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| **Post Title** | Service Manager – Health Visiting / School Nursing | | | | |
| **JE Reference** | H0062 | **Grade** | L | **SCP Range** | 59-61 |

**Reporting line:**

Assistant Director Children and Families

Service Manager – Public Health Nursing

Health Visiting / School Nursing

Health Visiting / School Nursing Teams

Teams

**Job Purpose:**

To be the lead Nurse for the Public Health Nursing service for Redcar & Cleveland Council responsible for Public Health Nursing practise in the council

To ensure that the Public Health Nursing service - Heath Visiting and School Nursing service delivers high performing, cost effective services, to children, young people and their families.

To provide assurance to the Assistant Director Children and Families with regard the Redcar and Cleveland Council Public Health Visiting / School Nursing Service

The overall purpose of this role is to:-

* Lead the strategic development of public health nursing services which meet the needs of children, young people and their families.
* Continually develop services to ensure that they are responsive to any changing needs and demands.
* Manage performance within the post holder’s area of responsibility.
* Ensure all services have a clear focus on the protection of children and young people and the public health priorities for children, young people and families
* Ensure the Council’s Services are excellently managed in ways which secure strong and effective partnership working.
* Ensure the service provides good value for money and is managed within its allocated budget

**Relationships:**

**Accountable to:** Assistant Director Children and Families

**Accountable for:** Health Visiting / School Nurse Teams

**General Contacts:** Engages with Elected Members, other Directorates, the Senior Management Team, internal and external stakeholders and children and young people and their families.

**Key duties and responsibilities:**

1. To ensure that a responsive and inclusive approach is provided to meet the needs of children, young people and their families.
2. To provide effective leadership and management of services and people.
3. To be accountable and responsible for the professional leadership of public health nurses and ensure there are robust communications pathways to ensure all staff are aware of relevant professional issues
4. Delivery of the CQC registration standards for Health Visiting / School Nursing Services
5. To work alongside the team leaders to ensure that all nursing staff maintain clinical competence and professional registration and work within professional codes of conduct and local policies and procedures.
6. To ensure that child protection policies are consistently applied within the service and that all regulatory requirements are met.
7. The day to day management and control of all services within the post holder’s area of responsibility including the management of staff, budgets and performance.
8. To ensure all current statutory requirements in respect of Children’s Public Health Nursing Services within the post holder’s responsibility are met and strategies are developed to meet future requirements.
9. To ensure that a safe, professional Public Health Nursing service is delivered to children, young people and their families.
10. To ensure that services are planned, quality assured and delivered in a cost effective way.
11. To ensure that the service contributes to working in an integrated way and is committed to building partnerships across the Directorates and with other agencies.
12. To ensure a one team approach is adopted across the Division and that there is a shared responsibility for contributing to the wider success of the Council.
13. To ensure that there are robust professional supervision and support arrangements in place across the service.
14. To ensure that children, young people and families are provided with the highest quality and range of services at all times.
15. To lead on service planning arrangements and contribute to the wider Divisional service planning process.
16. To provide expert professional leadership to those providing a service to the most vulnerable.
17. To play an active role with partner agencies to secure better outcomes for children and young people.
18. To ensure effective workload management systems are in place and consistently applied across the service.
19. To lead on all matters relating to the quality and performance of the service within the post holder’s area of responsibility.
20. To establish and maintain an effective network of partner agencies with regards to the Delivery of The Healthy Child Programme 0 – 19 years across the Council - voluntary groups and individuals working in the field of Children’s Services on a national, regional and local level.
21. To possess sound, highly developed interpersonal and communication skills, with the ability and confidence to represent the services positively within a complex multi-agency environment through high quality written and verbal communication
22. To ensure proper meaningful involvement of children and young people and their families in all aspects of service development. To ensure all financial and budgetary requirements in respect of the service are managed efficiently and effectively.
23. To identify annual training needs of the public health nursing teams and administrative staff
24. To develop systems to ensure that all staff is kept up to date in their training with regard to child protection procedures and that effective child protection protocols/procedures are in place for all locality teams.
25. Lead responsibility for the development, implementation and review of nursing and clinical policies, procedures and guidelines to support best evidence based practice.
26. Oversee professional competence/practice disciplinary investigations and ensure Nursing and Midwifery Council (NMC) policy and standards are being adhered to as well as trust Human Resources policies

**General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council’s corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To ensure that incidents are reported and Management action is taken if required to prevent reoccurrence
11. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

**Last Updated:** February 2016 **Author:** Fran White

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| **POST TITLE** | **GRADE** |
| Service Manager – Health Visiting / School Nursing | L |

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| **NOTE TO APPLICANTS**  Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. |

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| **CRITERIA** | **NECESSARY REQUIREMENTS** | | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Successful extensive managerial experience within a Children’s Public Health Nursing Health Visiting or School Nursing Services Setting * Experience of working on a multi-agency basis and working within localities * Experience in the management of people * A seasoned professional | * Experience and knowledge of performance management and quality assurance systems | I,A |
| **SKILLS AND ABILITIES** | * Detailed knowledge of the legislative framework for Public Health Nursing Services * Understanding of the principles of integrated working and locality-based delivery. * Understanding of the challenges facing the children’s public health nursing workforce. * Ability to manage budgets and control costs * Understanding of the role of commissioning, including joint-commissioning. * Excellent communication skills, both orally and in writing. * Ability to drive change and implement improvements. * Ability to maintain a strong team ethos and a goal-orientated approach * Ability to gain and maintain the respect of key partners * Political awareness * Analytical and strategic planning skills | * Project management | I,A,P |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * Professional Nursing Qualification RGN, SCPHN Health Visitor or School Nursing | * Degree or appropriate management or professional qualification | C |
| **OTHER REQUIREMENTS** | * Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours * Commitment to own continuous personal and professional development * Strong team player, committed to an ethos of continuous improvement * A good working knowledge of current inspection and assessment framework * Resolute commitment to keeping children and young people safe from harm * Clear enhanced Disclosure and Barring Service check * Full driving license * Registered relevant professional body Council | * Evidence of own continuous personal and professional development | A, I, C |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users | * Evidence of having completed training in equality and diversity awareness | A,I |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service | * Evidence of surpassing customer expectations or service targets / goals | A,I |

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE

R = REFERENCE