

## NHS England



### Job description and person specification

Position			
<b>Job title</b>	Clinical Fellow – Health and Justice	<b>Directorate/ Region</b>	North West Workforce, Education and Training Directorate
<b>Pay band</b>	<b>AFC Band 8a</b>	<b>Responsible to</b>	Jean Hayles, Deputy Regional Head of Nursing. Workforce, Training and Education Directorate
<b>Salary</b>	£50,952 - £57,349 pro rata	<b>Accountable to</b>	Andrea Boland, Regional Deputy Director. Workforce, Training and Education Directorate
<b>Tenure</b>	Secondment	<b>Responsible for</b>	N/A
<b>Funding Arrangements</b>	Programme Funded	<b>Base</b>	Manchester, hybrid working arrangements.
Our Organisation		NHS England Values and Behaviours	
<p>NHS England leads the NHS in England to deliver high quality care for all. We support NHS organisations to deliver better outcomes for our patients and communities, work to get the best possible value for taxpayers, and drive improvement across the NHS.</p> <p>Through our <a href="#">seven regional teams</a>, NHS England supports local <a href="#">integrated care systems</a>, made up of public services that provide health and care – NHS organisations, primary care professionals, local councils, social care providers and the community, voluntary and social enterprise sector – to improve the health of the population, improve the quality of care, tackle inequalities and</p>		<p>Having listened to our staff, we aim to create a healthy and high performing organisation, underpinned by the NHS Constitution values:</p> <ul style="list-style-type: none"> <li>• Respect and dignity.</li> <li>• Commitment to the quality of care.</li> <li>• Compassion</li> <li>• Improving lives.</li> <li>• Working together for patients.</li> <li>• Everyone counts.</li> </ul> <p>Our people all have a part to play in helping to shape and develop our</p>	



deliver care more efficiently.

From April 2023, NHS England, Health Education England and NHS Digital became one single organisation, putting workforce, data, digital and technology at the heart of our plans to transform the NHS.

culture and in embedding and living these values.

Our behaviors:

- Leading by example:
- We prioritise patients in every decision we take.
- We listen and learn.
- We are evidence-based.
- We are open and transparent.
- We are inclusive.
- We strive for improvement



Service and team	About the role
<p><b>Health and Care Education team</b></p> <p>The Health and Care Education team is newly formed. It is one of 4 sub-directorates and reports to the deputy regional director. It is multiprofessional and includes 6 smaller teams overseeing all of the clinical healthcare professions, Nursing and Midwifery, Allied health professions and Medical associate professions, advanced clinical practice, diagnostics and cancer, mental health, learning disabilities and autism and clinical placements.</p>	<p>The Clinical Fellow role provides a significant career development opportunity to build networks and acquire a deep system appreciation whilst supporting the delivery of key programmes of work.</p> <p>The role is ideal for clinicians who are interested in developing their leadership, strategic, communication and team working skills, those who are seeking leadership roles for the future and have an interest in workforce improvement and transformation. The role will create the chance to expand strategic thinking and innovation and will enable a broader understanding of working at a system level.</p> <p>Fellows will be supported to build and develop their professional leadership skills and will have the opportunity to join key regional meetings that focus on workforce improvement and transformation.</p> <p>The post-holder will be exposed to high level interaction and decision-making within NHSE and health and social care systems and develop a detailed understanding of relevant healthcare policy, education and training reform, leadership, management, and delivery.</p> <p>Clinical Fellows will be supported in their leadership learning. You will gain experience of working with senior NHS leaders and stakeholders, exposure to working within systems at all levels, understanding of local and national politics and have involvement in significant workforce projects.</p> <p>You will:</p> <p><b>Work directly to a senior clinical lead</b> as part of a dynamic team in delivering an effective service supporting the regional clinical leaders.</p> <p><b>Collaborate with teams</b> across NHSE and engage with a wide variety of partners and stakeholders.</p> <p><b>Act as a source of specialist advice</b> and support the delivery of agreed profession / pathway specific workforce programme priorities at regional and/or sub-regional level.</p> <p><b>Engage with a range of stakeholders</b> subject to the requirements of the workstream, producing high quality project materials, correspondence and papers supporting effective communication and stakeholder management, both internally and externally.</p>



Key Job specifics and responsibilities	Key accountabilities
<p><b>Improving quality and outcomes</b></p> <ul style="list-style-type: none"> <li>To develop in-depth understanding of the issues in relation to workforce and education in the service area the Clinical Fellow is aligned to.</li> </ul>	<p><b><u>Key Functional Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>Ensure timely and accurate information analysis and reporting to the senior clinical lead, and, where appropriate, the NHS Executive Team and Board, on agreed areas of work.</li> <li>Ability to exercise a high degree of autonomy.</li> <li>This role will include the day-to-day operation of regional projects and associated tasks including producing complex documents, reports, plans and supporting delivery of the objectives of the strategy.</li> <li>Able to switch tasks as a result of managing multiple projects or as a result of interruptions and/or arising situations requiring urgent attention and required to frequently handle competing priorities.</li> <li>Manage frequent periods of prolonged and intense concentration when analysing information, writing reports and other work in an environment of competing priorities.</li> <li>Receive and communicate sensitive, contentious and unwelcome information on occasion.</li> </ul>



- To work collaboratively across the NHS England matrix, including integrating the National Director's portfolio.

