



# NOTTINGHAMSHIRE ALLIANCE TRAINING HUB

## JOB DESCRIPTION

**JOB TITLE:** Nottingham City ICP Practice Nurse Lead  
**LINE MANAGED BY:** Programme Manager  
**REPORTS TO:** Programme Manager  
**ACCOUNTABLE TO:** Nottinghamshire Alliance Training Hubs Board and Nottingham & Nottinghamshire Clinical Commissioning Group

### JOB PURPOSE:

**Leads on the delivery of the Nottingham and Nottinghamshire ICS general practice nurse strategy.**

Key Organisation Relationships
Nottinghamshire Alliance Training Hub Workforce - Employees and Associates. Nottinghamshire Alliance Training Hub Executive Board Members. Integrated Care Partnership colleagues. Clinical Care Commissioning Group colleagues. Health Education England colleagues. Primary Care Networks colleagues. General Practice colleagues. Local Medical Committee (LMC) colleagues. General Practice/Primary Care Organisation colleagues. Higher Education Institute colleagues. NHS England & Improvement colleagues. NHS Digital colleagues.

## **Main duties & responsibilities:**

### **LEADERSHIP**

Leads on the delivery of the Nottingham & Nottinghamshire ICS general practice nurse strategy to include:

- Raising the profile of general practice nursing
- Promote primary care as first destination career
- Developing leadership in general practice nursing
- Work with Learning & Development Manager to increase pre-registration placements in primary care
- Establish an induction programme for nurses and health care assistants in primary care
- Improve access to return to practice programmes
- Embed and deliver a radical upgrade in prevention
- Support access to educational programmes
- Increase access to clinical academic careers
- Develop healthcare assistant, apprenticeship and nursing associate career pathway
- Improve retention

### **New to Practice Nursing**

- Support delivery of the New to Practice Nursing scheme
- Identify practices who would benefit from accessing support with new to practice nurses

### **CONTINUOUS PROFESSIONAL DEVELOPMENT**

- Ensure the delivery of CPD in line with HEE guidance.

### **ENGAGEMENT**

- Engage with PCNs and coordinate investment plans, merging into ICS level plans.

### **WORKFORCE DATA**

- Ensure workforce data is presented in a user-friendly format and available to PCNs/GP practices.

## **ADMINISTRATION**

- Support the Professional Lead to ensure NATH is performing well against general practice nurse strategy, and the six core functions.
- Keep up to date with all the HEE, ICS, NHSEI policy and guidance related to primary and community care workforce development. Summarise and share with NATH colleagues, when appropriate.
- Ensure all reports and KPIs are submitted to HEE working in a supportive team environment.
- Support the drafting of Project Initiation Bids (PIDs).
- Create and complete all role tasks in Monday.com and keep up to date on a weekly basis.
- Save all work in the NATH shared folder in the appropriate files.
- Undertake all administrative tasks to be effective in your role.

## **COMMUNICATION & ENGAGEMENT**

- Work closely with key internal personnel as directed by your line manager.
- Support the drafting of key documents for internal and external use to market NATH and its offers.
- Support the coordination, and the delivery of all external communication and engagement activities.
- Contribute to the content for the NATH website and newsletter.
- Build and maintain effective relationships with internal and external stakeholders and market the NATH services and offers.
- Support, maintain and enhance the reputation of NATH with external stakeholders.
- Attend meetings to help perform the duties and responsibilities of your role.

## **STANDARD ROLE DIMENSIONS:**

### **1. Organisational Management**

- Attend team meetings as required.
- Participate in the annual Performance Review and Development process.
- Respond positively to organisational change and participate in the change process.
- Work consistently to improve the service provided.

- Communicate effectively with your line manager any issues or ideas relating to improvements and developments.
- Work flexibly according to the needs of the service and organisation.

## **2. Staff Management**

- Line manage and supervise staff and apprentices as required.
- Delegate appropriately to team members.
- Cooperate and support colleagues to ensure effective services.

## **3. Strategic Activities and Service Improvement**

- Demonstrate understanding of the strategic purpose of NATH developments and how you contribute.
- Undertake training and development appropriate to your role as required.
- Be proficient in using the IT systems of choice.
- Ensure prompt and regular attendance at work.

## **4. Quality Governance**

- Sign an annual confidentiality agreement.
- Work in accordance with confidentiality and information governance requirements.
- Promote feedback using the systems available.
- Ensure you are working within relevant policies at all times.

## **5. Finances**

- Be aware of the financial implications of decisions and actions.
- Work in a manner that promotes the financial stability of the organisation.

## **6. Health and Safety**

- Adhere to Health and Safety policies and procedures.
- Comply with employee responsibilities under the Health and Safety at Work Act.
- Participate in relevant health and safety procedures and training.
- Ensure your personal safety is maintained and that of your colleagues and the public.
- Ensure all accidents and/or dangerous incidents are recorded and reported, as guided by NEMS policy.

- Observe all regulations governing the driving and use of vehicles on the public highways.

### **Qualifying factors**

#### **Flexibility**

This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role and in initial and on-going discussions with the NATH Programme Manager.

