

## JOB DESCRIPTION

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<b>POST TITLE:</b>	Deputy Locality Clinical Director
<b>BASE:</b>	Jubilee House
<b>TENURE:</b>	As per Locality Constitution
<b>LINE MANAGER:</b>	Clinical Chair / Deputy

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### OUR VISION AND VALUES

Oxfordshire Clinical Commissioning Group's (OCCG's) vision is by working together we will have a healthier population with fewer inequalities and health services that are high quality, cost effective and sustainable.

We pride ourselves on recruiting staff who display our values and the right behaviours and work hard to create a culture which respects all of our staff for the unique contribution they make. Our values are:

- **Person Centred:** ensuring everything we do is focused on the needs of those we are supporting
- **Learning and Improving:** being open, developing ourselves and our organisation and delivering improvement
- **Working Together:** creating effective partnerships with people within and outside our organisation
- **Leading for Success:** valuing each other and promoting the positive work of the organisation
- **Driving Transformation:** being innovative, supporting change and doing things that add value
- **Delivering Results:** taking responsibility, getting things done and achieving results

### JOB SUMMARY

- To support the Locality Clinical Director in leading the strategic development of primary care transformation within the locality
- Provide clinical leadership to practices within the locality and encourage continued engagement with clinical commissioning ensuring effective commissioning of health services in line with OCCG's agreed strategic and operational plans
- Support patient and public engagement within the locality ensuring OCCG is responsive to the views of local people
- Provide clinical leadership in pan Oxfordshire service redesign work
- Act as countywide clinical lead for a defined clinical area

## **RESPONSIBILITIES**

### **Locality Development**

- Act as a clinical leader within the locality and support the Locality Clinical Director to ensure there is engagement across the locality
- Play a key role in leading service improvement and implementing projects which improve health care and address health inequalities in the locality
- Support the Locality Clinical Director to develop and implement an effective strategy to ensure engagement and participation within the work of the locality and OCCG for all practices within the locality
- Encourage non-medical clinical engagement in the work of the locality and OCCG
- Attend locality meetings supporting the Locality Clinical Director in ensuring correct governance and reporting arrangements are in place and adhered to
- Support patient and public engagement within the locality ensuring that the views of the local population have been taken into consideration as service developments are planned
- Support the Locality Clinical Director in the development, capacity and capability of practices to support delivery of the Five Year Forward View and the Sustainability Transformation Plan

### **Portfolio Role – Clinical Lead**

- Provide clinical leadership in pan Oxfordshire service redesign work
- Understand and contribute to the strategic context for commissioning and the requirements for strategic change in services
- Ensure that business cases can demonstrate improved patient pathways and outcomes
- Support commissioning the highest quality services with a view to securing the best possible outcomes for patients within the resources allocated and maintain a consistent focus on quality, integration and innovation
- Be aware of / research the evidence base regarding services which are the subject of the work stream and provide advice and guidance about good clinical practice / improvements in quality

### **Corporate Role**

- Represent the locality at Board meetings in the absence of the Locality Clinical Director taking corporate accountability and responsibility for decisions that are made by OCCG, abiding by decisions made and defending decisions if necessary, ensuring delivery within the locality as appropriate
- Contribute a generic view from the perspective of a member practice, whilst putting aside specific issues relating to own practice circumstances
- Ensure adherence to local and national policies and keep up to date with legislation which impacts on the corporate management of OCCG – particularly in respect of own areas of accountability

### **Staff Management**

- Sign up to the NHS Management Code of Conduct and adhere to the Nolan Principles of conduct in public life

- Be responsible for identifying local clinical leadership potential and create an environment and opportunities in which such potential can flourish

In addition to the responsibilities and requirements outlined all staff should refer to the associated behavioural framework relating to their role. These define the behaviours all staff are expected to display and underpin our organisational recruitment and appraisal processes.

