

JOB DESCRIPTION

JOB DETAILS

Job Title: Assistant Finance Business Partner

Pay Band: 7

Directorate: Finance

Department: Finance

ORGANISATIONAL ARRANGEMENTS

Managerial Accountable to: Section Senior Finance Business Partner

Reports to: Line Manager –
Finance Business Partner
Head of Healthcare Contracting

Professionally Responsible to: Section Senior Finance Business Partner

Responsible For: These roles support the Finance Business Partners, Assistant Finance Business Partners and Head of Healthcare Contracting to provide high quality financial management business support and reporting. Each Assistant Finance Business Partner will support a team comprising of a Band 6 Finance Analyst, Senior Accounts Assistants Band 5 and supporting staff at band 4 and below complete each team.

Organisational Chart:

OUR VALUES

In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of “working together to be the best we can be”, “striving to deliver and develop excellent services” and “putting people at the heart of everything we do”.

JOB SUMMARY / PURPOSE

The Health Board employs over 10,000 staff and has a budget of around £0.8 billion. We are responsible for the operation of four district general hospitals other acute and community hospitals, and a network of health centres, clinics, community health team bases and mental health units. In addition, it also coordinates the work of GP practices and NHS services provided by dentists, opticians and pharmacies.

The post holder will report to the Finance Business Manager or Head of Healthcare Contracting and will provide support on the day to day operational management for the co-ordination and provision of financial management and reporting within specified division.

The post holder will also support the Finance Business Manager or Head of Healthcare Contracting in the efficient and effective operational management, organisation, motivation and performance of the Finance team for the department, aligning resources with priorities on a regular basis to ensure that they key priorities are delivered on time, and with the maximum of finance staff resource into value-added activities.

Supporting the implementation of national and local financial policies and procedures proposing changes where required and supporting the interpretation of the policy for local implementation.

Supporting the development and implementation of effective financial policies and procedures to ensure the Health Board remains financially viable, minimises financial risk and maximises use of resources.

Supporting Finance Business Partners and Head of Healthcare Contracting in ensuring that the division operates within an appropriate Financial Control environment, aligning systems and processes with relevant legislation, accounting, Welsh Government and other appropriate guidelines.

Contributing to the positive culture, governance and control arrangements of the division.

Managing staff within their team, and advises and assists the Finance Business Partners and Senior Finance Business Partners in the development of accounting, budgeting and reporting systems, strategies and plans.

Supporting the Assistant Director of Finance and Senior Finance Business Partners in determining the Health Board's medium term Financial Strategy (for their division) and responsible for the production of resultant Financial Plans, including the three-year plan and longer term plans, through in-year monitoring and efficient board and other reporting. Provide key support to the achievement of all financial targets.

A generic job description for post holders providing Band 7 level support across the finance function. These post will report directly to the Finance Business Partners, Assistant Finance Business Partners and Financial Accountant depending on service area.

Department outlines below:-

- Finance Business Partnering

- Corporate Finance (CHC)
- Financial Systems and Statutory Reporting – Comprising of Corporate Reporting, Process Improvement, Compliance and Tax and Financial Accounting.

MAIN DUTIES AND RESPONSIBILITIES

Responsible for the maintenance of financial systems including, General Ledger, Accounts Payable, Accounts Receivable, Cash, Management, Payroll and other reporting systems in order to maintain financial control.

Leading on the provision of financial information and analysing expenditure in order to improve understanding and management of costs and resources working within parameters agreed with the Finance Business Partner

Lead on the review and analysis of financial reports from the General ledger in accordance with the agreed timetable and procedures, proactively reviewing and developing both processes and reports.

The post holder will be responsible for the day to day management of the Division's work programme and to organise the work carried out by the Senior Accounts Assistants.

The post holder will be expected to work within defined policies and procedures, but expected to manage their own work load within these, escalating issues appropriately as they arise.

Provides appropriate support to others to improve their knowledge and understanding and shares own knowledge and skills and experience with other during induction and training sessions for staff.

Performance will be appraised and objectives agreed on an annual basis with the Finance Business Partner or Head of Healthcare Contracting.

Ensure that own workload is managed effectively and autonomously to deliver against business priorities in a timely manner with an ability to regularly reframe original premise demonstrating flexibility in thinking, openness of mind and readiness for frequent change.

