

# NHS TAMESIDE AND GLOSSOP

## JOB DESCRIPTION

<b>Job Title:</b>	Deputy Director Provider Finance
<b>Directorate:</b>	Provider Division
<b>Department:</b>	Provider Division
<b>Reporting Arrangements:</b>	
<b>Base:</b>	New Century House
<b>Hours:</b>	37.5
<b>Grade:</b>	8D

### Job Summary

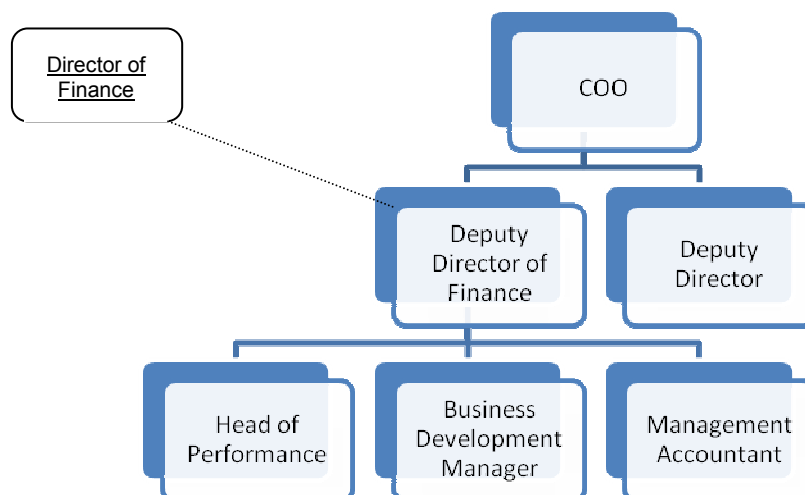
To be responsible for the development and management of provider services ensuring that they meet the requirements of the Transforming Community Services programme.

Reporting to the Chief Operating Officer, you will be part of the Provider Board Executive team within provider services.

You will be responsible for the financial performance, business development and management of performance information for the Provider Division. You will also be responsible for management of the estates team for the PCT.

You will drive efficiency and effectiveness and innovation at all levels within the Division.

### STRUCTURE



## **Overview of Responsibilities**

### **Physical & Financial Resources**

- Responsible for the overall financial performance of the Provider Division.
- Responsible in partnership with the Deputy Director Operations for ensuring support is available to managers to deliver business objectives.
- Responsible in partnership with the Deputy Director Operations for delivering savings through efficiencies and development of new business.
- Responsible in partnership with the Deputy Director Operations for holding managers to account for use of resources and the use of process to manage them.
- Responsible for ensuring full engagement of managers in business planning and any changes required in the year as a result of internal/external factors.

#### **Patient Care:**

- Deputise for Chief Operating Officer, and acting on behalf of such in making decisions about the development of services and the resolution of service issues as they arise.

### **Analytical and judgment skills**

- Able to rapidly analyse highly complex and sometimes conflicting financial and non-financial information, requiring prolonged concentration in order to identify the implications and solutions for the Provider Division and population we serve.
- Able to identify areas of strategic and tactical financial advantage or liability for the Provider Division pro-actively and as they arise, providing sound financial advice.
- Able to make judgements based on limited information about new, and possibly unique, situations that do not have clear solutions.
- Able to generate options for change and improvement and to systematically evaluate them across a range of parameters.
- Able to judge how to react for the benefit of the Provider Division and the population we serve when presented with new and challenging information in highly pressurised. situations.
- Able to analyse and assess the overall contributions and added value as regards business cases developed by the Provider Division.
- Able to assess the overall balance of financial and non financial risks and advise and/or take appropriate action

## **Physical Skills**

- Requires advanced keyboard skills.