## PERSON SPECIFICATION

### Deputy Locality Clinical Director

CATEGORY	E	D
<b>Knowledge, Training and Experience</b>		
An appropriately qualified GP who is actively supported by member practices within the locality	E	
Previous experience of clinical leadership within NHS organisations	E	
Evidence of leading change	E	
Knowledge of locality health issues and risks as they relate to the delivery of quality and financial objectives	E	
Understanding of the complexity of healthcare commissioning including working across organisational boundaries with public, private and voluntary sector providers and partners	E	
Understanding of the financial regime underpinning commissioning, including the role of tariff and the importance of the patient choice agenda	E	
Be competent, confident and willing to give an unbiased strategic clinical view on all aspects of OCCG business	E	
<b>Communication Skills</b>		
Developed communications skills, able to demonstrate effective engagement, communicate and provide information of a highly technical, highly complex and highly sensitive nature in an understandable format to all stakeholders	E	
Ability to influence and persuade others articulating a balanced, not personal, view and to engage in constructive debate without being adversarial or losing respect and goodwill	E	
Ability to communicate in a politically sensitive environment and experience in working with the media	E	
Ability to work with colleagues in and around the local health and social care economy ensuring effective communication	E	
Ability to build strong and productive relationships with internal and external counterparts; promoting the development of integrated services	E	
Experience of delivering presentations to large groups of stakeholders in pressured and politically sensitive environments	E	
<b>Analytical</b>		
Ability to analyse highly complex issues where material is conflicting and drawn from multiple sources including the confidence to question others who may be experts in their field	E	
Ability to act upon incomplete information, using experience to make inferences and decision making	E	
Ability to analyse numerical and written data, assess options and define appropriate initiatives	E	

Ability to think, plan and deliver strategically	E	
Ability to analyse complex issues / problems, identify necessary action, made recommendations and follow these through	E	
Ability to analyse a broad range of complex information e.g. complaints, investigations	E	
<b>Planning Skills</b>		
Ability to vision and translate strategic thinking into workable plans	E	
Ability to develop short, medium and long term plans and to adjust plans and resource requirements accordingly	E	
Ability to provide informative reporting at Board level	E	
<b>Management Skills</b>		
Can demonstrate emotionally intelligent leadership skills in complex situations and apply these appropriately		
Highly visible, frequently spending time with people and keeping in touch with the reality faced by colleagues and stakeholders	E	
Actively and appropriately involves others to ensure improvement is driven by feedback on patient, stakeholder and staff experience	E	
Values and acknowledges the differences in profession, temperament, background and working style of their colleagues and stakeholders	E	
Manages difficult relationship appropriately, ensuring equal regard is given to everyone and that effective relationships are created and maintained	E	
Provides people with the encouragement and self-belief to drive change and transformation	E	
Experience of creating and leading teams, motivating and inspiring staff	E	
Experience of working across an organisation and with different groups and professionals	E	
<b>Physical Skills</b>		
Advanced keyboard skills	E	
<b>Autonomy</b>		
Ability to manage own workload and make informed judgements and decisions in the absence of complete data, often to challenging timescales	E	
Ability to make sound decisions on difficult issues	E	
<b>Equality and Diversity</b>		
Will consider the most effective way to promote equality of opportunity and good working relationships in employment and service delivery and have the ability to take actions which support and promote this agenda.	E	

Date: July 2017

**Safer Recruitment****Health and Safety**

The organisation recognises its duties under the Health and Safety at Work Act 1974 to ensure, as far as reasonably practical, the health, Safety and Welfare at Work of all its employees and, in addition, the business of the organisation shall be conducted so as to ensure that all individuals having access to organisational premises and facilities are not exposed to risk to their health and safety. All staff under contract will be expected to comply with all appropriate Health and Safety Policies and ensure statutory and mandatory training is up to date.

**Risk Management**

All staff will follow risk management policies and procedures at all times. All staff are personally responsible for risk management issues in respect of yourself and colleagues. If you identify a potential hazard you should report it to your manager at once using the organisational incident reporting process.

**Policies and Procedures**

Employees are expected to follow organisational policies, procedures and guidance. Copies of policies can be access via the HR Portal. The organisation operates a smoke free environment.

**Appraisal and Personal Development**

The organisation is committed to lifelong learning for all staff and has put in place an appraisal and development infrastructure. All employees have a responsibility to participate in annual appraisal with the line manager to identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manage to identify any learning development needs in order to meet the agreed performance standards.

**Information Governance**

It is a contractual requirement for the post holder to ensure that as a minimum they acquire the necessary skills to implement good practice in all matters relating to information governance and in particular data which can be attributed to an individual. The postholder must adhere to information governance policies and procedures including the Data Protection Act, Caldicott principles, NHS Code of Confidentiality, Records Management, NHS Code of Practice Part 1 and 2. Managers have a responsibility to ensure that their staff are equipped with the necessary tools to use in the implementation of information governance.

**Records Management**

The post holder has a responsibility to adhere to the standards defined within policies in the creation, use, closure, retention and disposal of records. The types or record held may consist of patient or staff records, administrative records, photographs, microfiche, audio tapes, emails, electronic and scanned records and text messages.