ROLE SPECIFIC INFORMATION

To provide support to Section Senior Finance Business Partner and Head of Healthcare Contracting and Senior Finance Staff as follows:

Assistant Director of Finance (Finance Business Partnering) - Portfolio:

The post-holder will be expected to support the Finance Business Partner and Senior Finance Business partner in providing financial management support to one or more service area. Under the direction of the Finance and Senior Finance Business Partners, and working with the Directorate Operational Management teams, to support the financial aspects of the service plans to ensure that the staff, systems and procedures provide an

effective and efficient support structure operating with honesty, integrity and professionalism.

The post-holder will be expected to develop plans and communicate complex financial information.

To assist in evaluating service provision through utilising service data and analysing situations to create reports on service requirements, interpreting data to offer recommendations on service delivery.

Take a lead responsibility for supporting the identified Directorate delegated budgets. Monitor performance against budgets, analysing, investigating and reporting on expenditure variances. Develop relationships with delegated budget holders. Identify and recommend action to achieve Directorate targets.

Take a lead in the production of robust monthly financial positions for dedicated areas for review by the Finance Business Partner.

Prepare the Directorate financial reports/dashboards, in accordance with the agreed timetable and procedures for the appropriate areas actively identifying risks and opportunities for further discussion with budget holders and Directorate Management Team. Reviews and develops the processes for communicating financial information to budget holders.

Develop methodologies to accurately forecast the financial position. Prepare and monitor forecasts of expenditure, investigating significant changes.

Responsible for developing a methodology for, and reporting on, progress against efficiency targets within the Directorate. Actively participating in the drive towards the achievement of the Health Boards Cost Improvement Programme and other savings targets.

Co-ordinate the production of statutory and ad hoc costing returns, ensuring costing methodologies are sound and consistent. Liaise with budget holders and other staff to collect and analyse cost information. Proactively review and develop both the models and associated business processes.

Deputise for the Finance Business Partner as required.
The post holder will be required to research the impact of any directorate issues that may give rise to a change in reporting and financial support.

Responsible for the maintenance and accuracy of the Health Board's Directorate level Financial Reports (in accordance with the NHS Manual for Accounts, UK Generally Accepted Accounting Principles and Internal Accounting Standards as relevant) through the implementation of effective control systems.

Interpret and communicate the outcome of meetings or other communications with budget holders to ensure that agreed actions are carried out effectively and in a timely manner.

Implement and maintain the necessary systems, controls and procedures to deliver a rating of 'Excellent' against the Welsh Audit Offices Financial Management Standard.

Liaise with Colleagues to ensure that the financial impact of Asset utilisation is appropriately reflected in the revenue plans.

Support the Capital business case process with financial data as directed.

The post holder will take supporting role in setting, maintaining and monitoring budgets of the Health Board Directorates

Provide support to budget holders and managers through regular contact and meetings.

Assist in ensuring adequate systems are in place to provide robust financial information to budget holders.

Ensure support is provided to budget holders/managers to take corrective action necessary and monitor the impact of any such actions.

Assist in the preparation of the Annual Accounts.

Preparation of Ad Hoc reports as required.

Assistant Director of Finance (Corporate Finance) - Portfolio:

Support the Head of Healthcare Contracting in the management of the budgets for external healthcare services, maintain the database of contracts and ensure a robust performance management process is in place

Provide support to the negotiation and management of NHS Long Term Agreements, Service Level Agreements and other Contracts across the range of Health Board activities

Help develop the construction of contract documents, ensuring stakeholders are consulted and their requirements incorporated

Monitor contract performance and work with leads where corrective action might be required to ensure overall delivery of standards and requirements

Attend contract management meetings dealing with overall performance and any required actions

Support and attend Performance and Contracting meetings with Service Areas to regularly review progress on key contractual requirements

Responsibility for the monitoring of specific assigned Contracts, developing a framework for reviewing progress and highlighting issues through the defined governance reporting structure

Support the development of joint working arrangements between the Statutory, Third Sector and independent sector

Work with service leads to identify new areas where working with external providers could enhance the delivery of Health Board objectives

CHC

Support the Head of Healthcare Contracting in the day to day operational management of the finance CHC team.

Be the finance link to support on specified CHC schemes to support organisational financial recovery objectives

Support the Head of Healthcare Contracting in the negotiation of cost effective packages of care with provider organisations in line with national guidelines and best practice

Accountable for the maintenance of the finance CHC database – ensuring it is accurate and up to date, and assisting internal/external audit.

Support in the development of combining operational and financial information to support a better understanding of overall performance.

Produce routine & ad-hoc reports including a monthly finance report

Assist with queries from external providers

Assist with the completion of all returns for CHC including benchmarking

Provide high level analysis on CHC financial performance and forecasting escalating key issues to Senior Managers

Assist in the developmental and on-going work to facilitate Pooled Budgets with Local Authorities

Support Service leads in their work with the Statutory, Third Sector and Independent Sector to develop joint working opportunities.

