

# JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	Assistant Director of Pay and Benefit Services – One Devon
<b>Reports to</b>	Associate Director of People Services (to be confirmed)
<b>Band</b>	8c
<b>Department/Directorate</b>	People / HR

JOB PURPOSE
<p>The Assistant Director of Pay and Benefit Services role will be responsible for bringing the vision to life through joining all Payroll, Pensions and Benefits Teams from across Devon into a single consolidated function. Working within the overall strategic objectives, lead, implement and monitor the strategy of a truly consolidated systemwide function. Evaluate, interpret and locally implement best practice.</p> <p>As the Pay, Pension and Benefit Subject Matter Expert (SME) they will be responsible for the delivery of the single function service, working collaboratively with key One Devon personnel alongside Trust/organisation current Payroll and Pension Leads and other stakeholders (including the People function, Operations and Finance at each trust/organisation), providing expertise, assurance and leadership into the programme strategy.</p> <p>Accountable for short, medium and long-term business plans, achieving quality outcomes. This will include overseeing and be accountable for delivering and maintaining the single Pay and Benefit Services function across the Devon system and driving the adoption of consistent processes and introduction of Robotic Process Automation (RPA) to have a fully integrated landscape within 5 years driving both cost and consistency savings.</p> <p><b>About the People Digital Programme</b></p> <p>In response to NHS England's Workforce Plan, Future of HR and OD report and 2030 People Profession Vision, a national 'Scaling People Services' Vanguard programme was launched by NHS England in early 2023. Its aim is to transform people services delivery through scaling and digitising services at an Integrated Care System (ICS) level, paving the way for a digitally advanced NHS organisation.</p> <p>The aim of the 'Scaling People Services' programme is to drive significant efficiencies, return time to patient care and improve employee experience across each ICS. It will achieve this through simplifying, standardising, automating and consolidating the delivery of people services across organisations.</p> <p>Devon was selected as the NHSE Southwest Regional Vanguard for Scaling People Services by its peers and has set up the 'People Digital' Programme to drive this work. Devon will be a pioneer in delivering Scaling and Digital initiatives concurrently – we have a unique opportunity to lead the NHS in People and Digital transformation.</p> <p>The People Digital programme aims to:</p> <ul style="list-style-type: none"> <li>• Move Devon towards a unified model at a system level, leveraging common processes, technology, policies, governance and operating models to deliver a consistent employee experience across the system, improve our People Professionals' careers and drive people efficiencies</li> <li>• Give colleagues a consumer-grade experience and simplified route to get support from People Services, releasing time to care from frontline workers. This will be achieved by integrating our people digital landscape. This will initially be through implementing automation and an intuitive people portal, known as an Employee Engagement Layer, a Data Lake and API/Integration</li> </ul>

Solution. This will enable a single source of truth for people data, supporting reporting and wider BI across the system.

- The One Devon Pay & Benefit Services function will be the second service to consolidate at system level.

## **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES**

### **Strategic Leadership of Function Delivery**

The post holder will lead the team to ensure that work stream and programmes are planned and carried out effectively. They will also enable changing the payroll and pensions landscape in association with the national Future Workforce Solutions programme (the new ESR) through participation in the design and shaping of the new system. Their principal responsibilities will include:

