

## RESPIRATORY JOB DESCRIPTION

<b>Job Title</b>	<b>System Clinical Lead for Respiratory Services</b>
<b>Terms</b>	<b>Contract for service or Secondment £515 a day or £257.50 per session</b>
<b>Commitment</b>	<b>2 sessions/week with scope for flexibility</b>
<b>Tenure</b>	<b>2 years</b>
<b>Responsible to</b>	<b>Deputy Medical Director for Development</b>
<b>Accountable to</b>	<b>Medical Director</b>

### ROLE PURPOSE / SUMMARY

The Mid and South Essex Integrated Care System will comprise the Integrated Care Board (ICB), which is the statutory body for the NHS, and the Integrated Care Partnership (ICP), which is a committee of the ICB, and brings together key health, care, community and voluntary sector organisations across the area.

The ICS has a bold ambition to deliver improved outcomes for our 1.2m population through our four Alliances, and we are placing clinical and professional leadership and the voice of our residents at the heart of realizing this ambition.

The System Clinical Lead for Respiratory Services will play an important contribution to ensuring the ICS can discharge its four key purposes:

- improve outcomes in population health and healthcare
- tackle inequalities in outcomes, experience and access
- enhance productivity and value for money
- help the NHS support broader social and economic development

In addition, the post holder will be key in ensuring that the ICB realises its ambition of making the system distinctive, attractive and successful.

The post holder will support the Senior Responsible Officer for Respiratory Services and the Medical Director in developing and articulating strategic direction, providing a compelling vision for the ICS' Respiratory Services and a broader supporting role in the ICS' strategic ambitions to:

- Reduce health inequalities
- Create opportunities for our residents
- Support health and wellbeing
- Bring care closer to home where safe and possible
- Transform and improve our services

The post holder will be expected to exemplify an inclusive and collaborative approach in the ICS. This will include:

- Demonstrating high quality leadership and supporting clinical and professional leaders across the ICS to also demonstrate the highest standards of leadership through their conduct.
- Leading by example and securing engagement with residents and partners as an integral part of all decision making so that it is embedded as a core value of the partnership.
- Aiming for excellence in everything we do, by influencing, coaching and challenging poor delivery to ensure high standards are achieved for the local population.
- Ensuring delivery for local residents is a principle upheld across the partnership, placing aside personal or organisational agendas for a more collaborative approach.
- Maintaining the highest standards of public accountability for safety, quality, and our use of resources.

All senior leaders in the ICS have a collective responsibility for working together to ensure the organisation is well led, successful and managerially supported, promoting integration and delivery.

## CONTEXT

The System Clinical Lead for Respiratory Services is a new role, established to work across both aspects of the ICS (the Integrated Care Board and the Integrated Care Partnership). It plays a key role in translating strategic priorities into operational delivery with and for our communities, driving behaviour change, whilst seeking to complement, connect and amplify the work of system partners and citizens to achieve tangible outcomes for our communities.

The role reports to the Executive Medical Director, and supports the strategic planning and delivery of the ICS' strategic aims for Respiratory services and contributes to broader ambitions of the ICS to:

- Create opportunities for our residents
- Support health and wellbeing
- Bring care closer to home where safe and possible
- Transform and improve our services

The post holder will work across our communities to reduce health inequalities, reinforce our work as anchor institutions, and strengthening our communities and will work closely with our Alliances, partners, residents, executives and clinical leads on activities in support of the delivery of Respiratory services across our system.

The post holder will be required to work autonomously and will ultimately be accountable for the identifying, setting maintaining and improving our standards and Respiratory outcomes at the same time looking for opportunities to create and reinforce common clinical pathways in Respiratory care.

## KEY RESPONSIBILITIES

In line with the System's organisational objectives, the post holder will act as an ambassador supporting the development of strategic partnerships, health inequalities and prevention, the Anchor Charter and the People Promise.

