

<b>Job Title</b>	<b>Care Group Manager</b>		
<b>Agenda for change Band</b>	8c	<b>Budgetary responsibility</b>	Budget Holder
<b>Date Reviewed</b>	Click or tap to enter a date.	<b>Management Responsibility</b>	Line manager for a department
<b>Job Summary</b>			
<ul style="list-style-type: none"> <li>a. Responsible for the operational management, coordination and delivery of all services in the Care Group, ensuring the safe and effective use of all resources.</li> <li>b. Take the lead in driving and achieving key performance targets in the care group and / or division as outlined in local and national frameworks and guidance,</li> <li>c. Responsible for supporting the strategic development of services in achieving the requirements of the national service frameworks associated with the Division and required in line with the local health economy and local delivery planning process.</li> <li>d. Drive innovation, modernisation and high levels of staff and patient satisfaction for the care group.</li> </ul>			
<b>General Duties</b>			
<ul style="list-style-type: none"> <li>1. To provide visible and accessible operational leadership and management across the care group.</li> <li>2. Working with the Divisional Management Team and Clinical Leads, provide input and develop proposals for long term strategic capital and service planning for the care group, which may impact across the Trust and wider community.</li> <li>3. To actively participate in planning network-wide services as appropriate and to implement actions arising from network discussion or agreement; to translate policy into practice in liaison with the Divisional Director of Operations.</li> <li>4. To work with CCGs to develop shared plans and investment priorities, models of care and streamlined pathways for both non-specialist and tertiary services.</li> <li>5. To ensure submission of service plans, investment proposals and business cases ensuring developments are dovetailed into Trust plans and priorities in liaison with Divisional Director of Operations.</li> <li>6. To have the lead responsibility for all policy implementation and policy and service development for the Care Group, working in partnership with clinicians in relation to clinical policies.</li> <li>7. To support the implementation of NICE guidance, ensuring costs are fully identified and commissioning arrangements are secured.</li> <li>8. To support the delivery of Key Performance targets and ensure monitoring mechanisms are in place to assess performance and enable corporate reporting.</li> <li>9. Preparation of the Workforce Development programme, in conjunction with the Trust University and Workforce Confederation.</li> <li>10. To contribute to education and training programmes/workshops as necessary.</li> <li>11. To contribute to the communication strategy publicity or fund-raising events.</li> <li>12. To actively engage with users and carers ensuring that the PPI programme is fully integrated into all services.</li> </ul>			

13. To work within and promote service delivery in line with the integrated governance strategy and standards for better health.
14. Ensure that all Care Group staff comply with the Trust's Standing Financial Instructions.
15. Ensure the support, analysis and development of information requirements
16. To manage and set the operating budget of the department
17. Develop a Care Group Delivery Plan, in partnership and by agreement with the Divisional Senior Management Team, to meet service needs and contribute to the annual planning process of the Trust.
18. Ensure the efficient and effective operation of the Care Group, matching resource to need and providing flexibility with workload pressures.
19. Monitor financial service performance against plans, to identify problems at an early stage and initiate corrective action.
20. Plan and manage the implementation of projects, to modernise services, improve facilities, working practices etc., to meet NHS Plan and Delivery Plan targets.
21. Ensure that effective commissioning arrangements are in place for the Care Group. To ensure that all strategies are translated into capital and commissioning plans and LDP's.
22. Lead and ensure that good communication is in place right through the Care Group, with other Divisions and organisations.
23. Recruit, develop and motivate staff. Oversee appraisal, performance management and disciplinary proceedings.
24. Participate in the Trust's Duty Management system.
25. To deputise for the Divisional Director of Operations / Deputy Divisional Director as required.

### **Trust Values**

All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values, every patient, every colleague, every day.

Each post holder is expected to ensure they live the values of:



**PATIENTS FIRST**



**WORKING TOGETHER**



**ALWAYS IMPROVING**

These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff, and partners in continuing to improve the experience people have using and delivering our services

## Person Specification

The purpose of this specification is to identify the attributes required by applicants to perform the duties in the job description. The specification will be used to shortlist applicants and to compare how well candidates match the agreed specification. It will also be used by potential candidates to understand expectations and identify how their skills, behaviours and experience will be assessed.

<b>Skills and competencies</b>
Ability to learn and assimilate information quickly
Advanced analytical thinking
Budget management
Communication
Diplomacy
Financial management
Influencing
Leadership
Negotiation skills
Networking skills
People management
Project management
Workforce planning
Working under pressure

<b>Qualifications, knowledge and experience</b>	
<b>Essential</b>	<b>Desirable</b>
Degree or equivalent experience	Understanding of a specialist area
Evidence of post qualification study/ professional development to master's level or equivalent management experience	Knowledge of Patient and Public Involvement Programme
Relevant experience of working in an acute healthcare or equivalent setting in a senior operational delivery/ management position	
Demonstrable knowledge of National and Local NHS; including national standards	
Evidence of presenting complex information to internal and external groups in an understandable way.	
Evidence of successful management and engagement to successfully deliver complex change	
Able to develop and implement policy, guidelines, and projects from initiation to completion	
Ability to analyse and interpret complex data, to facilitate operational delivery decisions to support KPIs	

**Additional Information**

This job description is designed to help post-holders understand what is expected of them in their role though, please note, it focuses upon the core requirements of the post. Other related duties within the employee's skills and abilities will be expected whenever reasonably instructed. The job description may be amended in consultation with the post-holder within the scope and general level of responsibility associated with the post. It is the post-holder's responsibility to ensure that they adhere to all Trust policies, procedures and guidelines relating to their employment, regardless of their position.

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast-moving organisation and therefore changes in employees' duties may be necessary from time to time.

**Safeguarding**

The Trust is committed to safeguarding children, young people, and adults at risk within its care. As an employee you are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person, or adult at risk. The Trust will support you in this process by providing training, support, and advice. There is a Corporate Safeguarding Team who can be contacted for guidance, support, and safeguarding supervision. For children and adults, you should be aware of your responsibilities detailed in UHS policies and procedures and local safeguarding children and adult boards procedures.

**Mental Capacity Act 2005**

All staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.

**Job Reference – IJES01018KD**