

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Senior Programme Lead for Peninsula Cancer Academy |
| **Reports to** | Lead Cancer Nurse |
| **Band** | TBC 8a (full-time; one-year fixed term contract) |
| **Department/Directorate** | Cancer Services, Royal Devon (Wonford Site)  Covers The 4 acute Trusts in the cancer alliance |

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| **JOB PURPOSE** |
| This post holder will have responsibility for establishing, leading and the development of a Peninsula wide Cancer Academy on behalf of the Peninsula Cancer Alliance. With a requirement to devise and implement a pan-trust Cancer Education strategy.  The programme will require innovation, transformation and strong leadership from the Senior Programme Lead. The post holder will work closely with the Lead Cancer Nurses and Cancer leads in each Trust to form collaborative relationships with Stakeholders across the Peninsula Integrated Care System, Provider Trusts, Arm’s-Length Bodies (ALBs), Education Providers and other key partners to drive the delivery of the strategy across the system. Ensuring the delivery of the agreed outcomes within agreed timescales. There is an expectation that the postholder will work with other education and Academy leads and subject matter experts across the region and nationally.  **K** |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| The Senior Programme Lead will be a senior member within Cancer Services.   * Development of a Peninsula Cancer Education Strategy and implementation plan * Leading the education programme on behalf of the workforce and education team and manage a Cancer Academy team * Establishing the Cancer Education board and subgroups to ensure deliverables are met within specific timeframes * Leading and making autonomous decisions across regional / national work related to education and transformation * Building strong links with key partners including Higher Education Institutions (HEIs) / Health Education England (HEE) / Integrated Care System (ICS) / Cancer Research UK (CRUK) / Macmillan etc., to identify collaboration opportunities across the Peninsula     The Senior Programme Lead will be responsible for the planning, designing, monitoring and evaluation of the Cancer Academy to ensure alignment with the National Cancer Academies programme and Cancer Workforce and Education strategy. |
| **KEY WORKING RELATIONSHIPS** |
| Areas of responsibility: (type of work undertaken)  No. of Staff reporting to this role: No posts currently report into this post, there is a future expectation if the project is viable and agreed by the cancer alliance this post will have direct line management.  The post holder is required to engage effectively with staff of all levels throughout the 4 acute Trusts and primary care, as and when they encounter them on a day to day basis. In addition, the post holder will involve themselves with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Chief Nurses / Directors of Nursing * Assistant Directors of Nursing * Lead Cancer Nurse | * Cancer Alliance Programme Team Members * Membership organisations within the Cancer Alliance footprints including provider trusts, Integrated Care System (ICS), and patient representatives * Third sector agencies including Macmillan Cancer Support and Cancer Research UK * Strategic Clinical Networks * Cancer Academies Network * Primary Care Networks * Higher education establishments * Cancer Alliance Board * Health Education England (HEE) * NHS England / Improvement * Education Transformation Alliance | |
| **ORGANISATIONAL CHART** |
| The role is a scoping role to ascertain what is required to develop a cancer academy in the Peninsula, the RDU Eastern site hosts this role however the post will be across the cancer alliance working alongside the 4 acute providers and primary care. |
| **FREEDOM TO ACT** |
| * To provide senior leadership for the Peninsula Cancer Academy team and portfolio of work programmes covering multiple organisations and agencies * Manage the Academy project team that might include resource that is not directly accountable to the postholder * Responsible for Peninsula Cancer Academy programme delivery in line with the Peninsula Cancer Workforce and Education Strategy and Peninsula Cancer overarching strategy * Decision making in an uncertain environment, where the outcomes are not immediately apparent – no ‘right’ answer exists (e.g. programmes with no precedent, long planning horizon etc.) * Delegated responsibility for representing and presenting Peninsula Cancer’s position in respect to the education strategy to a broad range of external, Board-level stakeholders and stakeholder groups with demanding, complex and often competing agendas |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * To be flexible and adaptable to the needs of the service supporting colleagues and external providers * Work alongside partner organisations and agencies to co-deliver education where required and promote partnership working * To work closely with internal and external teams, stakeholders and organisations to lead, advise, support, facilitate, monitor and performance manage the implementation of the programme * Working across teams, lead programmes of work on behalf of the Workforce and Education team utilising subject matter expertise * Build and preserve trusted stakeholder relationships and networks of influence among external, senior stakeholders in challenging circumstances to support the promotion of Peninsula Cancer’s strategic objectives, partnership working and the alignment of local/national education transformation strategy to broader healthcare system priorities * Communicate, provide and present highly complex information to a wide range of internal and external stakeholders including key stakeholders referenced above * Support the team to build and preserve trusted stakeholder relationships and networks of influence among external, Board-level stakeholders in challenging circumstances to support the promotion of Peninsula Cancer’s strategic objectives, partnership working and the alignment to local/national Education Transformation strategies * Negotiate with external, Board-level stakeholders in highly sensitive and highly contentious circumstances (e.g. agreeing programme KPIs and targets, managing conflicting priorities, funding restrictions etc.) where significant challenge exists and no formal organisational or managerial spheres of control exist * Provide and receive contentious or sensitive information from a range of senior stakeholders. Overcoming barriers and conflict to reach ‘win-win’ outcomes, responding to challenge constructively and diplomatically * Able to build consensus amongst varied and challenging stakeholder groups, building trust and commitment and promoting a positive and pro-active partnership approach. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Evaluate the methods of gathering, interpreting and presenting data including working with colleagues in business intelligence to develop data capture and reporting systems * Accurately evaluates stakeholder needs from a range of qualitative and quantitative data sources, this will often be complex information with several components requiring assessing and analysis. * Managing stakeholders expectation interpreting and providing a solution to many views * Uses insight, experience and an evidence-based approach to inform decision making * Adapts plans to account for changes in government policy, system needs, technological advances, and evaluation of a range of performance data * Measures and evaluates the outcomes of strategic, tactical and operational decision making and performance of the programme portfolio using evidence-based approach and the appropriate use of robust performance management and reporting (weekly and monthly reporting aggregating to quarterly review and contributing to annual reviews) |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * The post holder will be expected to multi-task and prioritise workloads * Responsible for developing and delivering a Peninsula Cancer Education programme against short, medium and long-term key performance indicators. Delegating delivery of work, ensuring the appropriate allocation of internal/external resources/expertise to deliver the programmes as required to ensure strategic objectives are met * Effective management of risk including allowing for flexibility and resilience in plans to accommodate change (e.g. changes in government policy, evolving system needs, technological advances, evaluation of a range of performance data) * In consultation with the Trust cancer leads and Peninsula Cancer Alliance, contribute to setting the Academy team’s strategic objectives and responsible for translating into tactical priorities ensuring alignment with local and regional agenda * Determine short-, medium- and long-term business plans for the Academy team to achieve quality outcomes * Plan, develop and evaluate methods to measure the impact of Academy education offers on workforce health and wellbeing and clinical practice * Develops long-term, strategic delivery plans for assigned programmes of work * Prioritisation and delegation of complex and competing/conflicting work programmes * Ensures the appropriate allocation of internal/external resources and managing risk across a number of competing work programmes to ensure timescales/targets are met * Commissioning of complex projects across organisational boundaries and procurement of services to support project delivery. Procurement of support for complex projects involving external multiple stakeholders, ensuring all procurement rules are adhered to, budget spend justified and project is delivered to time. * Ensure the adoption of best practice and learning from education transformation programmes, including sharing outcomes regionally to inform future education transformation strategies |
| **PATIENT/CLIENT CARE** |
| * Very little patient interaction, occasional patient user groups support change managing or workforce reviews |
| **POLICY/SERVICE DEVELOPMENT** |
| * To support Peninsula Cancer in driving education transformation, building sustainability and delivering value for money * To support the implementation of national priorities in relation to cancer education transformation * Contribute to the development of the Peninsula Education strategy in partnership with the healthcare system i.e. aligned to ICS agendas, national strategic priorities, ALB partners, education providers, and central government policy * Ensures that local education strategies are both aligned to and inform national strategy, lead and implement associated polices * Focus on quality improvement and performance outcomes across the programme portfolio, ensuring quality assurance is a team responsibility at all levels * Responsible for ensuring programmes of work are aligned to and successfully deliver regional and local strategic objectives, KPIs and regulatory compliance * Responsible for ensuring that the Academy programme supports the delivery of the Peninsula Cancer Workforce and Education strategy |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * Budget holder for the Cancer Academy programme and Academy team * Takes responsibility for and ensures the efficient management of budget / resources for the Academy programme * Leads and co-ordinates the development and production of proposals and business cases to support the delivery of the Peninsula Cancer Education strategy and Academy plans * Uses and analyses financial information systems to ensure robust systems for financial monitoring and budgetary performance * Discharge budget holder responsibilities, including accurate budget setting and forecasting and compliant with standing orders and financial instructions * Delegated budget-setting responsibility for the Academy programme, ensuring education is delivered within agreed departmental budget, financial risks are reported and managed, and value for the taxpayer * Procure/commission programmes of work as required |
| **HUMAN RESOURCES** |
