

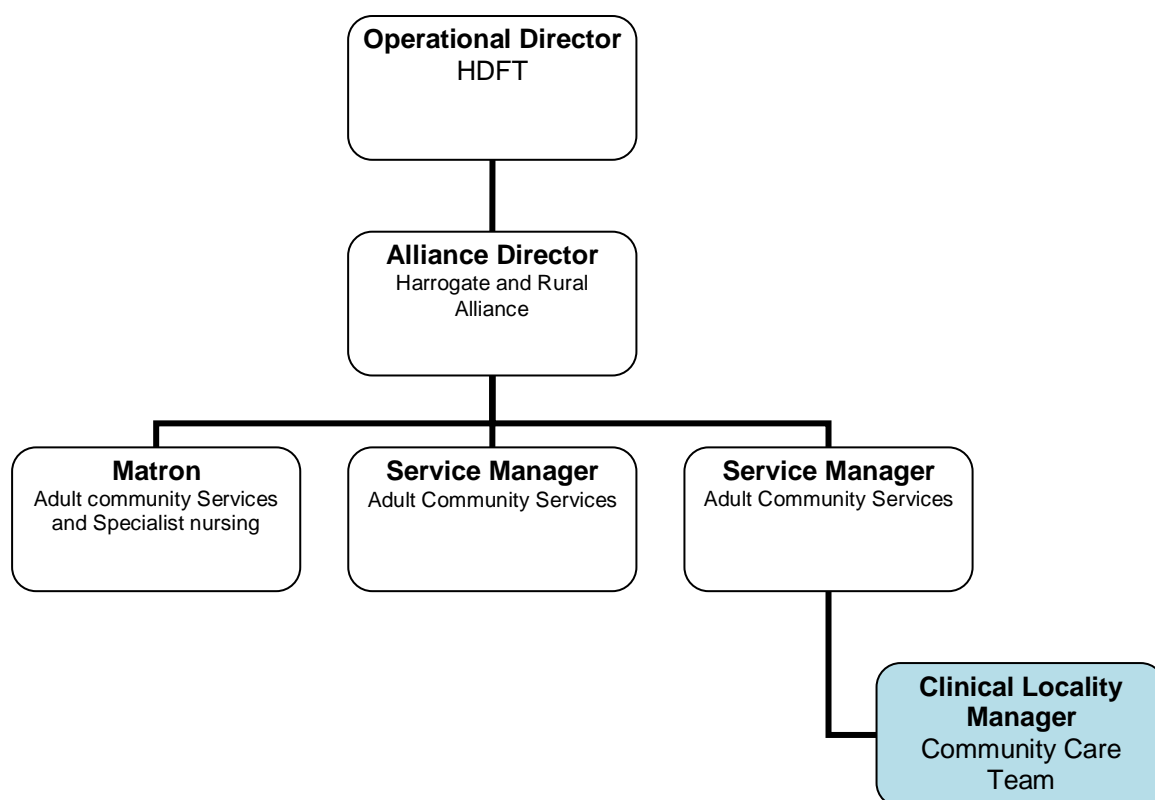
1. JOB DETAILS	
Job title:	Clinical Locality Manager – Local Integrated Teams
Accountable to:	Alliance Director
Managerially (if required)	Service Manager
Agenda for Change Band:	7
Fixed term post:	Permanent
Location:	Adult Community Services
2. JOB SUMMARY (A brief description of the main purpose of the post)	
<p>This role will be responsible for the management of a Community Locality Team which includes the overnight nursing service. The post holder will be responsible for leading the team to deliver high standards of patient centred care cost effectively. Working closely with the Matron and Service Manager, the post holder will ensure the sustained delivery of key operational, performance and financial service targets.</p> <p>The post holder will line manage the Community Care Team, comprising of Community Nurses, Support Workers and administration staff working in the locality and employed by HDFT. They will need well developed interpersonal and communications skills to build strong working relationships with GPs and managers in partner provider organisations to enable collaborative working.</p> <p>A strong focus on change management and team development will be required to support the team as they develop new ways of working within the Community Care Models programme.</p> <p>The post holder will demonstrate an effective and adaptive style of leadership to support capacity planning, effective roster development and delivery, performance management and transformation of Community Services.</p>	
3. ROLE OF DEPARTMENT (The function of the department in which the post holder works)	
<p>Adult Community Services currently consists of the following services:</p> <ul style="list-style-type: none"> • Community Care Teams • ARCH • End of Life Co-Ordination Team • Community Admin Team <p>The Community Care Teams are responsible for supporting adults in the Harrogate and Rural Locality and play a crucial role in the primary health care team working alongside primary care and other health care professionals. Visiting people in their own homes or in residential care homes, assessing the health care needs of patients and families.</p> <p>They have an important role in keeping hospital admissions and readmissions to a minimum and ensuring that patients can return to their own homes as soon as possible.</p>	