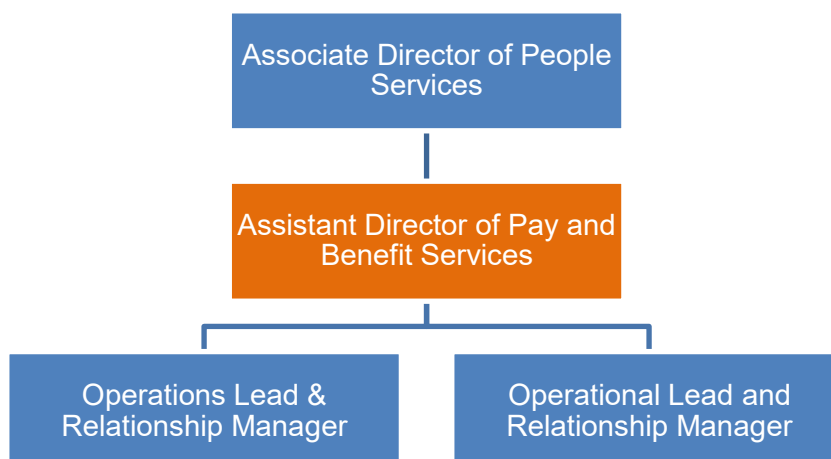
- Ensuring all National, Local and Statutory requirements and returns are met for prompt and accurate monthly and weekly payment of salaries, earnings, expenses and pensions to Trust staff & directly engaged workers including Bank. Ensuring optimum customer experience for internal & external stakeholders whilst meeting process and audit standards in line with Standing Financial Instructions.
- Responsible on behalf of all Trusts/client organisations for interpretation and advising on Payroll & Pensions issues, implementation of revised policies and procedures to ensure all legal requirements and timescales are met. They will be guided by broad NHS policy and financial policy but will be accountable for their interpretation and establishing ways in which they will be met.
- Responsible for the prompt and accurate payment of BACS, Tax and NI and NHS Pension contributions in excess of £1.927 bn per annum across Devon.
- Responsible for embedding and constantly reviewing processes in line with national term and conditions of service for doctors, dentists and 'Agenda for Change' staff groups.
- Responsible for enacting pay and benefits for senior staff via the Remuneration Committee i.e. Executive and Non-Executive pay and Very Senior Managers (VSMs).
- Undertaking complex and detailed information analysis of specific projects/reports requiring high levels of concentration. This includes providing subject matter expertise on data and processes in scope (i.e. Joiner, Mover, Leaver, start of year/end year, monthly Full Payment Submission (FPS) and Employee Payment Submission (EPS) and Early Years Updates (EYU), including adherence to information governance and compliance requirements.
- Developing and implementing qualitative and quantitative measures to determine performance against local and national strategy (ie embedding new pensions rebanding, pay structures – both local and national elements). Report progress against the strategy through personal representation at senior management forums and by written reports to appropriate boards and groups of staff.
- Lead the creation and implementation of information systems for collecting, evaluating and interpreting large volumes of intricate data on expenditure to inform the short, medium and long-term strategies. This includes pay and benefit modelling to support local delivery of programmes of work and response to Trust/client operational pressures.
- Aligning process and technical specification with wider NHSE and system objectives to enable effective adoption of the NHS Future Workforce Solution.
- Managing the transition to BAU following team and process integration, and ensuring Continuous Improvement by looking for opportunities to leverage both process and digital enhancement further (RPA).
- Highlight exceptions and risks ensuring mitigating action can be taken to keep the function on track. This includes managing key risks to delivery on monthly and project-based programmes of work (i.e. TUPE transfers, pay awards, strike action), including delays and barriers to delivery.
- Driving a programme of process consolidation across Devon to enable consistent ways of working, employee experience and best value for money. This includes joining third party contracts, horizon scanning for legal obligations and new offerings i.e. benefits for ongoing delivery in line with budget and savings opportunities.
- Owning processes to ensure compliance with requirements for Information governance, data sharing and DPIA are undertaken appropriately and risks escalated when required.

- Oversight and management of all aspects of the function. This includes creating, leading and developing the One Devon Pay and Benefit Services team, and seek to act as an enabler of the growth of knowledgeable capability in the team, and the wider function.
- Deputise for more senior managers as required, expanding on knowledge, skills and experience within personal professional development.