| The role is a scoping role to ascertain what is required to develop a cancer academy in the Peninsula, the RDU Eastern site hosts this role however the post will be across the cancer alliance working alongside the 4 acute providers and primary care.   * Responsible for the co-ordination of the Academy team * Line management responsibility of the Academy team, including performance review and development support contributes to setting strategic objectives and responsible for ensuring alignment with national and external agendas * Provide line management of a cancer Academy team, including performance management, appraisal and professional development, objective setting, mandatory training compliance etc * Education ‘subject matter expert’ for external stakeholders, leading delivery of education transformation locally * Will be required to line manage administrative staff * Responsible for their own continued professional development and maintaining and delivering their Personal Development Plan * Responsible for their own continued professional development and maintaining and delivering their Personal Development Plan * Manage project teams including responsible for influencing and motivating a new team through short-term periods of change and long-term environmental and systemic change * Responsible for setting and managing the performance of allocated education transformation programmes against short, medium and long-term key performance indicators * To work with HR in the design of roles to deliver the Academy programme, including the development of job descriptions and leading on recruitment processes * Implements Trust strategy and policy for HR management and development Including recruitment & selection, discipline, grievance, performance appraisals * Provides appraisal/performance reviews resulting in clearly understood objectives and personal development plans that reflect both the needs of the Peninsula Cancer and the longer-term goals of staff * Takes action under Trust personnel policies (e.g. grievance, disciplinary, capability) where necessary * Ensures systems are in place to identify poor performance, conduct issues and that any individuals identified are appropriately supported and managed within Trust policies * Ensures that grievances and whistle blowing are treated appropriately and within Trust policies * Procure/commission externally run education programmes as required |
| **INFORMATION RESOURCES** |
| * Expected to create and maintain information systems as part of ongoing improvement projects and programme management * To produce reports on progress against plan, for internal assurance, HEE, ICS and other Boards and Committees as required * Regularly required to use a variety of software to create service improvement, performance management and financial reports |
| **RESEARCH AND DEVELOPMENT** |
| * The post holder is required to keep themselves up to date with relevant national research and guidance * To contribute to the NHS service improvement by participating fully in new projects and developments such as redesign work, proposing changes to working practices and procedures * To carry out routine analysis of information as directed by line manager and carrying out research to support analysis of information * To liaise with multidisciplinary staff to ensure the timely and accurate collection and retrieval of information is available to meet targets and provide professional advice on most appropriate methods |
| **PHYSICAL SKILLS** |
| * Standard keyboard skills |
| **PHYSICAL EFFORT** |
| * A combination of sitting, standing and walking with little requirement for physical effort. May use a computer for large part of the working day; likely to attend meetings throughout the working week. |
| **MENTAL EFFORT** |
| * High level of concentration required over many tasks including developing a cancer alliance educational strategy managing many stakeholders expectations, high level of interruptions MSteams telephones calls and a requirement to rearrange diaries to manage the numbers of stakeholders often at short notice |
| **EMOTIONAL EFFORT** |
| * Occasional exposure to distressing or emotional circumstances. Deals with staff performance and disciplinary issues, project performance issues. |
| **WORKING CONDITIONS** |
| * Exposure to unpleasant conditions is rare * Office conditions or working from home * Frequent VDU use |
| **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:   * 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** |
| 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. |
| **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. |

PERSON SPECIFICATION

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| **Job Title** | Senior Programme Lead for Peninsula Cancer Academy |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING** |  |  |
| * Masters degree or equivalent demonstrable level of experience | E |  |
| * Evidence of continuing professional development |  | D |
| * Extensive knowledge of specialist area acquired through postgraduate education or equivalent experience |  | D |
| **KNOWLEDGE / SKILLS** |  |  |
| * Extensive knowledge of education development in healthcare to include education development approaches. | E |  |
| * Comprehensive knowledge of project and programme management principles such as Prince 2 and/or Managing Successful Programmes. |  | D |
| * Knowledge of healthcare education and training policy and systems |  | D |
| * An understanding of current health and care policy. |  | D |
| * Commissioning of complex projects across organisational boundaries and procurement of services to support project delivery. Procurement of support for complex projects involving external multiple stakeholders, ensuring all procurement rules are adhered to, budget spend justified and project is delivered to time. | E |  |
| * Experience of managing and delivering a number of complex education initiatives simultaneously in rapidly evolving, political and high-pressure environments including effective management of risk. | E |  |
| * Experience of working with senior colleagues in a range of organisations and dealing at senior level with diverse partners and agencies. | E |  |
| * Demonstrated ability to present effectively to a wide range of audiences including senior stakeholder groups. | E |  |
| * Ability to ensure best use of resources and best value for money. Co-ordinate the budget, monitoring expenditure against target areas. | E |  |
| * Detailed knowledge of maintaining confidentiality and implementing data legislation requirements including information governance. |  | D |