## **HR**

- Accountable for embedding all HR policies in the division and monitoring their impact.
- Responsible for strategic development of and implementation of professional leadership and involvement of all staff in development activities.
- Accountable for own continued professional development in particular the development of director level competencies.
- Responsible for delivery of all standards and performance measures associated with sound management practice, ensuring staff are held to account for conduct and performance.
- Responsible for workforce planning processes and for the effective resourcing, development and performance management of all staff across Provider Services operations.
- Responsible for managing and leading the business unit part of includes finance, performance and governance.

## **Communication & Leadership**

- To be responsible for sound management decisions.
- Responsible for clear translation of vision across division and outside the division.
- To provide professional leadership for all non-medical staff ensuring they play a full role in the development of Community Services and the division.
- Responsible for ensuring mechanisms are in place to provide sound governance and professional advice to the Chief Operating Officer and to the Provider Board.
- To advise the Chief Operating Officer of all financial issues relating to the Provider Division.

- To develop the capacity and capability of Provider Division encouraging all staff to participate in decision making, in particular;
  - Ensuring decisions are taken only after discussion with those likely to be affected
  - Creating a climate in which all contributions to discussion are listened to with equal care and sincerity.
- To be responsible for the review of all services in relation to financial and performance management governance.
- To be responsible for providing financial and business advice for service reconfigurations.
- To be the responsible officer for corporate governance and to work in partnership with Deputy Director of Operations to deliver the Clinical Governance agenda.
- Deputise for Chief Operating Officer performing corporately at all times both within and outside the division.
- Provide advice to the Chief Operating Officer on all aspects of business.

### **Planning, Performance & Organizing**

- Lead in partnership with the Deputy Director of Operations on the development and monitoring of performance data to make decisions on corporate performance and future service plans.
- Responsible in partnership with the Deputy Director of Operations for ensuring plans are in place for all service developments and that these and any significant changes are managed within a project managed environment.

### **Partnership Working**

- Lead in partnership with the Deputy Director of Operations on maximising opportunities for partnership working, developing relationships and clear processes for communication and decision making with partner agencies.
- Lead in partnership with the Deputy Director of Operations on the development and systematic management of relationships with GP's.
- Develop processes of clear engagement with Commissioner colleagues, promoting and developing positive behaviours at all times.

### **Research Effectiveness and Audit**

- Responsible for development of Provider Risk Register and its appropriate use.
- Responsible in partnership with the Deputy Director of Operations for the audit of Standards for Better Health across the division and taking appropriate action to meet standards
- Responsible for ensuring the work of external and internal audit is planned and delivered and appropriate action taken to address auditors' recommendations.

**Information Resources**

Responsible for the introduction, maintenance and review of financial performance/business development systems across the Provider Division.

**Mental Effort**

- Required to concentrate for long periods of whilst analysing complex financial information or when preparing financial, performance, governance reports.

**Freedom to Act**

- The deputy has freedom to make decisions on behalf of the COO as defined in a job plan. The post holder can act autonomously within broad national policies and guidelines and take appropriate action from interpreting policies and advise the Provider Board accordingly.

**General**

- This job description is issued as a guideline to help you understand the duties you will be initially expected to undertake. It may be changed from time to time to meet new working requirements after discussion between you and your manager.

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 Agreement:  
 This Job Description, accompanying Person Specification, Duties & Risk Factor form, Organisation Chart and any supplementary information have been agreed by the following parties:

Signed: Employee (s)	Date:	Signed: Manager	Date:

## TAMESIDE AND GLOSSOP PCT PERSON SPECIFICATION

**Job Title:** Deputy Director Provider Finance

**Directorate/Department:** Provider Division

### JOB CHARACTERISTICS

#### *SKILLS*

The skills required to carry out the job based on requirements in the job description. The level of degree of skill should be stated. It should be possible to demonstrate or test it at interview or other assessment method.

<b>ESSENTIAL</b>	DESIRABLE
Translate national policy and set clear plans that account for both opportunities, risk and political sensitivities.	
Ability to think creatively, recognise assumptions and recognise contingencies and new patterns.	
Prioritise and order actions into medium term/long-term tactics that go beyond current boundaries and parameters.	

