



**University of
East London**

Pioneering Futures Since 1898

JOB DESCRIPTION

Job Title: Apprentice Nursing Associate Implementation Fellow – North East London (NEL)
School: Health: **Health, Sport and Bioscience**
Banding AFC: Band 7 NHS
Campus: Stratford
Responsible to: Deputy Director Education Academy- Barts Heath and Director of Strategy and External Engagement, UEL
Tenure: 12-Months FTE or a potential for a Secondment
Working hours: Full Time (some flexibility subject to negotiation)

ABOUT UEL:

The University of East London has been pioneering futures since 1898: from the 2nd Industrial Revolution through to where we are now, the 4th. We are a careers-led university, dedicated to supporting our students to develop the skills, emotional intelligence and creativity needed to thrive in a constantly changing world.

Vision 2028 has been developed to transform our curriculum, pedagogy, research impact and partnerships to make a positive difference to student, graduate and community success. Our ambitious but achievable goal is to become the leading careers-focused, enterprising university in the UK, one which both prepares our students for the jobs of the future and provides the innovation to drive that future sustainably and inclusively.

ACCOUNTABLE TO:

The post will report jointly to the following bodies, which will set ongoing work priorities:

- NEL TNA Programme Board - via Deputy Director, Education Academy, Barts Health;
- East London Health and Care Partnership (ELHCP) Local Workforce Action Group (LWAB) – via NEL Lead Workforce Transformation Programme Manager
- Health Education England (HEE) London – via Nursing and Midwifery Programme Manager

JOB PURPOSE:

The Apprentice Nursing Associate Implementation Fellow (NEL) will support the delivery of the NEL Apprentice Nursing Associate implementation plan, as agreed by the NEL TNA Partnership Board, in order to achieve the HEE target for Apprentice Nursing Associate starts (ANA) in 2019 and subsequent target for the first half of 2020. The postholder will have an overview of the programme and directly manage some aspects of the plan and support others – in line with agreed priorities and objectives (see below).

The post will include a combination of outward facing activities (eg engaging new employers system wide, winning hearts and minds) and project based activities (eg collating data and compiling reports, coordinating stakeholder groups and meetings), as well as ongoing partnership working. In addition, the post will engage and connect with strategic bodies and activities being undertaken London-wide and nationally to inform and share good practice and maximise benefit to NEL. This is a new post working on an evolving and challenging programme. The job role will evolve as the project does and objectives and priorities will be reviewed on an ongoing basis.

MAIN DUTIES AND RESPONSIBILITIES:

These will be reviewed on an ongoing basis and will support the overall NEL TNA Implementation Plan:

Coordinating the NEL TNA Partnership Board and implementation group meetings:

- Organising meeting, papers and agenda as directed by Deputy Director, Education Academy, Barts Health.

Management and implementation of project plan for primary, social and private/independent care provider engagement, recruitment and on programme support. This will include;

- Review/update of plan, progress monitoring and reporting;
- Connecting with wider team members and stakeholders to ensure delivery of activities and that the activities are embedded and compatible with other workstreams in NEL;
- Leading on engagement of primary, social and private care providers and working with team/universities/CEPNs to ensure robust recruitment

Connecting with HEE campaign and resources relating to Nursing Associate;

- Utilising HEE promotional activities, information and materials and ensuring these are consistent with NEL settings/needs and reflect the north east London and TNA partnership programme and plan

Supporting Placement mapping;

- Working with the team to ensure all learners in NEL to all have high quality placements by exploring how the ANA placement mapping sits within the wider placement mapping for a range of different programmes and exploring how to address key pressure points across the system. This will involve working with NEL ANA universities plus HEIs delivering other relevant courses requiring placements in NEL, identifying peaks and troughs over the year and helping to synchronize placements to create the best opportunities.

Supporting the workforce modelling process to facilitate the ANA – to NA pipeline;

- To liaise with workforce leads in provider organisations to enable ANAs to be effectively recruited and how the NA role is built into the workforce post qualification, supporting appropriate workforce modelling activities and business cases for sustainability of the role and sharing/embedding good practice across NHS providers and adapting for primary/social care.

Collation and production of relevant reports as required by NEL TNA Partnership, ELHCP LWAB and HEE in a timely manner. This will include;

- Coordination of HEE recruitment and retention data collection and collation;
- Updating HEE TNA reporting template;
- Providing reports to other key groups eg LWAB, CEPN Collaborative as required.

