



Commissioning Board
A special health authority

Job Description

Job Title	Assistant Director Revalidation
Reference Number	CB5201N
Directorate	Medical
Pay Band	Agenda for Change Band 8d / Grade 6/SCS1Medical and Dental TCS
Salary	£65,270 - £80,810 p.a
Responsible to	Local Area Team Medical Director
Accountable to	Local Area Team Medical Director
Responsible for	Directly manages the Medical Directorate Support team ensuring the effective delivery of a safe and effective appraisal and revalidation process, managing performance issues within the Area and ensuring p. high quality services
Organisation Chart	A copy of the Organisation Chart is attached
Base	Within the LAT offices The NHSCB supports flexible working and is committed to promoting a diverse workforce. All posts are open to applicants wishing to work on a part time or flexible basis. Applicants should discuss what flexibilities could be applied to this post with the line manager.

Job Purpose/Summary

As an Assistant Director, the post holder will work as part of a dynamic team in delivering an effective service supporting managers and staff across the Local Area Team, working towards satisfactory delivery of Domains 1-3 of the NHS Outcomes Framework, and delivering a suitable clinical governance framework to assure quality of services through local medical revalidation

The post holder will develop effective strategy and operational policies for the Area Team and Region.. Working closely with colleagues across the sector, ensuring coherent strategy the postholder will:

- Drive the strategy for, supporting and ensuring alignment across the system
- Drive reform and support organisational change and uptake of initiatives that support excellence
- Develop and communicate the vision for the role of innovation, and the development of strategy and operational policies to support this vision
- Engage with key strategic regional and national policy makers to inform development of strategy and policies
- Identify examples of national and international best practice and to ensure that the local Area benefits from relevant innovations in healthcare
- Support development by developing the innovation infrastructure and capacity in organisations
- Develop and champion new initiatives or projects as necessary
- Working with providers and clinical experts to design new training products
- Provide expertise of best practice methodologies regulatory requirements, policy imperatives, innovation and technological developments and stakeholders knowledge.

Key Job Specific Responsibilities

Improving quality and outcomes

- Working with colleagues within LAT to develop and deliver a consistent strategy
- To engage with all stakeholders, including public, independent contractors, their representative bodies, providers & commissioning organisations (including CCGs) to improve quality
- To ensure an effective appraisal system is in place and to ensure that a

revalidation process delivers to a national standard.

- To work with Primary Care ensuring that it remains safe and effective.
- To support the development of a Primary Care Development Plan, supporting the role of the lead for clinical strategy.
- Proactively manage the key risks and issues associated with ensuring appropriate actions are taken to mitigate or respond.
- Monitoring and establishing accountability on the overall progress of the strategy to ensure completion within agreed timescales.
- Manage the budgetary implications of activity.
- Avoid the destabilisation of business as usual.
- On behalf of the Medical Director to manage the delivery of the statutory Responsible Officer function for relevant medical practitioners within the local area. Where required, deliver or assure statutory functions, including that of the Accountable Officer for controlled drugs and the Caldicott Guardian function
- To manage performance investigations.
- Deputise for aspects of the role of the Medical Director.

Enabling clinical leadership

- To ensure that clinical leadership is central to the delivery of all NHS Commissioning Board activities
- To assist the NHSCB through matrix working to advance quality through clinical leadership.

Enabling patient and public involvement

- To act as a champion for patients and their interests and involve the public and patients in the policy development and decision-making of the NHS Commissioning Board
- To ensure all public and patient contact with the office is of the highest professional standard
- To embed patient and public involvement within the NHS Commissioning Board at all levels of decision making

Promoting equality and reducing inequalities

- To uphold organisational policies and principles on the promotion of equality
- To create an inclusive working environment where diversity is valued, everyone can contribute, and everyday action ensure we meet our duty to uphold and promote equality

Partnership and cross boundary working

- To co-operate and to seek effective partnership working across health economies.

Leadership for transformational change

- To model a collaborative and influencing style of working, negotiating with others to achieve the best outcomes. Embedding this approach across the Directorate

Using insight and evidence for improvement

- To enhance a learning environment using best evidence and understanding an applying the principles of reflective learning.