## KEY RELATIONSHIPS

The post holder will need to build constructive relationships with partners from across the health

and care system. Key relationships will be with:

- Health & Wellbeing Board Chairs and officers
- Local Authority partners
- NHS Providers
- Independent Service Providers
- ICB Medical Director
- ICB Director of Strategy & Partnerships
- ICB Chief People Officer
- ICB Chief Digital Information Officer
- Alliance Directors
- MSE Partners
- SRO for Respiratory Services
- Network of local optometrists
- NHSEI regional partners
- VCSEF sector, local health entrepreneurs, campaigns groups and social media influencers and local employers

## COMPETENCY BASED KEY DELIVERABLES

- Understanding of the System's assets and specific challenges.
- Support the successful establishment of Respiratory services within the ICS, in line with national guidance and local wants and needs.
- With the SRO, set a transformative long term Respiratory strategy ensuring the aims and objectives of the system are embedded and progressively built upon.
- Support the development of an Respiratory action plan to improve Respiratory outcomes for the population of Mid and South Essex initially focusing on holistic approaches to care through collaborative, multi-agency approaches to system working.
- Set, maintain and improve of the standards, outcomes and clinical policies related to Respiratory management across the system.
- Assure equity of outcome and value of service in the delivery of Respiratory services across Mid and South Essex.
- Be an ambassador for Respiratory services at system regional and national level and act the principal specialist advisor to the Medical Director on matters relating to Respiratory.
- Keep current and provide evidence-based advice on the implementation of relevant national policy, standards/guidance and frameworks while at the same time monitoring national and international evidence to look for opportunities to learn and innovate.
- Provide clinical leadership and expert advice, taking responsibility for improving the delivery of Respiratory services across the system.
- Promote a collaborative approach to Respiratory management, including working at scale where appropriate, fostering learning and sharing through the provision of strategic leadership across the MSE system and wider pan Essex Respiratory commissioned services.
- Inform and co-ordinate Alliance strategic and operational objectives for Respiratory care pathways working closely with Alliance Clinical Director and clinical leads.
- Actively manage the primary, community, social services and secondary care interfaces seeking opportunities to join up services where possible with a focus on the development of neighbourhood networks within the system.

- Secure effective engagement with clinicians and other professionals at all levels and encourage cross professional collaboration to deliver service improvement that fully respects the user's voice.
- Attend any scheduled meetings, including the System Clinical Leaders forum, participating actively providing a bi-monthly verbal update (written if not able to attend) and completing any actions in a timely manner.
- Attend any relevant troubleshooting meetings and support, where appropriate, investigations including analysis of clinical and other incidents, review research and national guidelines to improve practice and provide judgment where medical practice may differ.
- Actively support the ICB to discharge its responsibilities for equality, diversity and inclusion.
- Act in a way that is compliant with the ICBs Constitution, Standing Orders and Standing Financial Instructions in the discharge of responsibilities.

## PERSON SPECIFICATION

Job Title	System Clinical Lead for Respiratory Services	
Criteria	Essential	Desirable
<b>Education/ Qualifications</b>	Clinical or Care Professional Registration (including social work) with current licence to practise or included on a relevant professional register. Qualification in/or significant experience of delivering Respiratory services Evidence of appraisal and continuing personal development	Relevant post graduate diploma, master's degree Doctorate Management qualification or training
<b>Experience</b>	In professional practice for over 5 years with a minimum of 2 years' experience in a leadership, research or educational roles within an NHS or social care organisation.  Demonstrable evidence of the delivery of quality improvement within their service or a project. Experience of working within and between multi-disciplinary teams.  Experience of leading, managing and delivering significant change projects involving stakeholders	Experience of working in the NHS/public body  Significant senior management experience in the public sector, or public sector-led partnerships, including working as part of an executive team. (if required for the role)