Key Working Relationships;

As well as the East London Health and Care Partnership Workforce team, ANA programme board and Implementation Group and HEE, the postholder will also be required to maintain good working relationships with a broad range of internal and external stakeholders, including:

- Higher education institutions
- Director's or Nursing, workforce and Education
- Trust Education Leads and other senior stakeholders
- CEPN leads and other stakeholders across primary care
- STP colleagues
- NHSi and NHSe
- HRD Workforce leads
- Skills for care and social care
- Relevant professional bodies and colleges
- Senior management of the London support functions including the Quality, Commissioning and Patient Safety team

Health Education England (HEE);

HEE provides leadership for the education and training system. It will ensure that the shape and skills of the future health and public health workforce evolve to sustain high quality outcomes for patients in the face of demographic and technological change.

Main duties of the post:

The priorities for the role are stated above. It is envisaged that this may involve some/all of the duties listed below;

Project Delivery;

- Manage the delivery of the nursing associate programme and raise awareness of the value of nursing associate roles in all settings within sustainability and transformation programme (STP) footprint;
- Oversee the governance of the project including coordinating delivery and chairing the relevant project management meetings and coordinating reports as required;
- Advise on developments in practice that might impact the on-going feasibility of meeting the nursing associate project objective and develop immediate responses to new external developments as they arise, as well as anticipate problems and a range of solutions as appropriate;
- Monitor and evaluate the project work and the impact of nursing associate work overall, in line with the programme governance and performance assurance process.
- Undertake regular, multiple audits and/or surveys relating to the projects' work to help to improve project performance, keeping relevant staff up to date on progress and alerting relevant senior leads if deadlines maybe missed;
- Propose changes to the project and make recommendations as required;
- Use insight, experience and an evidence-based approach (data triangulation, after action review, information systems etc) to inform decision making;
- Work with the HEE regional Nursing Associate team, who are overseeing the work;
- Provide regular reports to stakeholder groups.

Finance;

- Take responsibility for drawing up, managing, monitoring and regularly re-phasing the nursing associate budget and provide updates and reports as required.
- Manage a system for financial and performance reporting for the work stream to ensure projects are delivered within planned budget, timescale and resources and that project deliverables are defined and agreed by the senior management boards.
- Ensure there is appropriate contract and procurement management in place.

Engagement;

- Act as the key link between the Local Workforce Action Board, TNA Partnership, Stakeholder Group's and HEE programme board;
- Work closely with colleagues and stakeholders to meet commissioner requirements and report on a regular basis, this will involve regularly reviewing and reporting on performance against targets for all aspects of the project;

- Provide and receive highly complex sensitive and contentious information to a wide range of differing groups, anticipating and addressing barriers to communication to ensure effective decision making and delivery;
- Work closely with leadership to build and maintain strategic partnerships, with key individuals, groups and organisations, promoting and delivering nursing associate project in London;
- Accurately evaluate stakeholder needs from a range of qualitative and quantitative data sources (project performance data, strategic delivery plans stakeholders' input, commissioned research.);
- Negotiate to gain consensus amongst senior external stakeholders on complex and contentious issues in a political environment relating to local workforce transformation priorities;
- Negotiate with external, senior stakeholders in sensitive and contentious circumstances (e.g. agreeing project KPIs and targets, managing conflicting priorities, funding restrictions etc.) where significant challenge exists, and no formal organisational or managerial spheres of control exist;
- Discuss workforce improvement ideas with internal and external stakeholders to problem solve, prioritise and contribute to the development of medium to long term strategy;
- Present a positive role model both internally and to external stakeholders, promoting a culture of continuous improvement, innovation and learning;
- Work independently and engage and negotiate with numerous strategic leads across the region and when required nationally to support delivery of the projects and the adoption of best practice;
- Have delegated responsibility for representing and presenting HEE's position in relation to the workforce strategy to a broad range of external stakeholder groups with demanding and complex agendas;
- Travel to various sites across London and outside London when required.