As well as providing direct patient care, they also have a teaching role, working with patients to enable them to care better for themselves or with family members teaching them how to give care to their relatives.

The post holder will specifically be responsible for the Community Care Team working within the Ripon and Rural Locality.

4. ORGANISATIONAL CHART

(Including in diagrammatic form to whom the post is responsible to and any posts which are responsible to the post holder)



5. KEY WORKING RELATIONSHIPS

(The range of individuals and organisations the post holder has contact with, how regularly and for what purpose)

Directorate Management Team
 Service Matrons
 Clinical Director
 Directorate Quality Assurance Lead
 Clinical Leads and GPs, Consultant Medical staff
 Head of Risk Management/PETs Manager
 Human Resources Business Partner or Managers
 Finance Manager
 ICB
 Primary Care
 HARA
 Local Community Networks
 Care Home
 Hospice and palliative care services
 Acute hospital
 TEWV mental healthcare provider leads

6. DUTIES AND RESPONSIBILITIES OF THE POST

Management / Leadership Responsibilities

- Responsible for the operational management of the HDFT services based in the locality teams, managing the performance of the services, financial management and human resource management.
- Manage the pay and non-pay budget for the team, ensuring necessary controls and assurances for a balanced budget are in place. Be an authorised signatory for the service.
- Manage attendance, sickness absence and annual leave in line with HDFT policy to maintain effective service delivery.
- Assist in the development of workforce plans for the service, working with the Service Manager and Matron to manage future recruitment decisions and workforce development priorities
- Be accountable for the delivery of staff appraisals and personal development plans for line managed staff in accordance with Trust policy. Will support other senior staff to complete these processes within the team.
- Be accountable for ensuring staff receive appropriate education opportunities in line with their personal development plan. Ensure staff undertake mandatory training in accordance with Trust policy.
- Address the concerns of patients and service users and respond to their suggestions for local quality improvements. Lead on the effective resolution of complaints where appropriate (for own area), liaising with the Risk Management Department the Patient Experience Team as necessary.
- In conjunction with the Service Manager, Matron and Lead Clinicians, actively promote the development of clinical leadership, multidisciplinary and multi-agency team working
- Foster strong working relationships with partner provider organisations to ensure effective resolution of operational issue.
- Maintain communication channels with all stakeholders in the locality teams; including primary care, patients, voluntary organisation and communicate challenging and sensitive messages to varied stakeholder groups, adapting such messages dependant on the audience.
- Manage Health and Safety for the defined team or service area via SALUS. Work collaboratively with key stakeholders in accordance with national health and safety guidance. Escalating and reporting to appropriate agencies as required.
- Contribute to the Risk Register for the service
- Deputise for Service Manager as required.