	<p>Experience of managing incoming and outgoing information requirements, handling correspondence/queries which may be highly complex, sensitive or highly confidential.</p> <p>Experience of negotiation with senior stakeholders which may include difficult and controversial issues, presenting complex and sensitive information to large and influential groups</p> <p>Experience of working at strategic level, able to recognise direction and implications of policy and the potentially competing priorities/interests.</p> <p>Experience of leading, managing, developing, influencing and inspiring staff.</p>	
<p><b>Knowledge/ Understanding</b></p>	<p>Advanced knowledge of relevant systems and procedures in Health and Social Care.</p> <p>An in-depth understanding of health care provision and awareness of current NHS policies and priorities.</p> <p>Demonstrable knowledge of the local health and care system and the requirements of the population.</p>	
<p><b>Partnership Working/ Leadership/ Management</b></p>	<p>Can demonstrate significant partnership working and the understanding of how and when partnerships should be built, navigating and understanding local, regional and national political positions in order to effect population-based solutions that span across multiple stakeholders.</p> <p>Corporate accountability for the implementation of the NHS People</p>	

	<p>Promise and ICB Values across functional areas of responsibility.</p> <p>Provide effective, inclusive and compassionate leadership across a whole function, ensuring all voices are heard and creating and nurturing a culture where staff feel safe to speak up.</p> <p>Champions the principles of equality, diversity and inclusion both within and outside of the organization.</p> <p>Challenges at every level where these principles are at risk of not being upheld</p> <p>Professional and approachable manner</p> <p>Good communicator, with ability to liaise with colleagues at all levels</p> <p>Flexible and adaptable to meet deadlines</p> <p>Ability to work as part of a team or independently</p> <p>Takes personal responsibility for actions and their impact</p> <p>Ability to work in a collaborative way across organisational/sector boundaries in order to achieve the highest quality outcomes for patients</p>	
<p><b>Skills</b></p>	<p>Exceptional leadership and communication skills with experience of dealing directly and effectively with a wide range of internal and external stakeholders</p> <p>Excellent data analysis and interpretation skills involving highly complex data, with outstanding analytical and problem-solving skills</p>	

	<p>Highly developed written and verbal communications skills, with excellent attention to detail and the ability to influence and negotiate with a wide range of partners across a wide range of media.</p> <p>High level of attention to detail</p> <p>Prioritisation and organisation skills</p> <p>Able to be assertive in negotiation on difficult and controversial issues such as performance and change</p> <p>Able to deliver training/briefings/ updates to large groups of staff at all levels</p> <p>Able to lead the development of policy and strategy to enhance relevant service</p> <p>Able to make decisions autonomously, when required, on difficult issues and often to changing timescales.</p>	
<p><b>Other</b></p>	<p>Ability to travel to attend meetings and attend for work at several locations, including home, for the purpose of hybrid working.</p>	

### Core Competency Clinical Care and Professional Leader

CCPL's require highly specialised knowledge, some of which is at the forefront of knowledge in a field of work. They use their knowledge as the basis for original thinking and/or research. They are leaders with considerable responsibilities. They have the ability to analyse complex processes and the responsibility to improve or develop services. They will have considerable managerial responsibilities and be accountable for service delivery.

The ICB aims to deliver high quality, professional and customer focused services. To ensure that this objective is met, it is expected that all employees carry out their roles in a courteous, compassionate and responsive manner and by the standard of their own appearance and behavior act as an ambassador for the organisation within their interactions with all our customers.

Employees are contractually obliged to undertake mandatory training in line with the organisations' agreed Mandatory Training Matrix and must ensure that the required learning is complete and refresh



this learning within the timescales set out. Should staff consider they need further support to maintain the level of competence set out in this framework they have a personal responsibility to raise this with their line manager.

### **Assessment**

- Able to gather appropriate information.
- Able to select and use appropriate assessment techniques.
- Able to undertake or arrange investigations as appropriate.
- Able to analyse and critically evaluate the information collected.

### **Formulation and delivery of plans and strategies**

- Able to use research, reasoning and problem-solving skills to determine appropriate actions.
- Able to draw on appropriate knowledge and skills in order to make professional judgements.
- Able to formulate specific and appropriate management plans including the setting of timescales.
- Able to conduct appropriate diagnostic or monitoring procedures skillfully.
- Able to maintain records appropriately.

### **Critical evaluation of the impact of, or response to, the plan/intervention**

- Able to evaluate the on-going effectiveness of planned intervention and subconsciously modify a technique in-action.
- Able to make reasoned decisions to initiate, continue, modify or cease the use of techniques or procedures, and record the decisions and reasoning appropriately.
- Able to audit, reflect on and review your own and other's performance/practice in unpredictable and normally specialised contexts.

