

# Job Description

<b>Job Title</b>	Head Of Midwifery
<b>Department</b>	Maternity
<b>Division</b>	Women's and Children's
<b>Band</b>	Band 8b
<b>Reporting To</b>	Divisional Director of Nursing and Midwifery for Women's and Children's
<b>Job Reference</b>	J2252

## ▪ Role

Reporting to the Divisional Triumvirate with professional accountability to the Divisional Director of Midwifery (and Nursing), with specific management responsibility for midwifery staff within the division.

The Head of Midwifery (Associate Director of Midwifery/Health Care Professionals) will work closely with the departmental, divisional and Trust wide professional teams to support the delivery of the operational performance of the Maternity service.

The post holder will be both an experienced appropriate registrant and have clinical credibility and be visible in all clinical areas. There is a requirement for the post holder to deputise for the Director of Midwifery (and Nursing) as and when required.

## ▪ Key Responsibilities

Assist and support the Director of Midwifery (and Nursing) in the smooth running of maternity Services within the clinical division ensuring the delivery of divisional goals and KPIs with a particular focus on excellent, sustainable care delivery. The post holder will work closely to support the delivery of professional standards pertaining to the clinical services. The Head of Midwifery will support in the delivery of staff and budgetary management ensuring that performance targets and strategic objectives are met, including supporting the management of capacity and demand in order to achieve national and local standards.

The Head Of Midwifery will work closely with the divisional leads to develop the strategic direction which maximises business efficiency, effectiveness, flexibility and staff morale. This includes supporting the Divisional Triumvirate in the development of a strategic approach to service improvement and best clinical pathways within Maternity Care.

The Head Of Midwifery will provide strong visible and professional leadership to Nurses and Midwives within the Women's And Children's Division supporting a culture which is open and transparent.

The Head Of Midwifery will work closely with senior managers across the division and wider organisation in supporting the delivery of a high standard of care and the post holder will be required to participate in both the hospital and Divisional manager on call rota.

## ▪ Duties and Key Tasks

- To work to support, develop and implement strategic plans for the Maternity Service in line with
- To support and assist the senior managers in effectively coordinating and implementing the Divisions business and clinical strategies including the operational plan.
- To assist and work to continuously review, develop and adapt working practice and staffing requirements to enable the Division to successfully change, adapt and respond to shifting pressures, demands and ways of working
- To identify improvements to meet and enhance the experience of women and their families and quality indicators
- To ensure that services are delivered in line with professional legislative and national guidance including arrangements for supporting the role of the Professional Midwifery Advocate (PMA) role.
- To support the Women's and Children's division on Nursing/Midwifery and HCPC issues as part of the business planning process
- To undertake relevant divisional projects as requested by the Divisional Director of Nursing (and Midwifery).
- To work collaboratively with the Divisional Triumvirate to develop both a strategic and operational plan for speciality services for the Clinical Division annually.

## FINANCE

- To work in partnership with the Divisional Management Team in ensuring the Division meets its financial targets by supporting structure and culture that devolves operational budgetary responsibility within the Division, whilst achieving cost efficiency targets
- To manage financial resources within the service in line with the Division and Trust vision, values, strategies and objectives
- To empower the Nursing and Midwifery workforce within the Division to ensure maximum efficiency and reduce costs in line with cost improvement plans
- To provide appropriate support to others to improve their knowledge and understanding of financial resource management within the service

## COMMUNICATION

- To support the Divisional Management Team to develop a robust communication framework which engages Nursing and Midwifery staff at all levels,
- To work closely and support with the development of a clinical voice for the maternity service across the organisation with the support of the Divisional Director of Nursing (and Midwifery).
- To develop excellent relationships with all internal stakeholders as required for example; other Divisions, Divisional Leads and the corporate team.
- To produce accurate and complete records of communications consistent with legislation, policies and procedures
- To ensure effective communication between the Nursing and Midwifery workforce and other members of the multi-disciplinary team
- To support improvement and to enhance the quality and efficiency of the patients journey and overall experience

