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***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision, we expect all our staff to uphold our Trust Values***

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| **JOB DETAILS** | |
| **Job Title** | **Career Development Lead** |
| **Reports to** | Band 7 Learning and Development Manager |
| **Band** | Band 6 |
| **Department/Directorate** | People Directorate |

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| **JOB PURPOSE** | | |
| This post will be based within People Directorate (PD), on the Eastern site working across the Trust sites. It may require remote working.  The Post Holder will plan, develop, and implement the delivery of accredited and non–accredited careers education to staff within the Royal Devon University Healthcare NHS Foundation Trust and the wider community thus supporting the ‘Talent for Care’ initiative.  As part of their duties, the postholder will:   * Deliver education programmes to staff and the wider community * Plan, teach, assess, and observe in practice on the required qualification standard * Develop and support staff, throughout the organisation, to achieve their career goals and pathways * Carry out the assessment of qualifications in line with the requirements of the awarding body * To carry out interviews for vocational and work-based learning programmes to assess their overall suitability and to create and implement individual learning plans * To carry out senior roles, including programme management and the line management of colleagues within the team * To follow Trust policies and procedures in relation to safeguarding, health, safety, and well-being, and pastoral support | | |
| **KEY WORKING RELATIONSHIPS** | |  |
| **Directorate** People Directorate  **Clinical Area** People Development and Education Team  **Multi-disciplinary Team** *People Directorate, HR, and Trust wide clinical staff*    The post-holder will be a member of the People Development and Education team in People Directorate. This role reports to the Band 7 Lead, working across all RDUH sites, they will support and assess the Qualification/Apprenticeship programmes. This may require remote working to suit the service requirements. | | |
| **ORGANISATIONAL CHART** | | |
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| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | | |
| **COMMUNICATION/RELATIONSHIP SKILLS** | | |
| * To take collective responsibility, manage and deliver a range of effective training and assessment provision in response to the needs of the RDUH Bootcamps, National Occupational Standards (NOS), Apprenticeship Frameworks and other qualification frameworks. * Facilitate and teach on programme, including organising and monitoring activity and learner progress. * Support the qualification programmes through learner support and guidance. * Work with service areas to ensure successful completion of qualifications and associated End Point Assessment requirements. * Provide up to date and accurate information to department managers, centre managers, the People Development and Education Team Lead, the Head of Apprenticeship and Education, HEE, ESFA, and OFSTED as required, and liaise with external providers. * Liaise with the People Development and Education Team about development and changes with regard to Apprenticeship/Qualification/Bootcamp standards, Apprenticeship frameworks, and the Awarding Bodies. * Liaise with partner organisations, ensuring all data and records are provided as required and apprenticeship requirements are met. * Take collective responsibility to provide advice and guidance to unregistered clinical staff, identifying learning needs and responding to these. * Actively participate in internal verification/standardisation activities. * Review and monitor practice assessment documentation, addressing any issues with learners and manager. * Maintain competence via awareness of current career development, education, and research issues. * Develop and maintain effective relationships with managers, all staff, and external employers. * Monitor the progress of learners over, whole programmes, addressing and resolving any issues in this process. * Be actively involved with the recruitment of staff to Education programmes. * Actively support the career pathway development of learners wishing to go on to complete higher apprenticeships/qualifications and into employment. * Attend various meetings as required as part of the People Development and Education team. * Attend various internal and external meetings/Events as required as part of and to represent the People Development team and RDUH. * Maintain all training and assessment records and produce written and oral summaries of progress as required. * Be responsible for the management of candidate portfolios within their area. * To participate in appraisal and agreed personal development activities.   **Managing Communications**   * Ensure effective and supportive relationships with the People Development and Education Team. * Ensure effective use of communication processes. * Develop and maintain effective relationships with contacts, both internal and external, to the Trust.   **Quality Assurance**   * Participate in an effective quality assurance system. * Engage in evaluation activities, as required by the awarding body. * Assist in audit activities as required.   **Other Responsibilities:**   * 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 all Trust policies.   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.  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. | | |
| **ANALYTICAL/JUDGEMENTAL SKILLS** | | |
| * Identify own personal development needs to work within this role, and take appropriate action to ensure these needs are met to maintain any qualifications and registrations to ensure currency and credibility. * Assist in the development of an effective system for quality assurance * Engage in evaluation activities as required by the Awarding body. * Assist in audit activities as required. | | |
| **PLANNING/ORGANISATIONAL SKILLS** | | |
| * Delivers teaching as part of the apprenticeship/qualifications/bootcamp programme in collaboration with the lead tutor to ensure practice development, knowledge at the required level and, ultimately, improved care for patients. * Maintain an active learning environment in line with Ofsted requirements. * Attends relevant clinical / professional meetings, seminars and conferences, when required for role. * Provide feedback to the organisation on any professional issues which have an impact on standards of practice within their sphere of responsibility. * Plans and organises own workload under supervision from the People Development Education Lead, within their remit which will require adjustment as required in response to learner and work place need. * Responds rapidly to changing priorities based on service need to meet learner requirements. | | |
| **PHYSICAL SKILLS** | | |
| * Dexterity and accuracy required in relation to clinical practice including: learner records and safe storage of same within Data Protection/GDPR rules and Trust policy. | | |
| **PATIENT/CLIENT CARE** | | |
| * Support learners to ensure the highest possible care standards within the learner’s sphere of competence and ensure own high standards whilst assessing. | | |
| **POLICY/SERVICE DEVELOPMENT** | | |
| * Contributes to the management of the service by providing periodical reports as per team requirements. * Participates in operational and strategic planning for the development and delivery of the service to promote good practice. * Develops their leadership skills in order to ultimately be able to lead on specific practice and service developments. * Conducts quality improvement to ensure delivery of a safe high-quality service according to national guidance, best practice, Trust policies, protocols and service strategy * Acts as a resource for health care professionals working within the Trust and externally, providing advice and support concerning the assessment and management of learners. * Participates in operational and strategic planning for the development and delivery of the service, including the development of programmes of study which meet Ofsted and Awarding body requirements. * Demonstrates compliance with professional policies and procedures at all times, working to local and national evidence-based guidelines for assessment, quality assurance and learning. | | |
| **FINANCIAL/PHYSICAL RESOURCES** | | |
| * Maximises the efficient use of resources * Dexterity and accuracy required in relation to clinical practice including: learner records and safe storage of same within Data Protection/GDPR rules and Trust policy. | | |
| **HUMAN RESOURCES** | | |
| * Assesses clinical practice of learners as appropriate to ensure learners have equal access to timely assessment. * Acts as a mentor as appropriate. This includes being a key colleague for trainee assessors. * Deliver formal and informal teaching initiatives as part of the education strategy in collaboration with the lead tutor to ensure practice development. | | |
| **INFORMATION RESOURCES** | | |
| * Ensure effective and supportive relationships within the People Development and Education team. * Ensure effective use of communication processes. * Develop and maintain effective relationships with contacts internal and external to the organisation. * Collaborate with the Lead Tutor and wider team for Ofsted inspections, External Quality Assurance visits, and Education and Skills Funding Agency audits. | | |
| **RESEARCH AND DEVELOPMENT** | | |
| * Seeks out new knowledge by reading, enquiring and participating in continuing education and attend relevant clinical / professional meetings, seminars and conferences. * Reviews and disseminate new information to relevant staff. | | |
| **FREEDOM TO ACT** | | |
| * Utilises robust assessment techniques in line with assessment qualification practices, in the context of the learner’s workplace. * Assists in the maintenance of high-quality assessment and quality assurance standards. * Works within the relevant code of conducts and professional guidelines.. * Is able to seek out advice and support from colleagues when required. | | |
| **OTHER RESPONSIBILITIES** | | |
| * 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 * 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. * Ensure an overview of any safeguarding issues; recording and reporting of same. * The 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 check | | |
| **APPLICABLE TO MANAGERS ONLY** | | |
| * Evidence that supporting employee health and wellbeing is included in any documents outlining the skills and knowledge that line managers need. * Proportion of line managers whose job descriptions include supporting employee health and wellbeing. | | |
| **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 reserve the right to insist on changes to your job description after consultation with you.  The RDUH 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. | | |
| **POST** | Career Development Lead | |
| **BAND** | 6 | |