### KEY WORKING RELATIONSHIPS

- The postholder will work in a matrix management style and to foster close working relations with other managers within the NHS and wider partner organisations. Of particular importance are working relationships with:
  - Internal - Executive Directors, Non-Executive Directors, Senior Leadership Teams – medical, clinical and non-clinical, Finance, Audit, People
  - External – Client Organisation staff responsible for SLA delivery in Finance and People, NHS Employers, NHSE regional team, Representatives from Professional bodies and staff side organisations, HMRC, Pensions Agency and Pensions Regulator

### ORGANISATIONAL CHART



### FREEDOM TO ACT

- Use initiative to decide relevant actions and make recommendation across area of responsibility with the aim of improving deliverables and/or compliance to policies, allocating work as necessary. This includes ensuring that legal and regulatory requirements are met accurately and on time avoiding any legal or regulatory action against the Trusts/organisations.
- Make decisions autonomously, on difficult and very complex issues, working to tight and often changing timescales and ensuring strategic plans are met.
- Responsible on behalf of all Trusts/client organisations for interpretation and advising on Payroll & Pensions issues, implementation of revised policies and procedures to ensure all legal requirements and timescales are met. They will be guided by broad NHS policy and financial policy but will be accountable for their interpretation and establishing ways in which they will be met.
- Experience of identifying, interpreting and locally implementing National policy; with the ability to act as an expert in their field maintain ownership of all reporting requirements across the function's roadmap.
- Experience of researching best practice, interpreting its relevance and processes/ protocols which could be implemented successfully to achieve improved performance (advising on policy implementation, where applicable).

### COMMUNICATION/RELATIONSHIP SKILLS

- The post holder will be required to have regular contact with internal and external stakeholders and will often need to engage with them over sensitive, highly complex, contentious and confidential issues. This includes communicating effectively with staff of all levels and predominantly with senior

stakeholders in People, Operations, Finance and Executive colleagues across the system as well as in wider national and regional teams and external supplier organisations.

- Present highly complex information on all aspects of function practice in a clear, understandable and audience-appropriate manner to senior management and board level groups.
- A very strong understanding of and the ability to navigate the relationships between NHS/client organisations and wider system requirements. This includes leading on some direction of travel changes and commercial opportunities (i.e. primary and social care)
- Highly developed communication skills with the ability to communicate on highly complex matters and difficult situations including explaining technical pay and benefit issues to wide audiences with differing levels of understanding to enable decision-making, getting agreement and co-operation required.
- Communicate a range of highly complex and sensitive information with a range of stakeholders within differing technical pay and benefit understanding, relating to employee data.
- Provide and receive highly complex, sensitive and contentious information, negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups where there may difference of opinion, incomplete information, competing priorities and barriers to understanding. This includes presenting at various senior level forums, such as programme boards, executive boards, and working groups.
- Persuade senior managers of the respective merits of different options, innovation and strategic opportunities. This includes presenting on technical elements such as tax and regulatory requirements to a range of stakeholders with differing technical understanding to generate buy-in to the programme.
- Ability to produce and present concise yet insightful communications for dissemination to a broad range of stakeholders, including senior and board level, as required, representing Devon when working with other NHS and external agencies.
- Communicate subject matter requirements and specifications to delivery partners e.g. Future Workforce Solutions programme team, One Devon People Digital technical team.
- Nurture key relationships and maintaining networks. This includes working alongside Communications professionals and Change Networks to support user adoption plans and process training in order to deliver optimal outcomes.
- Use informed persuasion and negotiate on difficult and highly complex/controversial and detailed issues including performance and change, making decisions where no precedent exists and / or expert opinion differs.
- Ability to inspire and motivate team members, through setting strategic direction, resolving conflicts and fostering a collaborative environment.
- Strong skills for managing relationships with a range of different stakeholders, collaboratively to support the building of understanding and the need to change and the benefits of it, whilst recognising the challenge it can create.
- Ability to act as a compassionate and inclusive change leader.
- Assists patients/clients/relatives during incidental contacts. Ad hoc contact with staff relatives in relation to ill health retirement and death in service.

#### **ANALYTICAL/JUDGEMENTAL SKILLS**

- Anticipate and resolve problems before they arise. This includes continually analysing the systems and process needs of the function to ensure that the most appropriate ways of working are in place and highlight where further work is needed.
- Ability to analyse highly complex facts and situations and develop a range of options. This includes interpreting fit for purpose systems, processes and use of RPA, complete requirements/gap analyses and consolidation opportunities where there is no precedent already set.
- Responsible for and leading the Payroll Senior management team in relation to researching best practice interpreting its relevance and how effective implementation of processes/ practices could successfully improve performance to achieve strategic objectives. This includes ensuring data integrity by developing and executing necessary processes and controls around the flow of data and see through to resolution of any issues.
- Track success of the function through monitoring KPIs and metrics.