#### **Confidentiality**

Under the Data Protection Act 1998, the post holder must maintain the confidentiality of information about all stakeholders. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognized course of duty. Unauthorised disclosure of confidential information will result in disciplinary action and may lead to your dismissal.

- In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to all stakeholders and organisations. All such information from any source is to be regarded as strictly confidential.
- Information relating to stakeholders may only be divulged to authorised persons in accordance with NEMS CBS policies and procedures relating to confidentiality and the protection of personal and sensitive data.

#### **Equality and Diversity**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with NEMS CBS procedures and policies, and current legislation.
- Respecting the privacy, dignity, needs and beliefs of stakeholders.
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings, priorities and rights.

#### **Health & Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) to ensure that the agreed procedures are carried out to maintain a safe environment for patients, visitors and staff.

#### **Environment**

The post holder will support the impact on the environment and be vigilant and pro-active in ensuring they adhere to the management strategy i.e. recycling, waste management, use of vehicles etc.

#### **Rehabilitation of Offenders Act**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be

necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

Job descriptions are not designed to be all-inclusive although they will, as far as practicable, be a reasonably accurate and understandable specification of duties. The nature of our business demands a flexible approach in order to provide services to our stakeholders. The job title and job description may be amended by the employer and you may be required to carry out additional or other duties as may be reasonably required.

**Changes to this job description**

This is an outline of the job description and may be subject to change according to service and organisation needs and developments, which will take place in consultation with the post holder as appropriate.

Name of post holder: .....

Signature of post holder: .....

Date: .....

## Person Specification - Operational & Placement Lead

Criteria	Essential	Desirable	Stage Measured at: A - Application I - Interview T - Test P - Presentation
Education/Training/Qualifications	<ul style="list-style-type: none"> <li>• Graduate level education in a relevant subject or substantial practical experience.</li> <li>• Formal qualification or training education or substantial practice experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Post graduate qualification in relevant discipline.</li> <li>• Project management qualification.</li> <li>• Operational management qualification.</li> <li>• Line management qualification.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience in delivering against competing priorities and deadlines while also directing the work of teams/individuals.</li> <li>• Working in a practice nursing role.</li> <li>• Liaison, communication and engagement.</li> <li>• Problem-solving.</li> <li>• Significant demonstrable experience of using Microsoft Office Applications, Microsoft Windows, Email and the Internet - (advanced level).</li> <li>• Experience of working in a diverse and complex organisation.</li> <li>• Supporting others to deliver against project criteria.</li> <li>• Working in a team environment.</li> <li>• Working to set protocols and procedures.</li> <li>• Working to deadlines.</li> </ul>		
Skills/Abilities	<ul style="list-style-type: none"> <li>• Excellent organisational skills and an ability to work under pressure.</li> <li>• Ability to read, analyse and summarise NHS policy and guidelines and translate into actions, interventions and projects to aid primary and community care workforce development.</li> <li>• Interpersonal and communication skills.</li> <li>• Ability to work in a multi professional team and be independent.</li> <li>• Able to provide and receive complex, sensitive or contentious information.</li> <li>• Excellent IT skills, including standard keyboard skills.</li> <li>• Excellent team working skills.</li> <li>• Excellent organisational skills.</li> <li>• Planning and organising straightforward tasks, activities or programmes, some of which may be on-going.</li> <li>• Able to work with limited supervision.</li> <li>• Able to use initiative and be innovative within the appropriate scope of the role.</li> <li>• A methodical approach to process; an</li> </ul>	<ul style="list-style-type: none"> <li>• Highly numerate.</li> <li>• Project management skills.</li> <li>• Line management skills.</li> </ul>	

	<p>aptitude for accuracy and attention to detail.</p>		
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A good understanding of the public sector and NHS policy, in relation to primary and community care.</li> <li>• NHS primary and community care workforce development structure and policy environment.</li> <li>• Understanding and knowledge of database systems to include Monday.com and Eventbrite.</li> <li>• Understanding and knowledge of the Data Protection Act, Freedom of Information Act, Information Governance, GDPR, Equality Act and confidentiality issues.</li> <li>• Awareness of equality and valuing diversity principles.</li> </ul>		
<b>Behaviours and values</b>	<ul style="list-style-type: none"> <li>• Visible.</li> <li>• Impactful.</li> <li>• Innovative.</li> <li>• Informative.</li> <li>• Responsive.</li> <li>• Self-motivated.</li> <li>• Willing to learn new skills.</li> <li>• Calm and effective under pressure.</li> <li>• Willing to travel across the region as required.</li> <li>• Uses plain language when carrying out duties.</li> <li>• Aware of the impact of own behaviour on others.</li> <li>• Challenges bias, prejudice and intolerance if appropriate or brings to the attention of a manager.</li> <li>• Empowered and able to deliver.</li> <li>• Maintains the highest standard of integrity in all interactions.</li> <li>• Supports and challenges others in maintaining a healthy, safe and pleasant work environment.</li> <li>• Works in a way that complies with legislation and organisational policy on health, safety and risk management.</li> <li>• Driven by the needs of workforce priorities, patients and service users.</li> <li>• Recognises that improved patient care is at the heart of all decision making.</li> </ul>		
<b>Additional</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to travel between locations as required.</li> </ul>		