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**JOB DESCRIPTION**

**1. JOB DETAILS**

**Job Title: Vocational Education Lead**

**Band: Band 7 – 1.0 wte (ie 37.5 hrs/week)**

**Substantive**

**Reports to: Head of Clinical People Development**

**Department / Directorate: People Division**

**2. JOB PURPOSE**

To lead the development, implementation and review of learning and development activity relating to the Vocational Education work stream, through effective leadership and management of this fast paced team.

To oversee and support development, implementation and ensure the delivery of accredited and non – accredited vocational education within the Royal Devon University Healthcare NHS Trust (RDU) and the wider community thus supporting the ‘Talent for Care’ initiative.

Initially this post will be based within People Development (PD), in the Research Innovation, Learning and Development Building (RILD), but will work across all RDU sites (including north) and the wider community but with a particular emphasis on East initially.

**3. DIMENSIONS/ KEY WORKING RELATIONS**

The post-holder will be a member of the Vocational Education (VE) team in PD. This role reports to the Head of Clinical People Development. The VE team work across all RDU sites and clinical teams supporting the development of the unregistered staff along their chosen pathway. The Vocational Education team deliver or support the Level 3 Senior Healthcare Support Worker Apprenticeship, support the Level 5 Assistant Practitioner Apprenticeship as well as the Trainee Nursing Associate programme, the Vocational Assessors awards and support the Care Certificate. This role requires oversight and leadership of all programmes.

**ORGANISATIONAL CHART:**

Lead Tutor (Vocational Education)

Head of Clinical People Development

Associate Director of People Development

**4. KEY RESULT AREAS/ PRINCIPAL DUTIES AND RESPONSIBILITIES:**

* To take leadership responsibility of managing and delivering a range of effective training and assessment provision in response to the needs of the RDU, Nursing Associate Standards of Proficiency, National Occupational Standards (NOS), Apprenticeship Frameworks and the Care Certificate.
* Lead and manage the development, delivery and evaluation of effective learning and development for RDU staff and the wider community
* Lead and facilitate the work of staff for whom the post holder has an identified management accountability
* Ensure the development of diverse and relevant learning opportunities, resources and training materials
* Contribute to the development of and implementation of human resource strategy within the organisation
* Develop and complete specific projects related to the HR agenda and service need
* Maintain an overview of all programmes in order to maintain compliance and respond and liaise with NMC, ESFA, HEE, IfA, partner organisations e.g. Swatpro, C&G
* Have a clear understanding of OFSTED regulations and standards and ensure VE are adhering to these and relevant processes are up to date, as are records. Ensure teams are kept up to date with said regulations.
* Provide and receive reports as required both internally and externally. Monitoring data received from Swatpro for accuracy and compliance with Digital account.
* Liaise with other organisations across STP and further afield to support standardisation and meet demands of STP as required, whilst also supporting cross organisation working and standardisation.
* Keep track of all changes and development through relevant bodies (As above) to maintain up to date information to ensure we are complying with regulations and to share and update team
* Attend and participate in relevant external meetings with HEE, ESFA, Swatpro, Associations of colleges, C&Gs
* Be proactive in the continuous development of the provision offered, encouraging the VE team to evaluate and develop programmes to meet changing needs and maintain currency
* Oversee coordination of all programmes, including monitoring internal and external placement activity and learner progress.
* Liaise with other health and social care organisations, within and externally to STP, through attendance at SW Vocational Education Group as well as ongoing communications to ensure consistency, standardisation, sharing of good practice and information where possible.
* Work with service areas throughout RDU, both acute and community to maintain effective communications both ongoing and by attendance at relevant meetings as required.
* Refine and enhance the analysis of training needs throughout the un registered workforce
* Identify need, develop, deliver and monitor relevant learning opportunities that underpin the establishment of a learning culture
* Carry out procurement activity as required by ESFA under the apprenticeship banner
* Participate in RDE Competency Group meetings, providing expert advice in relation to competency writing.
* Deliver classroom, 1-1- and remote training as required to meet programme needs
* Actively participate in internal verification/standardisation activities
* Liaise with HEI and FE partner organisations to support learner development and the success of the non reg. career pathway.
* Organise and review team caseloads, ensuring health and safety is maintained, listening to feedback from tutors
* Identify and monitor progress of Vocational Education KPIs. Ensuring clarity of objectives for team members and a match with Professional Development and RDE business plan
* Develop and maintain effective relationships with managers and all staff of the community’s employers.
* Assist and support the team in the publication and promotion of activities in a way that maximises appropriate uptake of provision. Be actively involved with recruitment
* Actively support the career pathway development of unregistered staff. Looking for new opportunities to widen this offering.
* Attend various internal and external meetings as required as part of and to represent the Vocational Education team and RDE
* Organise own work pattern to respond to the needs of users of the service.
* To oversee the management of candidate portfolios, electronic and paper based, for accuracy, transparency and accessibility
* Provide advice and guidance and opportunities for staff to progress on to AHP AP, RNDA and other degree programmes, as well as marketing and publicity
* Participate in RNDA recruitment and shortlisting panels
* Liaise with other Leads from Professional Development through SMT an ongoing communications
* Contribute to cost effective use of resources within budget
* Identify and pursue cost improvements and income generation that are appropriate to the work of the service
* Identify and make creative and relevant bids for , and use effectively any available external funding
* Have an overview of Safeguarding and SpLD needs and policy for staff/ apprentices