- Takes decisions on difficult and contentious issues where there may be a number of courses of action i.e. interim pay arrangements and pension offerings.
- In the absence of clear guidelines or precedent, will use own sound judgement and knowledge to develop a solution or an options appraisal of potential solutions - seeking advice as necessary from more senior management, when appropriate.
- Significant experience of using programme management skills, with high quality project management disciplines with proactive reporting embedded.

#### **PLANNING/ORGANISATIONAL SKILLS**

- Responsibility to review the short-, medium- and long-term timeframes for BAU, project activity, national changes both system and legislative, EOY and SOY to implement, review and amend as necessary in conjunction with the payroll SLT to ensure completion of tasks in line with deadlines.
- Plans and organises a broad range of complex activities, formulating and adjusting plans to reflect changing circumstances. This includes complex project management activities across all the trusts/client organisations including new business opportunities and overseeing and monitoring success metrics.
- Leads on the formulation of strategic plans within own area of responsibility which may involve uncertainty and may impact across all organisations. This includes working together with senior colleagues to manage strategic relationships with stakeholders including system partners and external agencies, providing timely updates and guidance to the Executive Directors, Trusts' Management Executive, Trusts' Board, and other stakeholders as required.
- Evidence of planning and delivering programmes and projects and services on time and within specified objectives i.e. TUPE transfers, NHS Trust mergers/acquisitions.
- Own and manage risk to programmes and projects.
- Works with Stakeholders to develop performance improvement plans where KPIs and metrics are falling behind.
- Due to the nature of payroll, role, will be able to review tasks required, to work under pressure and to tight and often changing deadlines in order to ensure that expected outcomes in relation to staff pay are achieved.
- Responsible for ensuring that all Payroll projects impacting across the department but also to all One Devon organisations, are managed, developed and delivered in line with project principle techniques.

#### **PATIENT/CLIENT CARE**

- Assists patients/clients/relatives during incidental contacts.

#### **POLICY/SERVICE DEVELOPMENT I**

- Carries the responsibility for developing policies and procedures for the Payroll provision to One Devon, ensuring the creation of consistent approach across all organisations.
- Responsible for the Implementation of national policies and procedures impacting on Pay, Pensions and Benefits.
- Experience of researching best practice, interpreting its relevance and processes/ protocols which could be implemented successfully to achieve improved performance (advising on policy implementation, where applicable).
- Responsible for embedding and constantly reviewing processes in line with national term and conditions of service for doctors, dentists and 'Agenda for Change' staff groups.
- Developing and implementing qualitative and quantitative measures to determine performance against local and national strategy (i.e. embedding new pensions rebanding, pay structures – both local and national elements). Report progress against the strategy through personal representation at senior management forums and by written reports to appropriate boards and groups of staff.
- Managing the transition to BAU following team and process integration, and ensuring Continuous Improvement by looking for opportunities to leverage both process and digital enhancement further (RPA).
- Driving a programme of process consolidation across Devon to enable consistent ways of working, employee experience and best value for money. This includes joining third party contracts, horizon



scanning for legal obligations and new offerings i.e. benefits for ongoing delivery in line with budget and savings opportunities.

### **FINANCIAL/PHYSICAL RESOURCES**

- Ensuring all National, Local and Statutory requirements and returns are met for prompt and accurate monthly and weekly payment of salaries, earnings, expenses and pensions to Trust staff & directly engaged workers including Bank.
- Ensuring optimum customer experience for internal & external stakeholders whilst meeting process and audit standards in line with Standing Financial Instructions.
- Responsible for the prompt and accurate payment of BACS, Tax and NI and NHS Pension contributions in excess of £1.927 bn across Devon
- Responsible for enacting pay and benefits for senior staff via the Remuneration Committee i.e. Executive and Non-Executive pay and VSMs
- Managing allocated financial resources and identify system cost and service improvements in support of business planning targets. This will include responsibility for the Pay and Benefit Services Team pay and non-pay budget.
- Oversee and be responsible for the budget setting for a shared service team including new client organisations and understand the interdependencies.