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| **Requirements**  P  E  R  S  O  N  S  P  E  C  I  F  I  C  A  T  I  O  N | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  **Qualification in career development or equivalent experience**  **D32/33 or (completed) TAQA Assessors Award (A1) or Mentorship qualification.**  **Recent experience in delivering education and training sessions to individuals and groups.**  **V1 Internal Verifier Award, D34 or TAQA Internal Quality Assurance Award or willing to work towards**  **Teaching Qualification (eg Cert Ed/PGCE, CIPD Diploma, PTLLS, CTLLS, City & Guilds 7307, 7300 or equivalent)**  **Post-graduate Study and/or equivalent experience** | x  x  x  x  x  x |  |
| **KNOWLEDGE/SKILLS**  **Robust knowledge, experience and skills in supporting bootcamps qualifications and delivering employment skills leading to employment opportunities, to a range of stakeholders.**  **Significant experience of the widening participation agenda and proven delivery activity to support this.**  **Knowledge of the development of the workforce and talent pipeline models.**  **Experience of delivering strategic career development pathways with stakeholders**  **Experience of managing and co-ordinating career hubs/platforms and events for stakeholders**  **Proven organisational and planning skills and IT skills**  **Up to date knowledge of current career development regulations**  **Knowledge of NHS policies and procedures**  **Excellent written/verbal communications skills**  **Management qualification or willing to work towards** | **x**  **x**  **x**  **x**  **x**  **x**  **x**  **x**  **x**  **x** |  |
| **EXPERIENCE**  **Experience of assessing competence in the workplace**  **Experience of current career development and scope of information, advice and guidance in a healthcare environment**  **Experience in classroom delivery and individual teaching and support**  **Experience of people management**  **Experience of liaising with outside agencies**  **Experience of Career Development practice within Gatsby benchmarks.** | **x**  **x**  **x**  **x**  **x**  **x** |  |
| **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 take a lead on projects and team activities**  **To have an innovative and flexible approach**  **Confidence in talking to groups and classroom delivery**  **Good attention to detail and highly organised**  **Able and willing to work as part of a team** | **x**  **x**  **x**  **x**  **x**  **x**  **x**  **x** |  |
| **OTHER REQUIREMENTS**  **A calm and positive outlook when under pressure**  **Excellent problem-solving ability** | **x**  **x** |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | Y |  |  | x |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y | x |  |  |  |
| 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) | Y | xx | x |  |  |
| Animals | Y | x |  |  |  |
| 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) | Y |  | x |  |  |
| Driving | Y |  |  | x |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  | x |  |  |
| Mental Effort | Y |  |  | x |  |
| Emotional Effort | Y |  |  |  | x |
| Working in isolation | Y |  | x |  |  |
| Challenging behaviour | N | x |  |  |  |