## ▪ Duties and Key Tasks

### LEADERSHIP

- To lead and empower Nursing and Midwifery staff promoting effective leadership within the maternity services and across the Division to support achievement of all national and local performance standards, in particular those to the maternity Transformation Programme.
- Role modelling the Trust's values and behaviours and promoting these behaviours in the Nursing and Midwifery workforce.
- Support the Divisional Director of Midwifery (and Nursing) in identifying areas for further improvement and work collaboratively in designing a work programme to support implementation
- Develop a high performance culture within the clinical service, with particular focus on Midwives contributions to delivering the Maternity Strategy
- To support staff and recognise stress symptoms, know how to access support and promote the health and wellbeing of their staff
- Participation in the Divisional/Trust Senior Managers On Call rota
- To create and nurture a supportive management culture within the Division in order to harness the capacity, energy and commitment of the Nursing, Midwifery and HCPC workforce and empower them to achieve optimal performance within the Maternity Service.
- To ensure Nursing and Midwifery are working to agreed objectives and have a clear understanding of the Trust and Divisional objectives and their individual role in their delivery
- To undertake staffing reviews on a 6 monthly basis and escalate any concerns to the Divisional Director of Midwifery and Nursing
- To ensure the Nursing, Midwifery and HCPC workforce in the service all have an annual appraisal and personal development plan with an agreed career pathway.
- To actively promote equality and diversity and ensure the continued achievement of excellent employment standards within the Divisional Nursing and Midwifery workforce
- To work in partnership with Divisional Managers and Matrons to ensure attendance levels amongst Nursing, Midwifery and HCPC staff are monitored and there is a progression towards the Trusts targets for attendance at work
- To ensure and support the workforce in actively and consistently implementing Trust HR policies and procedures
- To support all managers within the services in the recruitment, deployment and management of staff in their area

### GOVERNANCE including HEALTH AND SAFETY

- To support the Divisional Quality and Safety Lead and Director of Midwifery and Nursing on the implementation and audit of clinical and care indicators in the Women's and Children's Division to provide assurance that high standards of care are being delivered

## ▪ Duties and Key Tasks

- To work closely with the Clinical Specialist Leads in Risk Management and Quality and Safety Lead in the Division to review and maintain clinical standards in order to ensure that the highest standards are achieved and maintained
- To work closely with Infection Control leads within the Division to embed effective infection control and prevention processes and processes
- To work closely with the Divisional Governance Team and Clinical Directors to ensure the effective implementation of the Corporate Risk Management agenda within the Division
- To work in partnership with the Director of Midwifery and Nursing in responding to concerns / complaints to identify key themes and support the Division in implementing action plans.
- To work closely with the Director of Midwifery and Nursing in updating Divisional risk reports and the Divisional Risk Register, work with the Matrons to share good practice, minimise risk and promote a learning environment
- To support the Divisional Director of Midwifery and Nursing in ensuring the workforce in the Division adhere to health and safety requirements

## INFORMATION

- To work collaboratively with colleagues within services to seek new and emerging knowledge and information, evaluate their relevance and potential benefits for the Division, supporting the Divisional Management team in integrating them appropriately into the service
- To receive, interpret and utilise information to support the effective management of resources and targets within the Division and to support the Divisional Triumvirate to enhance service development and delivery
- To promote and facilitate the use of knowledge and information throughout the Nursing and Midwifery workforce in the Division
- To provide relevant, succinct and timely information to the Divisional Management Board to inform and assist in decision making within the Maternity Services

## PERSONAL ATTRIBUTES

- To be able to communicate confidently and assertively through written / verbal means to wide range of individuals e.g. Board, general public, general practitioners etc. when deputising for the Director of Midwifery and Nursing in a variety of formal and informal settings
- To have a desire to know how the services are being delivered and what the experience is of patients and service users
- To be able to prioritise the demands of the post through reasoning and rationalisation skills
- To be politically astute
- To be receptive to fresh insights and perspectives from diverse sources
- To be prepared to undertake transformational rather than incremental change
- To be self-aware, have personal integrity and the ability to self-manage
- To inspire others to be positive in their support of service improvement
- To have a 'can do' sense of confidence even in the face of opposition