### **HUMAN RESOURCES**

- Provide visible leadership throughout the defined service areas, and to lead, enthuse and empower staff to deliver quality outcomes and provide overall management to the function. This includes overseeing multiple areas across a highly complex area of responsibility where an awareness and understanding of the functions and interdependences are key to achieving business outcomes
- Manage, motivate and develop staff within the team to ensure that they are able to deliver the responsibilities of the organisation strategy. Including appraisals, the management of disciplinary procedures as required, undertake staff consultation and consider welfare and safety matters, taking into account instructions and guidelines issued.
- Recruit as necessary and performance manage a team that delivers a range of tasks within a matrix structure in a new and challenging environment.
- Take a lead in the coordination of training and development and recruitment activity across the Department or Directorate
- Facilitate knowledge transfer and capability building of team members within the line of accountability of this role.

### **INFORMATION RESOURCES**

- Lead the creation and implementation of information systems for collecting, evaluating and interpreting large volumes of intricate data on expenditure to inform the short, medium and long-term strategies. This includes pay and benefit modelling to support local delivery of programmes of work and response to Trust/client operational pressures.
- Aligning process and technical specification with wider NHSE and system objectives to enable effective adoption of the NHS Future Workforce Solution.
- Owning processes to ensure compliance with requirements for Information governance, data sharing and DPIA are undertaken appropriately and risks escalated when required.

### **RESEARCH AND DEVELOPMENT**

- Undertakes surveys and Audits as necessary to own work. (Annually undertaking Internal Audit and External Audit. Annual report for Execs and Non Execs. Annually completes the Payroll corporate returns. Monthly completion of KPI's, People report monthly, Ad hoc reviews of elements of pay.
- Maintain an expert knowledge of ESR, Rostering, Expenses and third-party systems i.e. pensions online and HMRC and continue to horizon scan for other relevant systems and best practice approaches.

- Responsibility and accountancy for ensuring that both Internal and External audits are undertaken, ensuring that information required for the audit are available for review within the prescribed timeframes.
- Responsible for ensuring that recommendations from Audits are implemented and adhered to.
- Responsible for ensuring that all Payroll related fields are completed in the annual corporate returns
- Responsible for ensuring that Pay and Pension details are completed in relation to the requirements of the annual report
- Responsible for undertaking any assurance audits as required with HMRC / Pensions Regulators, ensuring that any requirements / recommendations are acted upon to eliminate risks.

#### **PHYSICAL SKILLS**

- Standard keyboard skills
- Occasional requirement to travel independently to Client Organisation, SLA or Quarterly Regional Group meetings / quarterly Payroll Special Interest Groups / presentations or for any journey to national project groups, where these are face to face.

#### **PHYSICAL EFFORT**

- A combination of sitting, standing and walking with little requirement for physical effort.
- There may be a requirement to exert light physical effort for short periods.

#### **MENTAL EFFORT**

- There is a requirement for frequent concentration when inputting data, checking and reconciling information, making calculations and when answering queries from staff, customers/may be required to switch tasks at short notice; occasional requirement to concentrate for long periods when analysing complex data, statistics and preparing financial / payroll returns

#### **EMOTIONAL EFFORT**

- The role holder will occasionally be exposed to highly emotional or distressing circumstances in dealing with complex overpayment cases, or in dealing with Family members in relation to a death in service case.

#### **WORKING CONDITIONS**

- Exposure to unpleasant working conditions or hazards is rare.
- There will be a high use of VDU / PC / Laptop in the role

#### **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 (DSE) 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.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.