Managing Communications

* Develop and maintain effective and supportive relationships with VE team and throughout the healthcare community.
* Contribute and positively foster harmonious team working
* Recognise and respect a range of professional and organisational perspectives
* Assist in the publication of marketing of VE activity to maximise appropriate uptake of provisions and to facilitate recognition of VE organisational development activity
* Convene, Chair and attend and contribute positively to meetings as required
* Liaise with partner organisations, developing relationships and ensuring all data and records are provided as required and apprenticeship requirements are met
* Ensure effective use of communication processes with all PD staff specifically, Line Manager, VE team and Administration team.
* Develop and maintain effective relationships with contacts internal and external to the RDE organisation.
* Make full use of relevant communication technology
* Play an active role in being aware of and involved with national strategy and direction in the development of ‘ Talent for Care ‘initiatives’
* Have oversight of the Care Certificate and Manage the development of this programme across workforce

Quality Assurance’

* Quality Assurance – ensure effective quality assurance strategies are in place and monitored in line with the regulations of awarding organisations. Create and foster consistently high standards required for OFSTED, ESFA, C&G, Swatpro and RD&E producing relevant data reports. Carrying out quality assurance audits and producing reports/ records to inform team of strengths and areas for improvement. Ensuring staff are up to date with own development and supporting training opportunities to support delivery and as required by relevant bodies
* Engage in evaluation activities, as required by City & Guilds, and other bodies.
* Assist in audit activities as required.
* Promote a positive image of VE, Professional development, RDE and apprenticeships through being a dynamic role model
* Monitor the progress of apprentices across programmes and address any areas of concern with VE team

**Other Responsibilities:**

Self management –

* Maintain competence via awareness of current clinical, education and research issues.
* Work to set goals individually or as part of a team
* Prioritise own workload and delegate appropriately
* Maintain professional credibility and competence through CPD activity
* Work with due regard to Health and safety for self, team and wider community
* To participate in performance review for self and team and agreed personal development activities. Performance managing where required
* To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling
* To contribute to and work within a safe working environment
* The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check

**THE TRUST – Vision and Values**

Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:

Honesty, Openness & Integrity

Fairness,

Inclusion & Collaboration

Respect & Dignity

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

### GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserves the right to insist on changes to your job description after consultation with you.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.

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**PERSON SPECIFICATION**

**POST: Vocational Education Lead**

**BAND: 7**

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| **REQUIREMENTS** | **Essential** | **Desirable** |
| **QUALIFICATIONS/SPECIAL TRAINING :**  Registered Practitioner  D32/33, A1 or TAQA -Assessors Award. or Mentorship qualification and currently assessing diploma candidates  Cert Ed or PGCE Experience in delivering education and training sessions  V1 Internal Verifiers Award, D34, or TAQA- Quality Assurance Award  Teaching Qualification (e.g. Cert.Ed., CIPD Diploma, PTLS, CTLS, City & Guilds 7307, 7300, or equivalent) | E  E  E  E  E |  |
| **KNOWLEDGE/SKILLS:**  Expert Knowledge of the Apprenticeship framework and funding arrangements  Knowledge of all aspects of the Career pathway for unregistered staff  Up-to-date knowledge of current developments within vocational education e.g. Talent for Care,  Knowledge of OFSTED, ESFA, City & Guilds policies and procedures  Knowledge of educational programmes for non-registered staff – L3/ L5/ TNA/ Care Certificate,  Proven organisational and planning skills  IT Skills  Excellent written/verbal communication skills | E  E  E  E  E  E  E | D |
| **EXPERIENCE:**    Extensive recent experience of managing apprenticeship programmes.  Experience of working in a clinical healthcare environment as a Practitioner  Experience in classroom delivery  Experience of people management  Experience of liaising with outside agencies  Up to date experience of clinical/technical practice and Competences | E  E  E  E | D  D |
| **PERSONAL REQUIREMENTS:**  Ability to be self-motivated.  Ability to work on own initiative and take responsibility for decisions.  Ability to work under pressure and to deadlines  Ability to lead or delegate on projects and team activities  To have an innovative and flexible approach.  Confidence in talking to a range of organisations and individuals at all levels  Good attention to detail  Able and willing to work as part of a team | E  E  E  E  E  E  E  E | D |
| **OTHER REQUIREMENTS:**  Flexibility in day to day working  Willingness to undertake training as identified by training needs analysis  Able to travel to other community providers and across county | E  E | D |

\* Essential/Desirable

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| HAZARDS:- Updated 31st May 2013 | | | | | |
| Laboratory Specimens |  | Clinical contact with Patients |  | Dealing with violence & aggression of patients/relatives |  |
| Blood / Body Fluids |  | Dusty Environment |  | VDU Use (occasional) |  |
| Radiation / Lasers |  | Challenging Behaviour |  | Manual Handling |  |
| Solvents |  | Driving |  | Noise / Vibration |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in isolation |  |
| Cytotoxic Drugs |  | Electrical work |  | Night Working |  |