### **Knowledge & Skills**

- Uses highly developed specialised knowledge to analyse, evaluate and synthesise complex and new ideas that are at the most advanced frontier of a work area.
- Extends existing knowledge and professional practice within a work area.
- Is able to provide the strategic direction, develop, lead and manage projects.
- Will lead by example in developing highly innovative solutions to problems based on research and inquiry.
- Observes and records data using appropriate methods, tools and technology. Maintains accurate records.
- Uses technology to effectively plan work and evaluate the effectiveness of the work through complex audits/trials.
- Understands relevant legislation, policy and guidance.
- Understands social model, concepts of empowerment and person centred approaches to assessment, care planning delivery, monitoring and review of practice.
- Understands the nature, extent and boundaries of own role and its relationship to others within and outside the organisation.

### **Technology Skills**

- Proficient in the use of Microsoft Outlook or similar Email application
- Proficient in the use of the Web and Web applications
- Proficient in the use of Microsoft Word
- Accurate data input skills, e.g. accurately entering data into Excel or an electronic records system
- Confident with the use of IT systems and equipment, including mobile devices (where used)



### **Leadership & Management**

- Provides strategic leadership, innovation and independence in work contexts that are ground breaking and require the solving of problems that involve many interacting factors.
- Ensure all staff within their area of responsibility performs to the highest standard.
- Contribute fully to initiatives to improve quality, productivity and performance.

### **Innovation & Decision Making**

- Extends and redefines knowledge and professional practice within a work area or at the interface between work areas.
- Critically analyses, evaluates and synthesises new and complex ideas and makes strategic decisions based on these processes.
- Develops and influences policy and service delivery.
- Is able to carry out operational interactions within a complex environment.

### **Team Working**

- Drives working in partnership towards achieving shared goals, resolving conflict and pacesetting across the partnership.
- Respect and be open to the thoughts, opinions and contributions of others.
- Recognise and respect other people's diversity, individual differences and perspectives.
- Lead and support when appropriate, motivating and developing others for high performance.
- Review the strategic impact/outcome of the work of the team and the return on investment.
- Ensure that the objectives of the team are clear and the strategic vision is understood
- Accept and give feedback in a constructive manner.
- Communicate with authority through engaging in critical dialogue with peers.
- Leads the resources of the work area effectively conforming to organisational governance.
- Assess situations and identify the root cause of a complex problem in environments that are unfamiliar, complex and unpredictable.
- Respond constructively to change and cope with uncertainty.

### **Communication**

- Listen to and understand complex information, both implicit and explicit.
- Listen to and appreciate the complexity of a range of views, adopt effective questioning techniques.
- Respond appropriately to queries and complaints.
- Negotiate assertively and present highly developed theoretical and practical knowledge across a range of professional issues.
- Adopt a sensitive manner and use appropriate language for each situation, lead, persuade and influence others effectively.
- Write effectively for a range of complex situations and contexts.

### **Personal Attributes**

- Acts as an ambassador for the ICB and demonstrates excellent customer care at all times.
- Deals with people, problems and situations with honesty and integrity.
- Recognises and reflects on their own and others good efforts.
- Takes care of their personal health, including hygiene and appearance.
- Meets timekeeping and attendance requirements.
- Leads on personal and team health and safety practices and procedures and acts in accordance with these.
- Understands their rights and responsibilities in the workplace, and those of others.
- Undertakes and respects confidentiality.
- Manages the balance of their work and personal life.

- Assesses and manages risk, is accountable for their own actions, and those of their team.
- Is adaptable and able to carry out multiple tasks or projects.
- Is open and responds constructively to change and copes with uncertainty.
- Supports other colleagues and co-workers and promotes positive relationships within team and beyond.
- Learns continuously, reflects on their practice and encourages others to reflect on their practice.
- Identifies personal learning goals and plans for the achievements of these.

## **ORGANISATIONAL DUTIES**

### **CODES OF CONDUCT**

The ICB requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body and to the ICB's Code of Conduct.