Undertake information analysis of specific projects/reports

Participate in relevant meetings, providing financial information advice and support where requested.

Efficiency and Value

Assist with the completion of the Health Board's Annual Costing Returns including the Programme Budgeting returns

Collate information from various sources to provide the key elements of source data to populate the costing system.

Review apportionment methodologies regularly to ensure appropriateness.

Use and help develop the Health Board's costing system engaging with Service Leads to improve the quality of data input and hence confidence in use of system outputs

Assist in the development and use of patient level costing systems

Support the identification of cost improvement and cash releasing savings initiatives through analysis of costing returns

Provide the financial support to specific Turnaround Projects

Provide the financial support to specific Benchmarking Projects

Assist in the completion of Time Driven Activity Based Costing reviews

Assist in the identification of opportunities from the Efficiency Framework

Assist in the work with colleagues to develop suites of information to provide a holistic view of operational performance and hence value improvement opportunities

Planning and Major Projects

The post-holder will be expected to support the Finance Business Partner and Senior Finance Business partner in providing financial management support for the Health Board financial plan and capital planning process. Under the direction of the Finance and Senior Finance Business Partners, and working with the Corporate and Operational Management teams, to support the financial aspects of the service & capital plans to ensure that the staff, systems and procedures provide an effective and efficient support structure operating with honesty, integrity and professionalism.

The post-holder will be expected to work with Estates and Planning colleagues to develop capital plans and communicate complex financial information.

Implement and maintain the necessary systems, controls and procedures to deliver a rating of 'Excellent' against the Welsh Audit Offices Financial Management Standard.

Responsible for the maintenance and accuracy of the Health Board's Directorate level Financial Reports (in accordance with the NHS Manual for Accounts, UK Generally Accepted Accounting Principles and Internal Accounting Standards as relevant) through the implementation of effective control systems

Lead on the management and updating of the Health Board's fixed asset system

Assist in the preparation of the capital and fixed asset note of the Annual Accounts

Assist in the preparation of information to complete the monthly internal and external capital monitoring requirement

Provide support to Project Directors and capital budget holders and managers through regular contact and meetings.

Assist the Finance Business Partner and Senior Finance Business partner to prepare financial information for capital and service change cases

Preparation of Ad Hoc reports as required

Assistant Director of Finance (Finance Systems and Statutory Reporting - Portfolio:

The post holder will be expected to support the Accounting and Statutory Reporting team and support in the process improvement agenda.

Systems

Support role in systems redesign across the finance and related functions including lean systems. This will include the use of new technologies, systems and workflow techniques.

Managing staff within their team

Ensure integrity of the financial systems used within the department

Project managing systems improvement within the department

Management and provision of professional financial support, advice and information to enable managers and leaders to effectively and proactively manage financial governance within the systems agenda.

Lead role in ensuring development of systems such as Qlikview, Oracle, Prophix and others

Completion of the Prophix month end processes

Liaising with Senior Finance Business Partner (Planning and Major Projects) and Senior Finance Business Partner (Corporate Reporting) in relation to the Health Board's Financial plan and scenario planning using Prophix and budget setting

Ensure System upgrades and migration is completed in timely manner

The post holder will be responsible for facilitating and co-ordinating the Oracle E Business Suite Systems group meetings, which will include the recording of notes and production of key actions in line with the strategy, maintain the Risk and Issues Logs and produce exception reports as necessary for each project.

Attendance at all Wales System (eg Oracle) user groups and meetings
Monthly system reconciliations and in accordance with monthly timetable

Process Improvement

Undertake regular review of processes in the Finance department

Project managing process improvement agenda with prioritisation of key areas

Liaising with colleagues within finance and outside of finance (eg Workforce) to ensure systems and processes are efficient and effective

Ensuring desk top processes are in place for all processes feeding in and out of the ledger

Managing staff within their team

Management and provision of professional financial support, advice and information to enable managers and leaders to effectively and proactively manage financial governance within the process improvement agenda.

Ensure feeder systems are transacted in timely manner and efficiently

Production of the monthly timetable ensuring adherence to the month end reporting requirements for Welsh Government Day 5 reporting

Financial Accountant

Support role for ensuring that the organisation works within an appropriate Financial Control environment, aligning systems and processes with relevant legislation, accounting, Welsh Government and other appropriate guidelines.

Assist in preparation of the Annual Accounts including the Charitable funds accounts in accordance with the NHS Manual for Accounts, UK Generally Accepted Accounting Principles and Internal Accounting Standards as relevant)

Assist in preparation of the Audit working papers

Cash management and delivery of public sector payment policy target.

