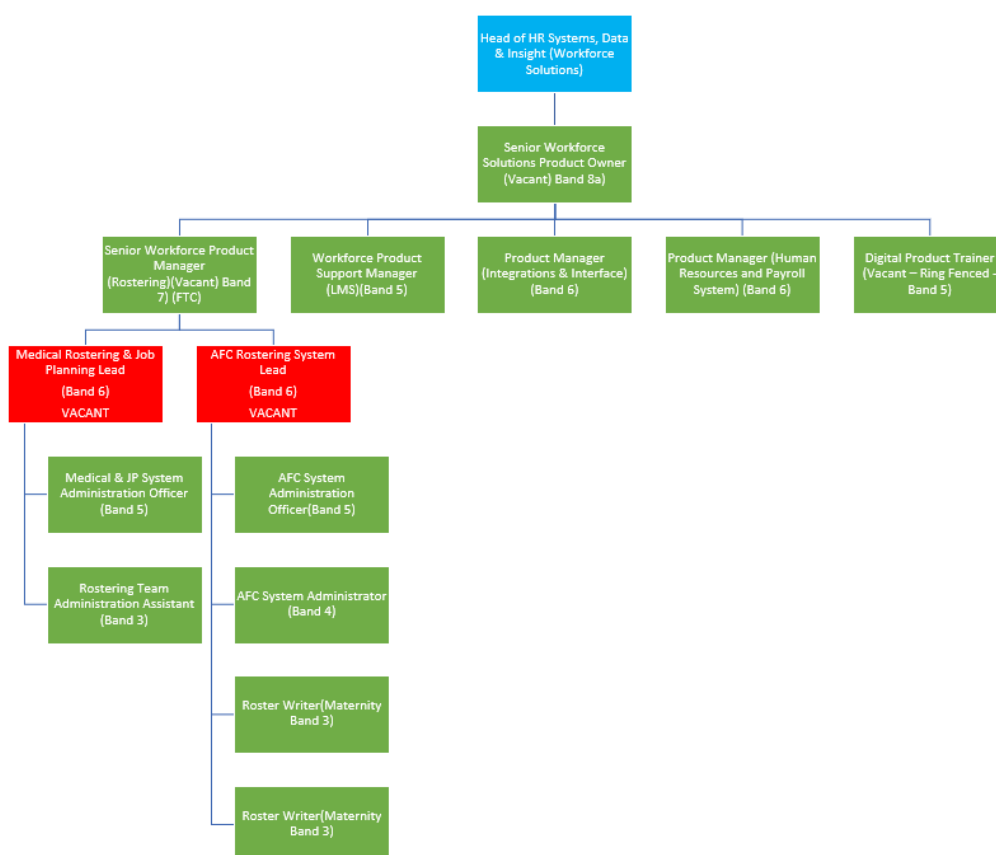


JOB DETAILS	
Job Title	eRostering System Lead
Reports to	Senior Workforce Product Manager (eRostering)
Band	Band 6
Department/Directorate	HR – Workforce Systems & Data

JOB PURPOSE	
<p>To further enhance the eHealthRoster system across the whole Trust.. To work as part of the eRoster Team supporting the implementation of the Trust's eRoster Strategy in all areas and maintenance of the business as normal processes for departments..</p> <p>The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.</p> <p>This post will work within a specialised area of either Medical or Agenda for Change.</p>	
KEY WORKING RELATIONSHIPS	
<p>The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community and external organisations. This will include verbal, written and electronic media.</p> <p>Heads of Department Healthcare clinical & non-clinical staff Administrative Services Managers Workforce Systems and Information Manager and team IT and Clinical Systems Training Team IT Support/Hospital Systems support & Communication Team Divisional Teams Human Resources Payroll Leads Department of Health – NHSI / NHS Data Software Providers including regional and national user groups</p> <ul style="list-style-type: none">Other members of the multi-disciplinary professional teams Information Governance, Data Security, Communications & Digital Services	
Internal to the Trust	External to the Trust
ORGANISATIONAL CHART	

Workforce Solutions Structure



KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

To work with the Senior Workforce Product Manager (eRoster) in ensuring that all identified benefits of HealthRoster are realised.