## ▪ Duties and Key Tasks

- Exposure to distressing and emotional circumstances necessitates the ability to react appropriately when required to deliver such messages
- To be able to deal appropriately with staff, patients and the public who may exhibit challenging behaviour
- To adhere to the relevant professional Code of Conduct and NHS Code of Conduct for managers

## ▪ Extra Factual Information

- The Trust is committed to safeguarding and promoting the welfare of all unborn babies, children and adults and is signed up to both the Wirral Safeguarding Childrens Partnership and the Wirral Safeguarding Adults Partnership Board associated policies and procedures. All Trust staff must be familiar with and adhere to these procedures. It is the post holder's responsibility to attend the Trusts mandatory training Protecting Vulnerable People training, and to follow the relevant Trusts policies and practice guidance.
- All staff must ensure rigorous and consistent compliance with standard infection control precautions which include; hand hygiene, dress code and use of personal protective equipment and all other policies relevant to infection and control. Attendance at mandatory infection control lectures and other mandated training is an essential component of the role.

# Person Specification

Qualifications, Specific Experience & Training	Essential	Desirable	Measure
<ul style="list-style-type: none"> <li>Educated to Masters level (or ability to work towards) / equivalent experience with a relevant professional qualification</li> <li>Relevant registration (NMC with relevant senior experience</li> <li>Operational / management experience of working within relevant service</li> <li>Management Qualification or relevant experience</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
<ul style="list-style-type: none"> <li>Additional management / leadership qualification</li> <li>Dual qualification - Registered Nurse</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form

Knowledge and Skills	Essential	Desirable	Measure
<ul style="list-style-type: none"> <li>Management Experience at senior clinical position/Matron level or above</li> <li>Experience of staff development/human resource management</li> <li>Knowledge of the Safeguarding Framework and experience of working collaboratively with the Named Nurse/Named Midwife /Safeguarding team/Domestic Violence lead.</li> <li>Evidence of ongoing continuing Professional Development</li> <li>Evidence of embedding Quality Governance and Evidence Based Practice</li> <li>Evidence of managing quality initiatives which include patient involvement</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
<ul style="list-style-type: none"> <li>Evidence of working in partnership with NHS or non NHS organisations</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form
<ul style="list-style-type: none"> <li>Evidence of the ability to motivate and lead staff, including establishing and maintaining relationships</li> <li>Oral and written communication e.g. skills to include communicating effectively, report writing and business case development</li> <li>Evidence of managing a budget and supporting the delivery of CIP</li> <li>Experience of implementing and supporting change e.g. working practices and redesign of services.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

Personal Attributes	Essential	Desirable	Measure
To be able to communicate confidently and assertively through written / verbal means to wide range of individuals e.g., Board, general public,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

Personal Attributes	Essential	Desirable	Measure
<p>general practitioners etc. when deputising for the DMN in a variety of formal and informal settings</p> <p>To have a desire to know how the speciality clinical services are being delivered and what the experience is of patients and service users</p> <p>To be able to prioritise the demands of the post through reasoning and rationalisation skills</p> <p>To be politically astute</p> <p>To be receptive to fresh insights and perspectives from diverse sources</p> <p>To be prepared to undertake transformational rather than incremental change</p> <p>To be self-aware, have personal integrity and the ability to self-manage</p>			
<p>To inspire others to be positive in their support of service improvement</p> <p>To have a 'can do' sense of confidence even in the face of opposition</p> <p>Exposure to distressing and emotional circumstances necessitates the ability to react appropriately when required to deliver such messages</p> <p>To be able to deal appropriately with staff, patients and the public who may exhibit challenging behaviour</p> <p>To adhere to the NMC Code and NHS Code of Conduct for managers</p> <p>Can demonstrate alignment to the values of the Trust.</p> <p>Role model behaviour and inclusive leadership style.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
<p>An energetic motivator of people with a commitment to improving safety</p> <p>Personal commitment to an open inclusive leadership style.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

Personal Attributes	Essential	Desirable	Measure
Sets high standards and expectations and willing to support staff to achieve these and take action where standards are compromised.			

# Organisation Chart

