

Head of Care Services

Job Description

Job Title: Head of Care Services

Responsible to: Chief Executive

Responsible for: All staff in the Care Services Department

Location: 40- 44 Eglantine Avenue, Belfast, BT9 6DX

Hours: 35 per week

Salary: PO5 / Points 52-57: £47,576 -£52,671

Overall Purpose of Post

To take responsibility for the development and management of Cancer Focus Northern Ireland Care Services, ensuring the highest levels of professional practice.

As a member of the Senior Management Team, to contribute to the overall management of Cancer Focus NI.

To hold the role of Lead Nurse within Cancer Focus NI.

Key Responsibilities

Develop and Manage Care Services:

* Develop, implement and evaluate a Care Services Strategy to ensure services are developed and managed to meet the needs of service users
* Ensure robust procedures are in place for service user engagement and feedback
* Manage existing care services contracts and build opportunities for growth, ensuring compliance with commissioner’s requirements
* Create opportunities for service development in line with assessed needs of service users
* Ensure services are delivered to the highest professional standards, including managing systems for service monitoring, evaluation and implementing recommendations

Managing Staff:

* Take responsibility for managing all staff within the Department, ensuring compliance with organisational policies and procedures and professional guidelines and standards for supervision and practice
* Take the lead nursing role ensuring best professional practice and managing compliance with professional nursing registration and validation of all nursing staff
* Advise on departmental structure and staffing requirements
* Ensure a positive team spirit, including incentivising excellence
* Ensure the personal and team development of staff through staff support, mentoring, training and coaching
* Set key goals and targets with staff. Identify and manage under-performance in a timely manner according to organisational policies and procedures
* Ensure compliance with Health and Safety within the workplace according to policies and procedures: ensure that all health and safety recommendations are implemented promptly and effectively

Corporate Role:

* As a member of the Senior Management Team, play an active role in the overall management of Cancer Focus NI
* Provide reports to the Trustee Board and attend Trustee Board meetings as required
* Contribute to the organisation’s overall strategic and operational planning
* Contribute to interdepartmental working groups
* Represent Cancer Focus NI at ceremonial and inter-agency events
* Carry out such duties as required by the Chief Executive, consistent with the overall purpose of the job

Personal Development:

* Take responsibility for own and team’s personal development and developing a learning culture within the Department
* Maintain personal live nurse registration with the NMC



Person Specification

Head of Care Services

This Person Specification sets out the experience, qualifications, skills and qualities which we believe are necessary for this role. Your Application Form should show evidence of how you meet all of the criteria.

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|  | Essential | Desirable |
| Experience and Qualifications | * Registered Nurse on the live NMC register, Part 1: Level 1
* Minimum 3 years’ experience in managing services in a healthcare environment
* Demonstrable experience of leading and motivating a multidisciplinary team
* Demonstrable experience of service development
* Demonstrable experience of service user engagement
 | * Management qualification minimum ILM 3
* Minimum 2 years’ oncology experience
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| Knowledge | * Knowledge of National and Regional strategies for cancer services
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| Skills | * Excellent interpersonal skills with the ability to inspire trust and enthusiasm and speak authoritatively on health issues
* Excellent written communication skills
* Excellent strategic planning and analytical skills
* Proven ability to manage resources to deliver business objectives
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| Personal Qualities | * Enthusiasm, drive and commitment to continuous improvement
* Willingness to work evenings and weekends
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Applicants will hold a full, current driving license and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post

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This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.