Ensure enactment of Financial Control – within the finance team, in particular around cash management and statutory reporting

Manage processes around compliance with Charitable funds Committee

Management and provision of professional financial support, advice and information to enable managers and leaders to effectively and proactively manage financial governance

Ensure primary control reconciliations are produced in timely manner and adhere to audit guidelines

Monitoring the log of financial procedures and ensure updates are completed as required and reported to the appropriate Committee

Membership of the All-Wales Technical Accounting Group sub group representing the Health Board

Managing staff within their team

General Duties

Support the development and update of information systems to meet requirements of the Division and Health Board, using computerised systems where appropriate.

Ensure continuous improvement in all aspects of the role by regular review of work practices and procedures, and initiate and implement service changes where appropriate to ensure systems operate efficiently and effectively.

Support the provision of clear leadership of the Division Finance Team in a proactive, open and supportive manner, motivating, training and developing all staff. To manage the team, which will include recruitment, appraisal and disciplinary arrangements.

Contributes to establishing and maintaining a positive and supportive culture within the organisation and the Finance Department.

Promotes the governance and control arrangements of the organisation providing general site supervision within the Finance Department as required.

Promotes the development and maintenance of high professional standards in providing financial advice, and producing reports and correspondence across the remit of the post and in supervising others.

Support the provision of reporting through to the Board on any or all elements of the relevant finance functions, using written and graphical means to inform and aid the wider understanding at an executive and senior level throughout the organisation.

Any other duties as directed by the Director of Finance, Deputy Director of Finance or the Assistant Directors of Finance.

Communication

This requires a leader with excellent communication, influencing and negotiating skills, as well as a high degree of personal integrity, resilience, tenacity and professional standing.

The post holder is required to develop and maintain positive working relationships with finance, planning, performance and operational staff within the organisation and with finance professionals in other organisations. These communications will involve the sharing and explaining complex financial projections. Examples of these relationships and the context of the work involved with others

Build internal and external relationships within the Hospital across managerial and clinical staff groups. Will be required to provide complex financial reports and to ensure that the information is understood by the recipients. This information will involve issues relating to the care of patients and ethical judgements regarding reasons and has potential to create antagonistic and hostile responses.

Develop working relationships with planning and operational staff in developing business plans for strategic capital and revenue business cases involving significant service change and service repatriation from outside of the Health Board, and often discussing and negotiating on sensitive issues. This requires sourcing, validating and working with complex non-financial service information to construct the financial consequences of the business cases.

Builds relationships with other finance professionals across Wales in preparing financial management and reporting models and plans. These systems often use complex spreadsheet and database models.

Internal relationships within the Finance Department involve advising, supporting and influencing the Director of Finance – Provider, and supervising finance staff to undertake detailed analysis and prepare complex reports to tight timescales with frequent changes in scenarios and assumptions.

Personal and People Development and People Management

Line manager and be responsible for ensuring an effective system of performance management, including PADR for all direct reports and their staff.

Ensure all direct reports are aware of their managerial responsibilities for employment issues within their area of responsibility.

Work with colleagues to ensure that robust employment policies and processes are in place for all areas of responsibility.

Prepare for and take an active part in the PADR process in accordance with organisation policy in partnership with reviewer, identifies opportunities to develop own competence/own skills in order to achieve objectives.

Provide appropriate support to others to improve their knowledge and understanding and shares own knowledge, skills and experience with others during induction and training sessions for staff.

Information Processing

Post holder is expected to manage the operation of, and maintain systems as are required for the effective running of the Finance function.

These include, but are not limited to:

- General Ledger
- Procure to Pay
- Accounts receivable
- Interfaces with Payroll
- Budgeting and Forecasting
- Reporting
- Costing

Health, Safety and Security

Post holders will ensure that for their teams, there are in place appropriate arrangements for the Health, safety and security of our staff and facilities.

Post holders will ensure mandatory training requirements are complied with.

Post holders are expected to establish an open and learning work environment where staff feel able to bring to attention of management issues requiring action.

Quality

Post holders will deliver financial support with the aim of maintaining quality health services consequent with the financial environment. In so doing, they will be expected to deliver quality financial services and establish KPIs and feedback mechanisms to ensure quality is monitored and maintained.

Through robust performance management, ensures that ambitious targets are set; ensures processes are in place to hold individuals to account; and successfully holds individuals to account. Is prepared to be held openly to account for meeting goals and targets.