The post holder will be responsible for the overall management of specific product lifecycle as per the implementation roll out plan. This will include providing support, facilitation and monitoring of product plans to ensure objectives are achieved.

Specific specialised involvement in product lifecycle, requirements gathering, enhancement roll outs towards a full utilisation of the eRostering product within the speciality.

To identify 'hotspots' within the Trust where e-rostering is not being used to its full potential and ensure that immediate action is taken.

To oversee auditing to ensure rostering policies are being adhered to within the agreed timescales.

FREEDOM TO ACT

Works to achieve agreed objectives and strategy and is given freedom to do this in own way of working within broad professional policies and agreement from Senior Workforce Product Manager delegated authority (ie Information Governance Policy, Information Security Policy etc;

COMMUNICATION/RELATIONSHIP SKILLS

The post holder will communicate with a range of senior stakeholders concerning their views in relation to complex projects/plans. The post holder will need to facilitate collaborative working between senior managers within the organisation in order to achieve project objectives; this will require developed negotiation and motivation skills to deal with complex and occasionally contentious information. The post holder will need to be able to communicate effectively with a wide range of people and will need to be able to present information in a variety of ways to both large groups as well as on a 1:1 basis.

ANALYTICAL/JUDGEMENTAL SKILLS

The post holder will be required to analyse complex performance data and trends in order to assess and interpret the impact on project plans. The post holder will be responsible for determining how potential conflicting information will affect project priorities.

PLANNING/ORGANISATIONAL SKILLS

The post holder will participate in the planning and organising of a broad range of complex programmes which form part of the overall project plans to achieve project outcomes. This will include providing support, facilitation and monitoring of project plans to ensure objectives are achieved. The adjustments and formulation of these plans will have an impact beyond the post holders own area of work. The post holder will need to manage their own day to day activities as well as delegating and re-allocating work to the Roster Administrator.

PATIENT/CLIENT CARE

The post holder is required to put the patient, as the first priority, at the centre of all activities. The post holder will not deal directly with patients.

POLICY/SERVICE DEVELOPMENT

There may be instances where expertise is required in supporting policy reviews and changes, e.g. Professional Registration

Actively propose and support service improvement and policy changes where appropriate. This may impact within the department or Trust-wide

FINANCIAL/PHYSICAL RESOURCES

Responsible for monitoring resource against the Product plans and highlight any associated risk/benefits.

HUMAN RESOURCES

By providing expert advice on systems usage, processes and procedures throughout the organisation, you will help to ensure the Trust's resources are utilised effectively

Undertake risk assessments and implement risk-reducing measures. Where appropriate, will review and update safe systems of work on a regular basis and report to the line manager any residual risks that are unacceptable and not within their span of control to rectify

INFORMATION RESOURCES

Embed good practice regarding data protection and information governance procedures, offering advice and raising concerns as appropriate, thereby ensuring legislative requirements are met as a minimum standard

Work with IT to ensure all relevant system requirements are met

Regularly review of system admin processes to ensure Trust and departmental needs are being met
Responsible for assessing all relevant software tools to ensure appropriate systems are being fully utilised

In collaboration with the Workforce Systems Product Owner, ensure WI system interfaces are maintained at an optimum level across the Trust, ensuring new interface routines are effectively implemented and fully supported

RESEARCH AND DEVELOPMENT

Comply with Trust's requirements and undertake surveys as necessary.

PHYSICAL SKILLS

The post predominately desk based for the majority of time requiring contact use of a VDU/PC Webex systems at this time, call conferencing and use of the telephone.

Sitting, walking use of keyboard/mouse for long periods. This position will involve some driving with the occasional need to carry laptops, guides and manuals. Office based post with a frequent requirement to sit in a restricted position at display screen equipment. Occasional lifting of files, laptops, Productors, conference phones, presentation materials and stationery.

