

East of England Strategic Health Authority

Job Description

Title:	Provider Development Manager
Band:	8c
Accountable to:	Head of Provider Development
Location:	Victoria House, Fulbourn, Cambridge
Key relationships:	PCTs, NHS Trusts, Foundation Trusts and other healthcare providers Department of Health Other key National Bodies (e.g. Healthcare Commission, Monitor, Audit Commission, NHS A Government Office and other regional bodies Local Authorities Patient/Public Representative Bodies Relevant National and Local Policy Leads

Role purpose

Accountable to the Head of Provider Development the postholder will play a key role in development and regulatory review of Provider organisations across the SHA. They will support the operation of the Provider Management regime, which is overseen by the Provider Development Board (PDB). They will work with Acute, Ambulance and Mental Health Trusts to achieve Foundation Trust status, and PCT Provider services to develop appropriate organisational models to meet the requirements of commissioners, local communities and stakeholders, and ensuring NHS Trusts meet key performance standards.

Duties and responsibilities

- The postholder has responsibility for overseeing all NHS Trusts within their catchment area through to Foundation Trust status as part of the FT pipeline
- Agree with local NHS Trusts action plans and timescales to achieve Foundation Trust status including development of a Business Plan and Financial Model, and strategic service plans and monitor their progress
- Monitor progress against the action plans, reporting progress to the SHA executive, PDB and feedback to the service enabling organisational development
- Liaise with other directorates within the SHA to compile monthly monitoring reports and relevant briefing papers for the Provider Development Board and the SHA Executive team
- Where appropriate represent NHS EoE at regional and national meetings and events
- Communicate, co-ordinate and support remedial action required by provider development organisations, which are deviating from plans

- Work with provider organisations to ensure strategic development is congruent with DH policy, adequate capacity for the LHE, delivers consistent quality and achieves NHS performance targets
- Represent the SHA at public meetings as required, potentially in a hostile environment
- Support the implementation of service reconfiguration plans across local health communities
- Advise the SHA Executive Team and PDB of state of readiness for Trusts to proceed to monitor for FT approval
- As first point of contact for NHS Organisations respond to Trust and Provider concerns, drawing on SHA and DH colleagues
- Research other provider models and source alternative providers to develop plurality of service provision
- Work with Chief Operating Officers and Directors of Provider Services to review and develop new models of service provision that promote choice and contestability in community services
- Work with colleagues across the SHA and DH to ensure plans are consistent with local and national policy
- Lead in an integrated way, with all SHA colleagues, the appropriate interventions to support provider organisations.
- Provide interpretation, guidance and support for all providers of NHS funded care
- Co-ordinate activities for support, development and assessment for all provider models of care
- Act as the primary contact point with the chief executives and executive directors on provider development matters
- Responsible for monitoring budgets and resources as delegated by line manager

Part B – Generic responsibilities for portfolio topics

In common with the other members of the SHA Senior team, the postholder will be expected to carry out the following tasks within his/her defined portfolio:

Leadership and delivery

- To ensure that there is effective leadership and coherent strategic frameworks in place for the topics in the postholder's portfolio and that agreed activities are delivered effectively

Developing organisations and the workforce

- To ensure that areas of the postholder's portfolio effectively contributes to the creation of capacity in the NHS system, the development of NHS Trusts, stimulate and support service redesign and support the development of networks spanning organisations and health and social care

Improving the performance of local health systems

- To ensure that areas of the postholder's portfolio effectively contributes to the performance management of NHS organisations in the East of England, support the development of PCTs and ensure that national strategies, policies, targets and frameworks are implemented effectively and efficiently

Part C - management

- Work with other members of the Senior Team and the SHA Board to ensure that the SHA has robust corporate governance arrangements in place, and that the SHA achieves its business objectives
- To help ensure that the Senior Team is effective, and to facilitate good working relationships between directorates and with all SHA staff
- To make a significant contribution to the Senior Team, helping to ensure that the Board is an effective and cohesive governance body for the SHA

Part D - relevant to all SHA staff

- All employees must comply with the Strategic Health Authority's Equal Opportunity Policy and Race Equality Scheme and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, disability, sexual orientation or religious belief
- Employees have a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Strategic Health Authority. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice
- All employees are subject to the Data Protection Act and must maintain strict confidentiality of information in accordance with professional and Strategic Health Authority policy. The postholder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties
- The Strategic Health Authority seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying
- This job description is a summary of the key tasks and may be subject to change in light of the developing organisation and in consultation with the postholder

May 2009