initiative and Problem Solving:**   * Analyses problems to identify their cause. * Takes action to prevent recurrence of problems. * Considers possible solutions to identify those which offer wider benefits. * Obtains evidence to support intuition |
| **Service Delivery:**   * Adapts services and systems to meet customers’ needs and identifies ways of improving standards. * Learns from complaints and takes action to resolve them. * Collates feedback and views from customers and keeps up-to-date with market trends to inform service development and make changes |
| **Teamwork and Motivation:**   * Helps to clarify priorities and ensure they are understood by all. * Supports colleagues in need of extra help. * Monitors progress and takes appropriate action to deal with difficulties or slippage. |
| **Date Completed:** | March 2024 |