Service Improvement and Transformation

- Identify and highlight good practice both within and external to the NHS that could support the transformation of services we provide whilst improving quality of patient experience and care.
- Facilitate group problem solving, using service improvement tools and techniques.
- Identify training needs of individuals and groups to support service improvement and sustainability.
- Contribute to the development and delivery of formal service improvement and assist in the creation of materials for use internally and externally to include large

group and individual sessions.

- Act as a Champion for transformational change.
- Create opportunities for seeking patient feedback and ensure that local action plans are developed from this feedback and changes are implemented.
- **Clinical Duties**
- Support the development of Community Nursing
- Provide clinical leadership and peer supervision and support to junior colleagues
- Work alongside the Service Managers for service development.
- Lead on ensuring the team are working towards the Trust Quality Priorities.
- Investigate DATIX and Pressure Ulcer Learning Tools and create meaningful action plans to ensure learning is embedded within the team.

Other Duties

- To be responsible for developing and implementing relevant national policy guidance, strategy and standard operating procedures within the service (e.g. NICE guidance etc.), where applicable within commissioned service level agreements.
- Create an environment and culture in which infection prevention and control is intrinsic to care delivery by setting and monitoring environmental standards and take action to ensure compliance with cleanliness standards.
- Participating in relevant meetings regarding the provision of Community Services and engage with local partner agencies as appropriate and supported by the Service Manager
- Ensure the service complies with all Care Quality Commission (CQC) standards.
- Participate in operational audits and share examples of good practice to improve the service.
- Promote sensitive information sharing around Safeguarding Adults and ensure that the Trust Policies are appropriately implemented.

7. WORK SETTING AND REVIEW

(Who is responsible for setting and reviewing the work, the extent to which the post holder works unsupervised, and the extent to which they are free to act without direct reference to a more senior person)

The post holder will work collaboratively with the Service Manager to set goals and manage workloads. They will carry out their role autonomously and flexibly. They are responsible for service decisions and appropriate escalation.

8. JOB DESCRIPTION AGREEMENT

Post holder's signature

Date

Line Manager's signature

Date

PERSON SPECIFICATION

POST TITLE: Locality Manager

Factor	Essential	Desirable
Qualifications	Registered Nurse Professional degree or relevant equivalent experience Evidence of recent professional development	Relevant leadership qualification Mentorship/Practice Educator qualification CSPDN qualification Nurse Prescribing Assessment of minor illness and injury in first contact care
Experience	Advanced ability to work across multi-disciplinary health and social care teams Experience of managing or working in community teams Recent experience of managing a clinical team Experience of transformation change. Experience of using motivational and persuasive skills, to gain and maintain “buy-in” to a project. Experience in autonomous decision making	Evidence of working in variety of clinical settings Experience of change management programmes Experience of managing a budget Experience of Clinical Supervision
Knowledge	Knowledge of current NHS issues including performance targets Knowledge and experience of management models, implementing change and/or new clinical practices. Working knowledge of Adult community services	Good understanding of community integration agenda

Skills and Aptitudes	<p>Highly developed interpersonal, communication (written and oral), persuasive and facilitation skills</p> <p>Ability to plan and organise a broad range of complex activities</p> <p>Able to lead, empower, motivate others and influence innovate practice and service development.</p> <p>Proficient computer and IT skills</p> <p>Well-developed political awareness, influencing, negotiation and conflict resolution skills</p> <p>Ability to analyse complex information and respond efficiently to complex information</p> <p>Ability to work effectively in a multidisciplinary team, independently and within a team.</p> <p>Ability to handle and deliver highly sensitive information</p> <p>Ability to work under pressure and make effective decisions to share with the team.</p>	
Other requirements	<p>Ability to be flexible in working pattern</p> <p>Self-motivated/ professionally proactive</p> <p>Ability to drive and travel to different locations in order to meet service needs</p>	
PERSON SPECIFICATION AGREEMENT		
<p>Post holder</p> <p>Date</p>		

Line Manager

Date

Each of the above points should be considered in the light of minimum requirements listed in the job description.