| * Analysis, interpretation and production of complex and multiple reports including financial returns. |  | D |
| * Staff management including responsibility for supporting appraisals, development of staff, recruitment, performance management and where necessary processes such as grievance and disciplinary matters. | E |  |
| * Experience of managing a financial budget including reporting and taking action on variance. | E |  |
| * Knowledge of evaluation models and application to programme management. | E |  |
| * Experience of complex stakeholder management. |  | D |
| * Can analyse complex information from a wide range of sources where material may be conflicting. | E |  |
| * Can use experience to make inferences and act where information is incomplete. | E |  |
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|  | E |  |
| * Capable of effective planning over long, medium and short-term planning horizon and with a high tolerance of uncertainty, ensuring the appropriate allocation of resources, early identification of risk. | E |  |
| * Ability to solve complex problems, where no clear course of action exists or outcomes of decision making are not immediately apparent, and adapt to sudden unexpected demands. | E |  |
| * Able to evaluate and interpret a broad range of complex information sources quickly, generating insight and taken an evidence-based approach to decision making in circumstances where there are contradictory opinions or a broad range of possible actions available. | E |  |
| * Able to analyse policy, information and research in support of the programme design and delivery. | E |  |
| * Constantly strive for value for money and greater efficiency in the use of resource. | E |  |
| * Ability to identify risks, anticipate issues and create solutions to sudden unexpected demands or challenges to programme delivery. | E |  |
| * Resilient and capable of sustaining themselves in a demanding, rapidly evolving working environment. | E |  |
| * Can develop plans for the short and long term for projects that extend across multiple organisations and adjust them as required. | E |  |
| * Can monitor progress against plans, escalating risks and issues as appropriate. | E |  |
| **EXPERIENCE** |  |  |
| * Previous clerical experience | E |  |
| * Proven experience of minute/note taking for senior meetings | E |  |
| * Working in an NHS/clinical environment e.g. hospital, GP surgery, CCG |  | D |
| * Able to demonstrate value for money for the current spend through tracking, managing and delivering agreed benefits. | E |  |
| * Ability to work and make decisions autonomously, guided by principles and broad policies/regulations and take action based on own interpretation and judgement. | E |  |
| * Proven ability to manage a team through complex organisational change ensuring stability and consistent delivery of objectives. | E |  |
| **PERSONAL ATTRIBUTES** |  |  |
| * Support the delivery of excellent healthcare and health improvement by holding the interests of patients and public at the heart of what they do. | E |  |
| * Operate in a highly political and sensitive environment with strong leadership and communication skills. | E |  |
| * Actively promote the NHS Constitution and Values through personal behaviour and interaction with others and by the standards and example they set for those they work with. | E |  |
| * Communicates complex concepts and subject matter clearly, adapting approach for different audiences and avoiding jargon. | E |  |
| * Aware of the impact of own behaviour on others and takes responsibility to address any personal development needs | E |  |
| * Regularly assesses performance and risks and uses the results to make improvements and promote best practice. | E |  |
| * Promotes a safe environment for exchange of views and ideas. | E |  |
| * Promotes innovation, organisational learning and the sharing of best practice. | E |  |
| * Leads by example, role modelling a supportive, inclusive culture, with a focus on quality and ‘can do’ attitude, inclusive management style encouraging engagement and input from all levels within the organisation. | E |  |
| * Acknowledges and is appreciative of the work of others and team effort. | E |  |
| * Operates with integrity and treats services users, partners, and colleagues with respect and dignity at all times. | E |  |
| * Constructively challenges and accepts constructive challenge from others. | E |  |
| * Commitment to the promotion of equality and diversity in the Academy team by operating in accordance with Trust policy, good practice and support of the equalities agenda. | E |  |
| * Takes ownership for improving and maintaining a healthy safe and pleasant working environment. | E |  |
| * Actively communicates with all levels of staff effectively. | E |  |
| * Diligent and conscientious | E |  |
| * Skilled communicator able to select from, and utilise, a range of high-level negotiating and influencing strategies appropriate to different audiences and environments. | E |  |
| * Communicates complex concepts and subject matter clearly, adapting approach for different audiences and avoiding jargon. | E |  |
| * Able to effectively manage a complex, competing and rapidly evolving set of work priorities. | E |  |
| * Resilient and capable of sustaining themselves in a demanding, rapidly evolving working environment. | E |  |
| **OTHER REQUIREMENTS** |  |  |
| * The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. | E |  |
| * Ability to travel to other locations as required. |  | D |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | N |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | N |  |  |  |  |
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| **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 |  |  |  |  |
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| **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 |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | Y |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | N |  |  |  |  |
| Mental Effort | Y |  |  |  | Y |
| Emotional Effort | Y |  | Y |  |  |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y |  | Y |  |  |