Developing an excellent organisation

- To monitor, interpret and quality assure progress against deliverables. Quality assurance and progress of deliverables to the NHSCBA that often require adjustments specifically in relation to the complex corporate business agenda, strategic objectives and the business planning process
- To develop business plans and provide expert strategic and policy advice and guidance on all areas of the National Director's portfolio
- To actively manage and support the development of individuals and the team through appraisal, personal development planning, coaching and mentoring
- To work in partnership with others and as part of cross directorate teams to deliver successful outcomes
- To support the organisation's ways of working, model its values and champion the NHS Constitution
- To ensure the health, safety and wellbeing of all staff within the department
- To ensure compliance with all confidentiality and governance requirements within the department
- To adhere to the NHS Managers Code of Conduct and any other relevant professional codes of conduct at all times
- To ensure regular, productive and open communication with staff who they lead (e.g. Directorate and matrix teams)

Key Accountabilities

- The postholder will be responsible professionally to the Medical Director and accountable to the LAT Director.
- To assure the Medical Directorate of the delivery of a comprehensive appraisal and revalidation framework and system
- To act as a Responsible Officer and deliver the GMC requirement for revalidation
- To support the Medical Director in establishing and implementing an effective performance framework for all practitioners
- To deputise for the Medical Director as required
- To support the Assistant Director Clinical Strategy in their role.

Key Working Relationships

- The post holder will be required to build and maintain good working relationships with a broad range of internal and external stakeholders on a range of business sensitive issues.
- Lead as the expert; integrating systems and managing effective working relationships with the appropriate stakeholders.
- Drive and challenge each key working relationship to innovate with drive reform to achieve agreed objectives
- Provide and receive highly complex, sensitive and contentious information, including presenting information about projects and dependencies to a wide range of internal and external stakeholders in formal settings.
- Manage potentially aggressive and/or antagonistic situations with staff and stakeholders within change programmes for successful outcomes.
- Deal with complex and conflicting subject matter problems or in day to day work load in workshops, meetings, one on one communications and other events, comprising various parts of the business.
- Nurtures key relationships with senior and high profile individuals and responsible for the maintenance of networks.
- Link with managers and members of other initiatives to address inter-dependencies and ensure alignment.
- Employ effective communication, negotiation and influencing skills to enable an effective change management with stakeholders at all levels (including senior management) who may hold differing and contentious views.
- Represent the Sector in sensitive and political situations, delivering difficult messages where required to high-level audiences.

- Effective stakeholder management across different departments and at all levels, maintaining relationships with key and high profile stakeholders, such as key strategic regional and national policy makers.
- Ensure optimum engagement, securing appropriate buy in, support and understanding

Key Functional Responsibilities

Operational

- Accountable for developing and delivering strategy, promoting innovation and supporting operational excellence in the Sector. Working with highly complex data, facts and situations requiring analysis, interpretations and comparisons on a range of options and making decisions on the most appropriate approach.

Financial and Physical Resources

- Accountability and sign off for all innovation projects and initiatives.
- Develop commissioning models that ensures value for money and promote excellence.
- Act in a way that is compliant with Standing Orders and Standing Financial Instructions in the discharge of this responsibility.
- Constantly strive for value for money and greater efficiency in the use of these budgets and to ensure that they operate in recurrent financial balance year on year.

Staff Management

- Transfers expertise and knowledge as appropriate, regarding innovation issues throughout the team and also externally to Directors and lead providers – including developing and delivering formal briefing/training to promote innovation.
- To forge positive working relationships, in order to support an effective matrix approach to achieve NHS objectives.
- To work in a matrix management style and to foster close working relations with other managers.
- To manage, motivate and develop staff within the team to ensure that they are able to deliver the new responsibilities of the NHS Commissioning Board.
- To recruit as necessary and performance manage a Service or Directorate that delivers a range of tasks within a matrix structure in a new and challenging environment.

Information Management

- Responsible for the development, management and maintenance of systems and framework across the organisation.

- Partners with the Information and Business Intelligence team to ensure that information management needs are met in order to enable effective education planning and monitoring of Quality

Research and Development

- Develops an innovation strategy including research and development to identify, develop and promote best practice
- Drawing from experience and expertise in other academic fields and industries, ensures that the organisation benefits from relevant innovations
- Highlight, promote and report innovative approaches to education and training, particularly their impact on service
- Commission and co-ordinate an Research and Development strategy to drive innovation

Planning and Organisation

- Accountable for developing and owning the operational strategy and working with the team to ensure that this is incorporated into the consolidated plan.
- Develops plan for the delivery of the role's responsibilities including identifying interdependencies, managing risks, modelling the potential impacts on the wider organisation, determining resource requirements and building in contingency where necessary.
- Contributes to the strategic planning process and delivery of priorities and manages consequential adjustments to activities responsible for as required.