### **EQUAL OPPORTUNITIES**

The ICB is committed to equal opportunities that affirms that all staff should be afforded equality of treatment and opportunity in employment irrespective of sexuality, marital status, race, religion/belief, ethnic origin, age or disability. All staff are required to observe this standard in their behaviour to fellow employees.

### **SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK**

Safeguarding is a key priority for the ICB. Staff must always be alert to the possibility of harm to children, young people and adults at risk through abuse and neglect. This includes being aware of the adults who may find parenting difficult. All staff should be able to recognise the indicators of abuse and know how to act on them, including the correct processes and decisions to be undertaken when sharing information. The depth of knowledge staff work from must be commensurate with their role and responsibilities (as per Intercollegiate Document 2014). All staff must follow the safeguarding policies, procedures and guidelines, know how to seek specialist advice and must make themselves available for training and supervision as required.

### **CONFIDENTIALITY**

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties. All employees are required to observe the strictest confidence regarding any information relating to the work of the ICB and its employees. Staff are required not to disclose any confidential information either during or after their employment with the ICB, other than in accordance with the relevant professional codes. Failure to comply with these regulations whilst in the employment of the ICB could result in action being taken.

### **DATA PROTECTION**

All employees must adhere to appropriate ICB's standards/policies in respect of the use of Personal Information, including guidance on the use and disclosure of information. The ICB also has a range of policies for the use of computer equipment and computer-generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and use of Personal Information and other Information Technology can be obtained from the ICB.

## **HEALTH AND SAFETY**

The ICB expects all staff to have a commitment to promoting and maintaining a safe and healthy environment and be responsible for their own and others welfare.

## **RISK MANAGEMENT**

All staff will be responsible for adopting the Risk Management Culture and ensuring that they identify and assess all risks to their systems, processes and environment and report such risks for inclusion within the ICB Risk Register. Employees will also be required to attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the policies.

## **GOVERNANCE**

All staff have a responsibility to be aware of governance arrangements and ensure that the reporting requirements, systems and duties of action put into place by the ICB are complied with.

## **POLICIES & PROCEDURES**

All employees are expected to comply with all the policies and procedures drawn up by the ICB.

## **NO SMOKING POLICY**

The ICB is a 'no smoking organisation' therefore staff are not permitted to smoke whilst on duty. All NHS staff are expected to recognise their role as ambassadors for a healthy lifestyle. As such, staff should not smoke whilst in uniform, in NHS vehicles or on ICB or other health care premises.

## **INFECTION CONTROL**

All staff must observe the code of practice for the prevention and control of infections (updated 2015) and ensure that they understand and implement their responsibilities in the prevention and control of infection.

## **DISCLOSURE & BARRING SERVICE (DBS) CHECK**

If the post is one that requires a disclosure (at whatever level) from the DBS, the organisation retains the right to request that a further disclosure is sought at any time as deemed to be appropriate. Where an appointment has been made and the ICB is awaiting the outcome of a DBS check which subsequently proves to be unsatisfactory, the employment will be terminated.

## **CRIMINAL CONVICTIONS**

If, during the course of their employment, an employee is convicted of or charged with a criminal offence (with the exception of a traffic offence) whether it arises from their employment or otherwise, the employee is required to report the matter to the Human Resources Department who will decide on the appropriate course of action. Should an employee be convicted of an offence and receive a custodial sentence, the ICB reserves the right to terminate the contract of employment, after careful consideration of the facts. Failure to report a conviction may itself lead to disciplinary action being taken. Any information will be treated confidentially, except insofar as it is necessary to inform other relevant members of management. Additionally, if driving is part of an employee's duties and they are convicted of any traffic offence, they must report it to Human Resources Department who will decide on the appropriate course of action.

## **MOBILITY**

Employees may sometimes be required to attend at other locations or expected to travel to anywhere within the ICB footprint.

### **OTHER DUTIES**

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual's performance review/appraisal. There may be a requirement to undertake other duties as may reasonably be required to support the ICB in accordance with your grade/level in the organisation.