The post holder will be required to have an awareness of health and safety guidelines in respect of VDU working.

PHYSICAL EFFORT

As above

MENTAL EFFORT

You must be able to work in a highly time-bound environment and be able to work well under pressure at all times

Prolonged periods of concentration will be required on a regular basis

Attention to detail and accuracy will be paramount in this role

You will be responsible for organising and prioritising your own workload and day to day allocation of work.

Forward planning and delegation may be required to ensure delivery against internal and external workforce information reporting deadlines

EMOTIONAL EFFORT

The constant requirement to meet tight deadlines and targets, along with competing demands, may impose some pressure on the post holder and/or on other people, both inside and outside the Trust, with whom the post holder has to work for which they would need to demonstrate resilience.

This will require the post holder to prioritise their own workloads and explain/negotiate those priorities with other stakeholders. This could also lead to confrontational relationships which the post holder will have to manage with support of the line manager.

Limited exposure to distressing or emotional circumstances.

WORKING CONDITIONS

The post will predominantly be based in an office or remote working environment with high levels of visual display unit use.

Uses display screen equipment for substantial proportion of the days. May be required to frequently drive around Trust sites.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are 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.

You must also take responsibility for your workplace health and wellbeing:

- Be physically active at work (i.e. take breaks away from your desk, taking the stairs where possible)
- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

APPLICABLE TO MANAGERS ONLY – delete section if not applicable

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are.

DISCLOSURE AND BARRING SERVICE CHECKS– delete section if not applicable

- n/a

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 reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E's track record of excellence in research, teaching and links to the university with NDHT's innovation and adaptability.

Job Title	eRostering System Lead
------------------	------------------------

Requirements	Essential	Desirable
<u>QUALIFICATIONS / TRAINING</u>		
<ul style="list-style-type: none"> A-Levels/University qualification or equivalent experience. Experience in project management 	E E	
<ul style="list-style-type: none"> Up to date knowledge and experience of NHS planning processes Excellent written and verbal communication skills IT literacy and keyboard skills 	E E E	
EXPERIENCE		
<ul style="list-style-type: none"> Proven experience managing projects, teams and budgets Direct Experience of using HealthRoster/eRostering software. Experience of working with patients, the public, clinicians and partners NHS or equivalent public sector organisation experience Demonstrable experience of high level neg 	E E E E E	
PERSONAL ATTRIBUTES		
<ul style="list-style-type: none"> Able to work as a team member Well-developed leadership skills Flexible approach to work 	E E E	
OTHER REQUIREMENTS		
Ability to work autonomously without supervision, making decisions	E	

and act on information received		
Demonstrable ability in critical reasoning and high degree of problem solving	E	
Good planning, organisational skills with the ability to manage a heavy, unpredictable and diverse workload	E	
Able to establish and maintain effective relationships and networks both within and outside own organisation	E	
The ability to keep track of both long and short term activities and deadlines	E	
Ability to work at all levels and develop appropriate solutions to meeting development needs	E	
Friendly, positive and enthusiastic	E	
Flexible approach to work	E	
Ability to work with NHS staff at all levels	E	
Able to establish positive relationships and mutual respect with people at all levels	E	
Confident and resilient	E	
Ability to work on own initiative	E	
The ability to deliver frequent intense concentration when configuring intricate systems	E	
The post holder must demonstrate positive commitment to uphold diversity and equality policies approved by the Trust	E	
Ability to travel to other locations as required	E	
Willingness to travel to other locations as required	E	
Ability to work at all levels and develop appropriate solutions to meet development needs	E	
Able to organise working environment in a way that is conducive to best working practices.	E	

	FREQUENCY
--	------------------

		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	N				
Laboratory specimens	N				
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	N				
Driving	Y		X		
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	N				
Mental Effort	Y				X
Emotional Effort	Y			X	
Working in isolation	Y	X			
Challenging behaviour	Y		X		