Policy and Service Development:

- Working collaboratively to develop a faculty of local champions and leaders.
- Promote the adoption of innovative strategies and techniques.
- Responsible for proposing and drafting changes, implementation and interpretation to policies, guidelines and service level agreements (SLA's) which may impact.
- Proposes changes to own function and makes recommendations regarding changes in the wider organisation.

This job description and person specification are an outline of the tasks, responsibility and outcomes required of the role. The job holder will carry out any other duties that may reasonably be required by their line manager.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Organisation.

JOB DESCRIPTION AGREEMENT

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

Person Specification

Area	Essential	Desirable	Assessment
Values and behaviours			
Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes	√		A/I
Demonstrably involves patients and the public in their work	√		A/I
Consistently puts clinicians at the heart of decision making	√		A/I
Values diversity and difference, operates with integrity and openness	√		A/I
Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others	√		A/I
Uses evidence to make improvements, seeks out innovation	√		A/I
Actively develops themselves and others	√		A/I
Self-awareness in terms of emotional intelligence, biases and personal triggers with cultural sensitivity and awareness	√		A/I
Demonstrable commitment to partnership working with a range of external organisations	√		A/I
Qualifications			
Educated to masters level or equivalent level of experience of working at a senior level in specialist area or holding a medical degree.	√		A/I
Knowledge and Experience			
An understanding of current NHS structures including the role of regulators, providers and the new commissioning organisations. This must include an extensive knowledge of the primary care appraisal and performance system.	√		A/I
Extensive knowledge of specialist areas, acquired through post graduate diploma or equivalent experience or training plus further specialist knowledge or experience to master's level equivalent	√		A/I
Evidence of post qualifying and continuing professional development	√		A/I
Must have an understanding of the background to and aims of current healthcare policy and appreciate the implications of this on engagement	√		A/I
Should have an appreciation of the relationship between the Department of Health and individual provider and	√		A/I

commissioning organisations			
Member of relevant professional body	√		A/I
Communication Skills			
Highly developed communication skills with the ability to communicate on highly complex matters and difficult situations	√		A/I
Ability to provide and receive, convey and present highly complex, sensitive and/or contentious information to large groups, responding openly to questions to ensure full understanding and engagement	√		A/I
Ability to communicate effectively with clinical, academic and all levels of staff	√		A/I
Analytical Skills			
High level analytical skills and the ability to draw qualitative and quantitative data from a wide range of sources and present in a clear concise manner	√		A/I
Ability to analyse numerical and written data, assess options and draw appropriate conclusions	√		A/I
High level critical thinking skills	√		A/I
Ability to develop, maintain and monitor information systems to support innovation initiatives	√		A/I
Demonstrates sound judgement in the absence of clear guidelines or precedent, seeking advice as necessary from more senior management when appropriate	√		A/I
Planning Skills			
Leadership, vision, strategic thinking and planning with highly developed political skills	√		A/I
Autonomy/Freedom to Act			
Ability to work on own initiative and organise workload, allocating work as necessary, working to tight and often changing deadlines.	√		A/I
Ability to make decisions autonomously, when required, on difficult issues	√		A/I
Management Skills			
Ability to demonstrate a high level of expertise in providing senior leadership	√		A/I
Experience of creating a new team and motivating and inspiring staff to work together to achieve a common objective		√	A/I
Ability to delegate effectively		√	A/I
Ability to work effectively between strategic and operational activities where required		√	A/I

Physical Skills			
Working knowledge of Microsoft Office with intermediate keyboard skills	√		A/I
Equality and Diversity			
Will consider the most effective way to promote equality of opportunity and good working relationships in employment and service delivery and has the ability to take actions which support and promote this agenda	√		A/I
Financial and Physical Resources			
Previously responsible for a budget, involved in budget setting and working knowledge of financial processes	√		A/I
Other			
Determination, perseverance, and resilience	√		A/I
Flexibility, and the ability to handle a rapidly changing and ambiguous environment	√		A/I
*Assessment will take place with reference to the following information A=Application form I=Interview T=Test C=Certificate			