

JOB DESCRIPTION

POST TITLE:	Speech and Language Therapy (SLT) Workforce Project Lead
BAND:	8a (subject to Agenda for Change)
HOURS:	15 hours 1 year contract
LOCATION:	TBC/flexible working
REPORTING TO:	TBC
RESPONSIBLE TO:	TBC
ACCOUNTABLE TO:	TBC

Cambridgeshire Community Services NHS Trust will be the host for the duration of this post.

Cambridgeshire Community Services NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Job purpose:

- On behalf of Cambridgeshire & Peterborough (C&P) and Bedford, Luton & Milton Keynes (BLMK) AHP Faculties, the Speech and Language Therapy (SLT) Workforce Project Lead will work with the SLT services working in the C&P and BLMK ICS' to identify and develop initiatives to support the development and retention of existing Speech and Language Therapists and Speech and Language Therapy assistants.
- The post is responsible for supporting the clinical SLT services in BLMK and C&P ICSs to deliver and evidence outstanding quality of care for service users through the completion of workforce development aims for the SLT services.
- Project manage work needed to meet ICS' workforce development aims and lead on these using Quality Improvement (QI) methodology.
- To regularly feedback project developments to the BLMK and C&P Faculties.
- The project is expected to have a significant positive impact on the SLT workforce, leading to a more diverse, well-trained, and well-supported workforce. This will ultimately benefit patients / service users by improving access to high-quality speech and language therapeutic care.

Main duties and responsibilities:

- 1) Manage and develop the ICS' programme to embed the workforce development aims for SLT services. To develop a SLT career roadmap, maximising on local talent and recruitment into the ICS.
- 2) To develop and document career progression pathways, including opportunities to develop further via apprenticeships, and enhanced and advanced practice.
- 3) To review and scope Higher Education Institutions (HEI) regional and national apprenticeship programmes to ensure a robust SLT future pipeline to proactively guide future workforce planning.
- 4) To develop agreed competencies for B3/B4/B5 for specific roles to support the retention of existing SLT assistants. The competencies would allow the development of new models of SLT care and these will be shared across the region.

- 5) To develop agreed career progression pathways for B6/7/experienced therapists to identify opportunities for the development of ACP roles within SLT, and to scope potential gaps in service where Advances Clinical Practice (ACP) SLT could mitigate risks.
- 6) Lead programmes of improvement activity based on identifying excellence in clinical quality. For the project lead to provide the regional AHP Clinical Leadership Team with a project report, to evidence the impact of funding provision, and to positively influence service delivery in other Trusts across the region.
- 7) Engage with key stakeholders to support learning and change. Working as a senior clinical leader, work with all SLT services to identify, implement and innovate to drive workforce change and improvement. Support the development of professional practice as a result of Trust, regional and national developments.
- 8) Develops and implements specialist policies that are needed to ensure the smooth and effective implementation of this policy
- 9) Be an active member of the ICS to influence and inform the quality agenda for Speech and Language therapists via reporting, improvement and learning, and by providing expert knowledge where relevant.

Analytical and Judgemental Skills / Freedom to Act

- 1) Analyse and interpret a range of highly complex qualitative and quantitative operational information from a wide range of sources e.g. research and surveys.
- 2) Able to utilise highly developed and complex analysis and judgement.

Planning and Organisational Skills

- 1) Plan and lead the implementation of the SLT Workforce Project within the designated services.
- 2) Manage and prioritise own workload to meet internal and external demands.

