****

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job title:** | **Associate Director for Quality and Development – National Clinical Audit and Patient Outcomes Programme (NCAPOP)** |
| **Reporting to:** | Director of Operations |
| **Salary Range and scale:** | HQIP Band B1 (£65,000 - £77,000)  Pro rata depending upon experience |
| **Contract type:** | 1.0 WTE two year fixed term contract in the first instance |
| **Hours:** | 37.5 hours per week |

**Our vision:**

HQIP aims to improve health outcomes by enabling those who commission, deliver and receive healthcare to measure and improve our healthcare services.

The Healthcare Quality Improvement Partnership (HQIP) is an independent organisation led by a consortium of the Academy of Medical Royal Colleges and the Royal College of Nursing. HQIP commissions and manages NHS clinical work programmes (including the National Clinical Audit and Patient Outcome Programme (NCAPOP)) on behalf of NHS England and the Welsh Government. NCAPOP is a set of approximately 40 national clinical audits (NCA) and clinical [outcome review programmes](http://www.hqip.org.uk/clinical-outcome-review-programmes-2/)(CORP). We commission and contract manage the NCAPOP projects that are then hosted by other organisations (for example Royal Colleges and academic institutions). The projects measure the quality and outcomes from healthcare practice against explicit standards, and provide reports designed to stimulate improvements in care.

This post if for an HQIP Associated Director within the National Clinical Audit and Patient Outcome Programme.

**JOB PURPOSE SUMMARY**

The post holder will provide leadership and guidance at both programme and individual project level to ensure a high quality NCAPOP that is methodologically robust and clinically relevant.

**KEY RESPONSIBILITIES/DUTIES**

**Delivery**

* To ensure robust commissioning, development and delivery of the programmes to time, quality, budget and stakeholder / funder satisfaction
* To work with NHS England, the Welsh Government, other devolved nations and a wide network of senior clinicians to plan, develop and deliver the scope / specifications at contract extensions, retender and for new programmes of work
* To ensure that contract reviews are used to support a high quality programme that is methodologically robust and clinically relevant
* To provide support to the NCAPOP Programme Leads that ensures the high quality delivery of developing and active NCA and CORP
* To support the development and delivery of the HQIP overall strategic plan and NCAPOP business plan
* To support the Operations Director in ensuring the budget is maximized in delivering a best value approach to improvement in patient outcomes
* To regularly assess risks across the programme, develop mitigation plans and communicate and escalate risks where necessary
* To work with the Operations Director, HQIP Medical Director and CEO to deliver and evolve the programme

**Communication and relationship management**

* To work with the HQIP team to disseminate the key messages from across the programme and maximize opportunities to integrate NCA and CORP development and delivery to NHS providers
* To be responsible for the interpretation, communication and presentation of complex data and clinical reports to a range of internal and external stakeholders
* To engage professional organisations, clinical and non-clinical staff in the programme, using interpersonal and communication skills with the supporting professional credibility and experience
* To undertake presentations at national level conferences and workshops as required
* To respond to media, parliamentary and general public enquiries, often at short notice

**Service improvement**

* To support the Operations Director and procurement team in monitoring the quality of HQIP’s delivery of the programme and to take effective action to address quality issues
* To review, update and implement processes and achieve a unified and transparent approach to supporting high quality delivery
* To manage and support the delivery of methodological improvement activities
* To influence quality through contribution to providers Project Boards

**Leadership**

* To support the Operations Director, HQIP’s Medical Director and CEO in programme strategic / business planning, together with helping to set and communicate the business objectives
* To involve and engage providers and other key stakeholders in discussions about programme design and delivery, and the values on which they are based
* To contribute to the development of the programme key performance indicators and their monitoring and reporting to NHS England
* To facilitate opportunities for people to contribute their views and ideas
* To contribute to HQIP new business development
* To ensure that public and patient involvement is represented and advocated for throughout the delivery of the programme
* To ensure that all required legal frameworks are embraced and adhered to e.g. data protection, GDPR equal opportunities and health and safety

**Personal and people development**

To identify and implement:

* Personal development needs and set out how these will be met in a personal development plan, in conjunction with the Operations Director
* The development needs of others working within the team and create opportunities to enable individuals to learn from each other, as well as providing opportunities for learning through informal and formal teaching sessions and coaching

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | Tested through  **C – CV**  **I – Interview**  **S – Assessment** |
| Qualifications | Clinical/professional qualification  or  A health associated Master’s degree  or  Relevant health service research experience | Qualification in quality improvement, information governance and/or a relevant methodological field | C |
| Knowledge/ skills and  expertise | Knowledge of the national clinical audit / clinical outcome review programme including:   * analytical and sense making skills and an understanding of audit or research techniques * quality improvement and application within the NHS   Senior leadership including the engagement of a variety of stakeholder groups  Ability to work independently and flexibly with a high level of autonomy in an environment that is complex, unpredictable and ambiguous.  Well-developed planning and organisational skills  Excellent oral and written communication skills with the ability to understand, interpret and communicate complex clinical data and reports  Presentation skills to large audiences of clinical and non-clinical staff  Evidence of individual development and also the development of others |  | C/  I/  S |
| Experience | A minimum of three years experience at a senior level in the health service with broad clinical or professional expertise and knowledge  A minimum five years experience leading high profile  projects within a programme managed environment  Demonstrable success working:   * within and delivering performance management systems, including contract performance management * with a best value approach * to establish and maintain interagency relationships * within organisational change   Reporting at Board level and producing Board-level reports  Knowledge and ability to use proficiently analysis tools and research methodologies    Advanced keyboard skills and Excel spreadsheets |  | I/  S |
| Analytical and judgement  skills | Problem solving  Ability to analyse and interpret highly complex clinical data and reports, where the findings may be contentious and may challenge other leading opinions |  | I |
| Interpersonal skills | Strong interpersonal skills to include:   * Diplomacy and sensitivity * Negotiating and influencing, including ability to say ‘no’ * Ability to work well with others at all levels, and of dealing with senior clinicians, managers and Board members in the NHS and wider healthcare arena * Politically aware   Ability to engender trust and confidence situations in a professional and empathetic manner  Highly self-motivated, confident, pro-active, innovative, with ability to work independently, with the ability to work on own initiative, accurately to tight deadlines and to prioritise between conflicting demands to ensure delivery targets are met  Ability to work flexibly and adaptable to change |  | I |
| Physical  characteristics | Ability to work from home with a willingness and ability to occasionally travel nationally to meetings with the team, suppliers and other stakeholders and attendance at conferences / workshops across the UK |  | I |