**COMPETENCY REQUIREMENTS**

To be completed for all new positions Please tick which of these essential learning s is applicable to this role

(**NB** those that are mandatory for all staff with no variation on frequency are pre-populated with a tick)

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| Safeguarding Children | Group 1 | | 🞏 | Blood Transfusion | BDS18 collection | | 🞏 | Consent Training | x |
|  | Group 2 | | x |  | BDS 19 & 20  Preparing & Administering | | 🞏 | VTE Training | 🞏 |
|  | Group 3 | | 🞏 |  | BDS 17 Receipting | | 🞏 | Record management and the nhs code of practice | 🞏 |
|  | Group 4 | | 🞏 |  | Obtaining a blood sample for transfusion | | 🞏 | The importance of good clinical record keeping | x |
|  |
|  | Group 5 | | 🞏 |  | Annual Update | | 🞏 | Antimicrobial Prudent Prescribing | 🞏 |
|  | Group 6 | | 🞏 |  |  | |  | Control & Restraint Annual |  |
| Not mapped this one |  | | 🞏 | Safeguarding Adults Awareness | Clinical Staff | | x | Mental Capacity/DOL’s | x |
|  | Group 8 | | 🞏 | Non Clinical Staff | | 🞏 |  |  |
| Manual Handling – Two Year | | | 🗹 | Falls, slips, trips & falls | Patients | | 🞏 |  |  |
| Equality & Diversity – One-Off requirement | | | 🗹 |  | Staff/Others | | X |  |  |
| Fire | | Annual | x | Investigations of incidents, complaints and claims | | | 🞏 |  |  |
|  | | Two Yearly | 🞏 | Conflict Resolution – 3 yearly | | | x |  |  |
| Infection Control/Hand Hygiene | | Annual requirement | x | Waterlow | | | 🞏 |  |  |
|  | | One-Off requirement | 🞏 | PUCLAS | | | 🞏 |  |  |
| Information Governance | | | 🗹 | Clinical Waste Management | | Application principles for clinical staff | x |  |
| Harassment & Bullying (Self Declaration – One off requirement) | | | 🗹 | Application principles for housekeeping | 🞏 |  |  |
|  | | |  | Application principles for portering and waste | 🞏 |  |  |