### Enabling patient and public involvement

- To act as a champion for patients and their interests and involve the public and patients in the policy development and decision-making of NHS England.
- To ensure all public and patient contact with the office is of the highest professional standard.
- To embed patient and public involvement within NHS England at all levels of decision making.

### Promoting equality and reducing inequalities

- To uphold organisational policies and principles on the promotion of equality.
- To create an inclusive working environment where diversity where diversity is valued, everyone can contribute, and everyday action ensure we meet our duty to uphold and promote equality.

### Partnership and cross boundary working

- To identify and collaborate with all key stakeholders and share practice across the North West.

### Leadership for transformational change

- To model a collaborative and influencing style of working, negotiating with others to achieve the best outcomes. Embedding this approach across the Directorate.

### Engaging People/Key Working Relationships

- Establish and maintain collaborative working relationships with a wide range of internal and external stakeholders from across a range of organisations (health, social care, voluntary sector, patient groups) and from a range of professional backgrounds.
- Provide and receive highly complex, sensitive and contentious information from a wide range of sources, on which agreement or co-operation will be required.
- Motivational and negotiating skills will also be required to encourage collaborative working.
- Work as part of a wider team to enable the development of one culture.

### Management and Leadership

- Responsibility for any budgets delegated by the senior clinical lead.
- Responsible for the co-ordination and effective use of resources within the Project team.
- The role is managed by the senior clinical lead and where there are team management responsibilities this will include project support staff. This will include recruitment, appraisal and progressing any disciplinary or capability issues as well as taking
- a lead in the co-ordination of training, development and recruitment activity across the team where necessary.
- Influence teams/individuals including commissioned subject matter experts over whom there is no direct line management.



### Using insight and evidence for improvement

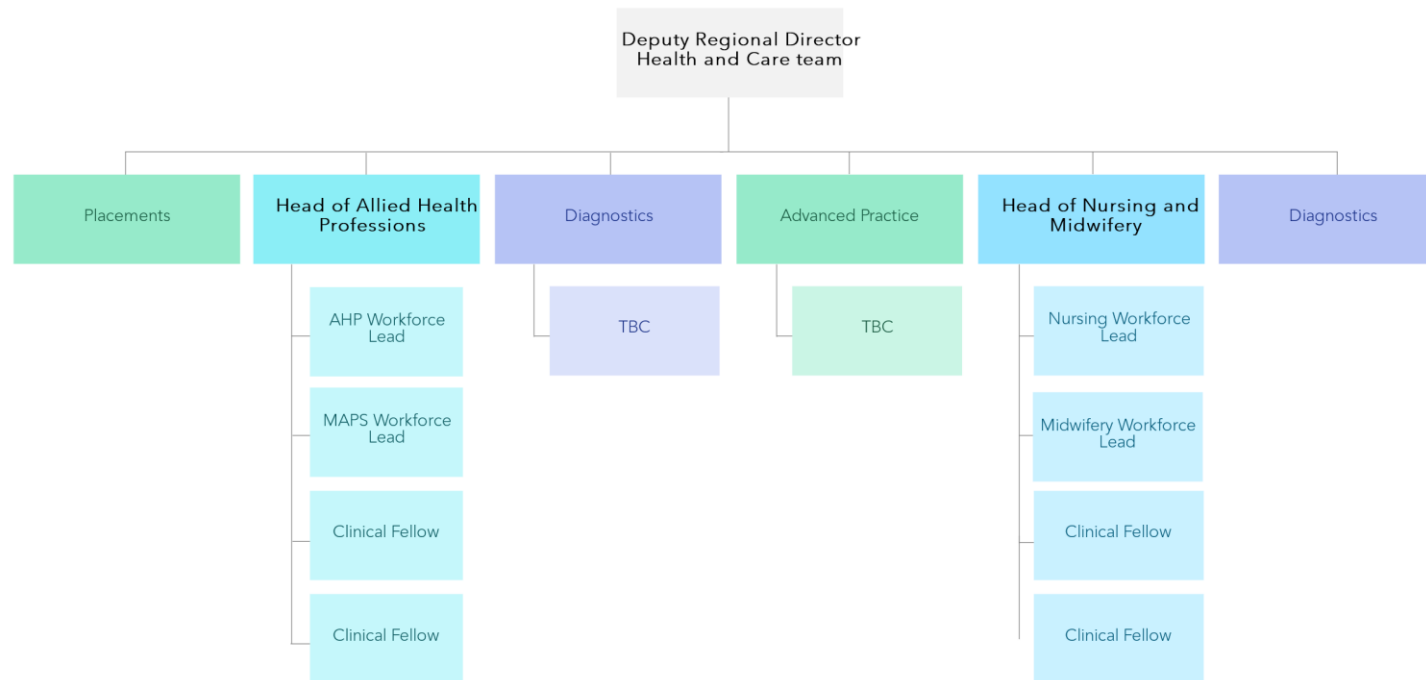
- To produce an end of project report and make recommendations for the sustainability of the work and share with key stakeholders.