Use evidence, research and proven methods to underpin plans that improve the quality and experience of the finance service. This will include undertaking ongoing reviews, audits and testing of current services with a view to adopting emerging best practice.

Equality and Diversity

Post holders must deliver our services in such a way as to be non-discriminatory and encourage diversity in the workplace.

Effort and Environmental

Post holders will be capable of significant and long lasting concentration.

Possess strong numerical reasoning and logical skills.

Demonstrate the ability to impart unwelcome news to budget holders and others about performance targets

Daily use of VDU for extended periods.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
KNOWLEDGE AND TRAINING	<p>CCAB passed finalist / part qualified accountant actively studying towards professional accountancy qualification.</p> <p>Experience at Management level with proven professional and managerial experience and expertise.</p> <p>In depth professional knowledge of a number of finance disciplines acquired over a period, including workforce and service planning.</p>	<p>Professional Accountancy Qualification</p> <p>Probes and accesses networks for information to improve knowledge and understanding.</p> <p>Keeps self-informed through local and national networks.</p> <p>Evidence of Continuous Professional Development</p>	Application form
EXPERIENCE	<p>Experience in a complex organisation.</p> <p>Experience of working with Managers and Senior Clinical Leads.</p> <p>Experience in developing business cases.</p> <p>Experience of successfully managing large and complex revenue budgets.</p> <p>Experience in delivering within challenging financial situations, including financial turnaround.</p> <p>Demonstrable track record of career advancement and</p>	<p>Experience in assisting with the delivery of organisational and service change</p>	Application form and interview

	<p>achievement.</p> <p>Experience of communicating, in writing and verbally, within a highly politically sensitive environment.</p> <p>Commercially astute, able to manage the day to day business challenges while not losing sight of long term strategic goals.</p> <p>Significant experience of financial risk management.</p>		
Language Requirements		<p>Welsh Speaker (Level 1)</p> <p><i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i></p>	Application form and interview
ABILITIES AND ATTRIBUTES	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> • Dignity, Respect and Fairness • Integrity, Openness and Honesty • Caring, Kindness and Compassion <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> • Working together to be the best we can be • Striving to develop and deliver excellent services • Putting people at the heart of everything we do <p>Ability to develop/adapt financial systems</p>		Interview

	<p>Ability to communicate effectively by giving and receiving complex information and an ability to advise non-finance colleagues on financial matters</p> <p>Frequently demonstrate analytical, interpretation and judgemental skills on issues requiring comparative or option appraisal techniques and highly complex problems relating to Business Case products and analyses</p> <p>Ability to think and act strategically by producing a range of plans at Departmental level</p> <p>Ability to work as part of multi-disciplinary teams at a strategic level inside the Health Board</p> <p>Ability to work with senior professionals on a team basis</p> <p>Demonstrate awareness of the management of risks and opportunities and contributes to medium term financial strategy</p> <p>Ability to work on own initiative at all levels in the Health Board, working within broad professional policies</p> <p>Ability to challenge in a constructive way as necessary, all financial procedures and processes</p>		
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	<p>Ability to implement Business Cases following approval</p> <p>Expert I.T. skills</p>		
OTHER RELEVANT REQUIREMENTS	<p>Able to travel in a timely manner.</p> <p>Flexible approach to working, based on the needs of the service.</p> <p>Ability to communicate effectively and undertake presentations as required to financial and non-financial staff</p> <p>Committed and self-motivated</p> <p>Personal interest in personal and staff development in quality processes</p> <p>Ability to influence stakeholders and staff</p> <p>Ability to plan and prioritise workload for you and your team</p>		<p>Application form and interview Document check</p>

Level 1 Welsh

(please note that for this particular post level 1 in spoken Welsh is desirable but not essential)

Listening/Speaking: Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

Reading/Understanding: Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

Writing: Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

GENERIC STATEMENTS

NHS CODE OF CONDUCT FOR MANAGERS

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB. The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

COMPETENCE

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate ongoing continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

TEAM BRIEF

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

RISK MANAGEMENT/HEALTH & SAFETY

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

HARRASSMENT & BULLYING

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

RECORDS MANAGEMENT

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

FLEXIBILITY STATEMENT

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the

HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

CONFIDENTIALITY

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

EQUAL OPPORTUNITIES

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

ENVIRONMENTAL

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

SMOKE FREE POLICY

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients*, visitors and the public.

***Those patients staying in residential mental health units will be exempt under the Smoke-Free Premises (etc) Wales Regulations 2007.**

SAFEGUARDING ADULTS AND CHILDREN

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

INFECTION CONTROL

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

GENERAL

The post-holder needs to ensure they are familiar with their terms and conditions of service.