# PERSON SPECIFICATION

<b>Job Title</b>	Assistant Director of Pay and Benefit Services – One Devon
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Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b>		
<ul style="list-style-type: none"> <li>Educated to masters' level or be able to demonstrate significant equivalent level of experience of working at a senior level in the specialist area of pay, pension and benefits management.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Extensive knowledge of specialist areas, acquired through a post graduate qualification or equivalent experience/training or be a member of the Chartered Institute of Payroll Professionals.</li> </ul>	✓	
<b>KNOWLEDGE/SKILLS</b>		
<ul style="list-style-type: none"> <li>Must have demonstrable experience of developing an outsource payroll provider solution to include the development and management of client relationships and provider SLAs.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Strong understanding of the background to and aims of current healthcare and other relevant policy relating to the role and how these impact on the overall strategic objectives; implementing and adapting as required.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to act as a subject matter expert with specialist knowledge on pay, pensions and other benefits management including Taxation, NI, NHS Pensions, Salary exchange schemes, Annual Allowance.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to act as a subject matter expert with specialist knowledge on information governance and compliance requirements, particularly within the Devon NHS system.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability via strategic leadership skills to inspire and motivate team members, through setting strategic direction, resolving conflicts and fostering a collaborative environment.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Strong skills for managing relationships with a range of different stakeholders, collaboratively to support the building of understanding and the need to change and the benefits of it, whilst recognising the challenge it can create.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Must be able to prioritise own work effectively and be able to direct activities of others, which may be across a number of workstreams, whilst ensuring adherence to the strict payroll timeframes.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Strongly effective organiser, influencer and networker.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Persuade senior managers of the respective merits of different options, innovation and strategic opportunities. This includes presenting on technical elements such as tax and regulatory requirements to a range of stakeholders with differing technical understanding to generate buy-in to the programme</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Strong ability to manage financial and staff resources. This includes the ability to support the budget setting for a number of teams/services across the function.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Skills for delivering results through managing others and using a range of levers in the absence of direct line management responsibility.</li> </ul>	✓	
<b>EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>Significant experience of successfully operating in a highly politically sensitive environment including demonstrated experience of leading</li> </ul>	✓	

implementations of new ways of working and development of potential commercial contracts in other similar organisations.		
• Maintain an expert specialist knowledge of ESR, Rostering, Expenses and third party systems ie pensions online and HMRC and continue to horizon scan for other relevant systems and best practice approaches.	✓	
• Experience of holding overall responsibility for identifying and managing high level risks relating to the portfolio.	✓	
• Experience of leading the development of briefing papers and correspondence at chief officer and board level.	✓	
• Experience of monitoring budgets and business planning processes.	✓	
• Significant experience of using programme management skills, with high quality project management disciplines with proactive reporting embedded.	✓	
• A very strong understanding of and the ability to navigate the relationships between NHS/client organisations and wider system requirements. This includes leading on some direction of travel changes and commercial opportunities (i.e. primary and social care)	✓	
• Highly developed communication skills with the ability to communicate on highly complex matters and difficult situations including explaining technical pay and benefit issues to wide audiences with differing levels of understanding to enable decision-making, getting agreement and co-operation required.	✓	
• Ability to produce and present concise yet insightful communications for dissemination to a broad range of stakeholders, including senior and board level, as required, representing Devon when working with other NHS and external agencies	✓	
• Significant experience of using programme management skills, with high quality project management disciplines with proactive reporting embedded.	✓	
• Experience of managing often very complex situations and effectively motivating a team and reviewing performance against strategic objectives. This includes the ability to manage the performance of team members, including setting goals, providing feedback, and addressing performance issues.	✓	
<b>PERSONAL ATTRIBUTES</b>		
• Evidence of continued professional development.	✓	
• Ability to act as a compassionate and inclusive change leader.	✓	
• Operate effectively in a highly demanding environment.	✓	
• Adept at dealing with high uncertainty and frequent change, showing exceptional adaptability and flexibility.	✓	
• Determination, perseverance, and resilience.	✓	
• Strong ability to engage with, learn from and depart knowledge and experience to peers, other professionals and colleagues in the desire to provide or support the most appropriate interventions.	✓	
• Strong ability to develop and maintain confidentiality and trust.	✓	
• Highly professional calm and efficient manner.	✓	
• Demonstrates a strong desire to improve performance and make a difference by focusing on goals	✓	
<b>OTHER REQUIREMENTS</b>		
• The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust	✓	
• Ability to travel to other locations as required.	✓	

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