### Developing an excellent organisation

- To ensure the health, safety and wellbeing of all staff within the department.
- To ensure compliance with all confidentiality and governance requirements within the department.



## Organisational structure



## Person specification

Criteria		Essential	Desirable	Evidence*
<b>Qualifications</b>	Registered healthcare Professional with current registration with appropriate professional body.	Y		A
	Educated to master's degree level in relevant subject or equivalent level qualification or significant experience of working at a similar level in specialist area.	Y		C
	Competent with Microsoft products with the ability to present effectively for a range of audiences using Outlook, Word, Excel, PowerPoint and Teams.	Y		A
	Evidence of continued professional development.	Y		A
	Comprehensive knowledge of project principles, techniques and tools, such as Prince 2 Foundation and Microsoft Project or equivalent experience.		Y	A
<b>Knowledge and experience</b>	Knowledge, understanding and application of current NHS policies across healthcare systems and experience of implementation in relevant areas.	Y		I
	Understanding of health and social care policy and context.	Y		I
	Significant experience of successfully operating in a politically sensitive environment	Y		A
	Considerable experience of working in a management role at senior level within the NHS.		Y	A
	Experience of negotiating with and influencing senior managers, project leads and staff at all levels of seniority.	Y		A
	Demonstrated experience of co-ordinating projects in complex and challenging environments	Y		A
	Experience of managing risks and reporting	Y		A
	Experience of drafting briefing papers and correspondence at SMT level	Y		A
	Experience of monitoring budgets and business planning processes		Y	A








	<ul style="list-style-type: none"> <li>• High level understanding of the NHS and current issues facing the NHS workforce</li> <li>• Understanding of the importance of widening participation and access to NHS careers</li> </ul>	Y		A
		Y		I
<b>Skills Capabilities &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Establish and maintain collaborative working relationships with a wide range of internal and external stakeholders from a range of organisations (health, social care, voluntary sector, patient groups) and from a range of professional backgrounds.</li> <li>• Provide and receive highly complex, sensitive and contentious information from a wide range of sources, on which agreement or co-operation will be required.</li> <li>• Motivational and negotiating skills to encourage collaborative working</li> <li>• Ability to analyse, interpret and compare complex facts, opinions and situations.</li> <li>• Proven ability to lead, empower and motivate others.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Strong people management skills.</li> <li>• Ability to build relationships with a wide range of stakeholders.</li> <li>• Ability to prepare and produce concise yet insightful communications for dissemination to senior stakeholders and a broad range of stakeholders as required</li> </ul>	Y		I
		Y		I
		Y		I
		Y		I
		Y	Y	I
		Y		I
		Y		A
		Y		I

	<ul style="list-style-type: none"> <li>• Experience of creating and giving presentations to a varied group of internal and external stakeholders</li> <li>• Experience of working with groups and ensuring collaborative working</li> <li>• Ability to analyse very complex issues where material is conflicting and drawn from multiple sources.</li> <li>• Demonstrated capability to act upon incomplete information, using experience to make inferences and decision making</li> <li>• Numerate and able to understand complex financial issues combined with deep analytical skills</li> <li>• Experience of setting up and implementing internal processes and procedures</li> <li>• Knowledge of Financial Systems e.g. monitoring budget management, processing invoices and procurement</li> <li>• Demonstrated capability to plan over short, medium and long-term timeframes and adjust plans and resource requirements accordingly.</li> <li>• Demonstrated capabilities to manage own workload and make informed decisions in the absence of required information, working to tight and often changing timescales</li> </ul>	Y	Y  Y  Y  Y  Y	I  A I  I  I  I
<b>Values and Behaviours</b>	<ul style="list-style-type: none"> <li>• The promotion of equality of opportunity and good working relations (providing practical leadership)</li> <li>• Demonstrates respect and dignity for others</li> <li>• Commitment to delivering and improving quality of care</li> <li>• Working together for patients</li> <li>• Compassion</li> <li>• Valuing others</li> </ul>	Y  Y Y Y Y Y		I  I A A I I



* Evidence will take place with reference to the following information:	
<b>A</b>	Application form
<b>I</b>	Interview
<b>T</b>	Test or Assessment
<b>C</b>	Certificate

KEY TO JOB DESCRIPTION AND PERSON SPECIFICATION COLOUR CODING	
	Light Blue JOB SPECIFIC INFORMATION: Text <b>can</b> be amended or additional information inserted
	Dark Blue ORGANISATION SPECIFIC INFORMATION: Text <b>should not</b> be amended
	Black NATIONAL GENERIC INFORMATION: Text <b>should not</b> be amended (denotes banding)