Leadership and Management;

- Provide support to the regional NA programme group and LWAB members;
- Measure and evaluate the outcomes of tactical and operational decision making and performance of the project using evidence-based approach and the appropriate use of robust performance management and research methodologies, information systems, research and reporting (weekly and monthly reporting aggregating to quarterly review and contributing to annual reviews);
- Maintain, manage and develop relationships with stakeholders;
- Select, appoint, coordinate and/or manage experts and bring them to work together on the London regional programmes related to nursing associate roles;

- Provide project leadership and team leadership to external influencers and expert groups;
- Provide knowledge and expertise;
- Oversee the work activities in relation to expert reference group and consultation groups;
- Lead the initial, planning and execution validation of required projects activities;
- Propose work schedule for expert group;
- Organise, schedule and chair meetings with experts' group/consultation groups and produce progress reports for the preceding period for the following cycle from these meetings;
- Plan and facilitate workshops and user groups to encourage collaboration and the sharing of best practice, providing expert advice where required;
- Co-ordinate and effectively manage resources, people or budgets, that are designated to achieve the project aims.

Research and Development;

- Commission and/or undertake research to inform development of programme of work;
- Commission primary/secondary research in support of an evidence-based approach to decision making as required;
- Organise, conduct and maintain accountability for commissions for research and other activities;
- Research and share intelligence around workforce within STPs.

General;

- Carry out any procurement activity required in line with the HEE policies;
- Undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service;
- Follow HEE policies and procedures which are regularly updated.

Continuous Professional Development;

- The post holder will pursue a programme of CPD in accordance with any relevant professional registration or statutory requirements, whilst maintaining appropriate awareness of service provider requirements.

Information Security and Confidentiality;

- During the course of your employment you may have access to, see or hear

information of a confidential nature and you are required not to disclose such information, particularly relating to patients or staff;

- All personal identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Data Protection;

- The post holder must, if required to do so, process records or information in a fair and lawful way;
- They must hold and use data only for the specified, registered purposes for which it was obtained and disclose data only to authorized persons or organisations.

Corporate Governance;

- The post holder must, at all times, act honestly and openly and comply with relevant corporate governance requirements, employment legislation, standards of business conduct, codes of openness and accountability.

Equal Opportunities;

- The post holder must comply with and promote Equal Opportunities and accordingly must avoid any behaviour which discriminates against colleagues, potential employees, patients or clients on the grounds of sex, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership or disability.

Health and Safety;

- Under the Health and Safety at Work Act (1974), it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work;
- This includes co-operating with the organisation and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards.

Risk Management;

- Responsibility for ensuring that risks are managed at work group and local level. This process will include the assessment and effective control of all acceptable risk situations;
- As an employee you will be expected to maintain a high level of awareness and assist in the process of reporting incidents, assessing risks and reporting unsafe occurrences and co- operate with any investigations undertaken;
- Employees will be required to adhere to all UEL policies and procedures

and attend statutory and mandatory training.

The above is only an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as may reasonably be required by their line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of programme.

PERSON SPECIFICATION

EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS:

Essential criteria;

- Evidence of continuing professional development (A/I)

Desirable criteria;

- Professional registration (as appropriate) (A/C)

KNOWLEDGE AND EXPERIENCE:

Essential criteria;

- Experience of working in the health/care sector with an understanding of clinical areas and education processes (A)
- Experience of organisational development/change e.g. through a quality improvement project, managerial role (I)
- Experience of writing high quality reports on projects undertaken for internal and external stakeholders (A/I)
- Experience of project management (A)
- Knowledge of recent health policy in the UK and London, relevant to Apprenticeship and Nursing associate training and education (A/I)

SKILLS AND ABILITIES:

Essential criteria;

- Leadership skills (A/I)
- Ability to initiate and sustain a project / activity requiring collaboration with policy, clinical and managerial interests, academic bodies and other stakeholders (I)
- Analytical, problem solving and trouble shooting skills (A)
- Good communication skills, including public speaking and presentation skills (A/I)
- Understanding of how to present and communicate complex issues to a variety of audiences (I)

PERSONAL QUALITIES:

Essential criteria;

- Interest in and understanding of health care and health issues in London (A/I)
- Interest in and understanding of the education sector and how it relates to new roles and workforce development (A/I)

- Effective interpersonal skills including good team working (A/I)
- An interest in improving the patient's experience / care / safety through training from audits, quality improvement projects or guideline development (I)

OTHER ESSENTIAL CRITERIA:

- Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (I)

Criteria tested by Key:

A = Application form

C = Certification

I = Interview