Communication

- 1) Communicate highly complex local and system information with staff at all levels across multiple organisations. This communication will involve presenting complex information, negotiating with parties who hold differing views, appropriate decision making and using skills of persuasion to ensure people understand the issues involved and their responsibilities within.
- 2) Ability to relay complex information verbally, clearly and effectively, in writing or in the form of presentations to internal and external parties.
- 3) Have highly developed communication skills, acting as a facilitator and mediator when required.
- 4) To develop and maintain key relationships including the following roles:
 - Staff within the senior leadership teams of Adult and Paediatric SLT services across all Trusts within the ICS'.
 - Other Corporate colleagues including but not limited to Finance, Workforce, Training, Education and HR Teams, Service Redesign Team, Resources and Performance Team, Clinical Medicines and Communication Teams.
 - Other clinical services directorates where relevant.
 - The Royal College of Speech and Language Therapists (RCSLT)
- 5) Interpret and prepare data and write reports for identified internal and external committees / meetings as required, providing relevant reports and proposals for improvements to practice to a number of fora including Trust Boards, related sub-committees, ICS' and externally to a range of commissioners and stakeholders.

- 6) To provide regular (6-weekly) updates to the SLT Workforce Action Group via the Chair.

Human Resources:

- 1) Development of workforce programmes as a key part of their role in line with local and National drivers.
- 2) Support the development of the SLT workforce through systemwide strategic oversight of the key objectives, being involved with staff consultations / changes as appropriate.
- 3) Be responsible for maintaining own professional development and requirement to take part in appraisal and the KSF process.
- 4) Be responsible for Professional Body requirements, i.e. NMC revalidation, HCPC ongoing registration, etc.

Clinical and Practice Governance:

- 1) Observe and maintain strict confidentiality with regards to any patient/family/staff/records and information in line with the requirements of the Data Protection Act.
- 2) Any data that is taken/shared as part of a phone call or transported, faxed or transferred electronically must be undertaken with regard to the Trust's Information Governance and Information Security policies.
- 3) The post holder must adhere to the Trust's risk assessment and risk management processes.
- 4) The post holder must adhere to infection control policies and procedures.
- 5) It is a condition of your employment that you are currently registered with a Clinical Professional Body and it is your responsibility to maintain your professional registration.
- 6) Undertake mandatory training and any other training relevant to the role as required by Cambridgeshire Community Services NHS Trust.
- 7) The post holder must participate in clinical and other audits as required.
- 8) Participate in clinical supervision on a regular basis.
- 9) The post holder is required to participate in relevant emergency preparedness process for their team.

Financial responsibilities

- 1) Working within budget constraints, advising on cost implications of project proposals.
- 2) Monitor budget spend to ensure that project remains financially viable and does not over spend

General:

- 1) Use evidence based practice, research, development and knowledge of Quality Improvement and innovation to support the development of the SLT workforce through systemwide strategic oversight.
- 2) The post holder must at all times carry out their duties with regard to Cambridgeshire Community Services NHS Trust Equal Opportunities Policy.
- 3) Be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors and staff.
- 4) All post holders must adhere to the code of conduct on confidentiality and be aware of and adhere to all Trust policies and procedures.
- 5) This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within the Trust.

- 6) This post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for any previous criminal convictions. Cambridgeshire Community Services NHS Trust is committed to the fair treatment of its staff, potential staff or users in line with its equal opportunities policy and policy statement on the recruitment of ex-offenders.
- 7) Observe personal duty of care in relation to equipment and resources used in the course of work.

Safeguarding people responsibility

- Safeguarding children and adults at risk of abuse or neglect is a collective responsibility.
- There is an expectation that all staff develop and maintain their role relevant safeguarding people competencies and comply with local safeguarding partnerships practice. Alongside this employee who are registrants are reminded of their professional duty of care.
- Safeguarding means protecting a citizen's health, wellbeing and human rights; enabling them to live free from harm, abuse and neglect. It is an integral part of providing high-quality health care.
- Those most in need of protection include:
 - Children and young people
 - Adults at risk, such as those receiving care in their own home, people with physical, sensory and mental impairments, and those with learning disabilities

Sustainability:

It is the responsibility of all staff to minimise the Trust's environmental impact wherever possible. This will include recycling, switching off lights, computers, monitors and equipment when not in use as well as helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of such purchases.