#### *REGISTRATION*

The minimum level of relevant experience necessary in order to carry out the job.

<b>ESSENTIAL</b>	DESIRABLE
CCAB Professionally qualified.	

#### *EXPERIENCE*

The minimum level of relevant experience necessary in order to carry out the job.

<b>ESSENTIAL</b>	DESIRABLE
5 years senior management experience	

### PERSONAL QUALITIES

The knowledge required to carry out the job effectively.

<b>ESSENTIAL</b>	DESIRABLE
Copes with pressure from any direction and deals with these, including antagonism	
Accept responsibility for directing a situation outside direct sphere of control	
Always alert to personal sensitivities not letting own emotions get in the way of producing good results	
Anticipates, takes into account view points of others showing sensitivity to even critical and difficult people	

### SERVICE DELIVERY

The knowledge required to carry out the job effectively.

<b>ESSENTIAL</b>	DESIRABLE
Lead strategic change with high energy and resilience	
Hold self and others to account for performance and hold to account others outside of direct sphere of influence	
Demonstrate high impact leadership qualities and develop these in others	
Committed to further develop director leadership competencies	
Ability to undertake restructuring and re-design of services using approved and recognised methods	

### QUALIFICATIONS

The minimum level of qualifications required to carry out the job.

<b>ESSENTIAL</b>	DESIRABLE
Degree or equivalent	
Project Management (or equivalent demonstration of skill)	

Management qualification to Masters level or equivalent experience	
Business case development	
Senior level budgetary skills qualification (or experience)	

	<b>ESSENTIAL</b>	DESIRABLE
FLEXIBILITY		
<b>TRAINING</b>	Willingness to undertake the training required to carry out the job.	
<b>OTHER</b>	Willingness to abide by the PCT's policies and procedures and to observe the provisions of the Health and Safety at Work Act.	
	Fit to carry out the duties of the post after reasonable adjustment under the terms of the Disability Discrimination Act 1995, have been made.	
	If the post holder is required to use their car on PCT business, travel conditions and agreements are in line with the PCT's conditions of service and the PCT's lease car scheme.	
	Willingness to abide by the PCT's Infection Prevention and Control policies and procedures	

## TAMESIDE AND GLOSSOP PCT

**Job Title:**

**Directorate/Department:**

### **DUTIES AND RISK FACTORS OF THE POST**

		YES	NO
1	Exposure Prone Procedures (EPP's)*		
2	Manual Handling Operations		
3	Dust, Dirt, Smells		
4	Chemicals, Fumes or Gasses (Glutaraldehyde, fixer, anaesthetic gases, reconstitution/handling of cytotoxic drugs)		
5	Patient Contact		
6	Babies / Children Contact		
7	Food handling / Preparation		
8	Driving		
9	Fork Lift Truck Driving		
10	User of Display Screen Equipment		
11	Noise		
12	Infestation		
13	Blood and Body Fluids / Waste / Samples / Foul Linen		
14	Excessive Cold		
15	Excessive Heat		
16	Inclement weather		
17	Radiation		
18	Laser Use		
19	Heights over 2 metres		
20	Confined Spaces		
21	Vibration i.e. Power Tools		
22	Using machinery with moving / exposed parts		
23	Shift work		
24	Use of latex products		
25	Physical violence / aggression		
26	Animals		
27	Employment of young people		
28	Any other hazards please specify		

If any hazard is identified above please give details below.

\*Definition of Exposure Prone Procedures (EPP's)

Exposure prone procedures are those where there is a risk that injury to the Health Care Worker may result in the exposure of the patient's open tissues to the blood of the HCW. These procedures include those where the HCW's

gloved hands may be in contact with sharp instruments, needle tips and sharp tissue (spicules of bones and teeth) inside a patients open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.