

JOB DESCRIPTION

Job Details:	
Job Title:	Workforce Development Manager
Grade:	Band 8a
Department:	Education
Directorate:	Patient and Family Services
Reporting to:	Head of Education
Responsible for:	Education & Professional Development Leads, Practice Education Facilitators, Education Learning & Development Administrators,
Location	Dorothy House, Winsley

Job Summary / Main Purpose:

Management of day to day delivery of education and learning activities working in partnership with managers and multi-disciplinary teams to promote a culture where education and learning is at the heart of the organisation.

Managing staff within the Education team including recruitment, appraisal, CPD, performance.

In close partnership with the Head of Education, be responsible for the delivery & ongoing development of the education strategy to ensure it supports the organisation's strategic direction in a timely manner.

Represent the Education team and Dorothy House to build and foster external partnerships with HEIs, and health and social care organisations in the local region and beyond, in line with Dorothy House's strategic plan

Responsible for day to day management of budget, contracts, & physical resources relating to Education activities

Responsible for the management of student placements.

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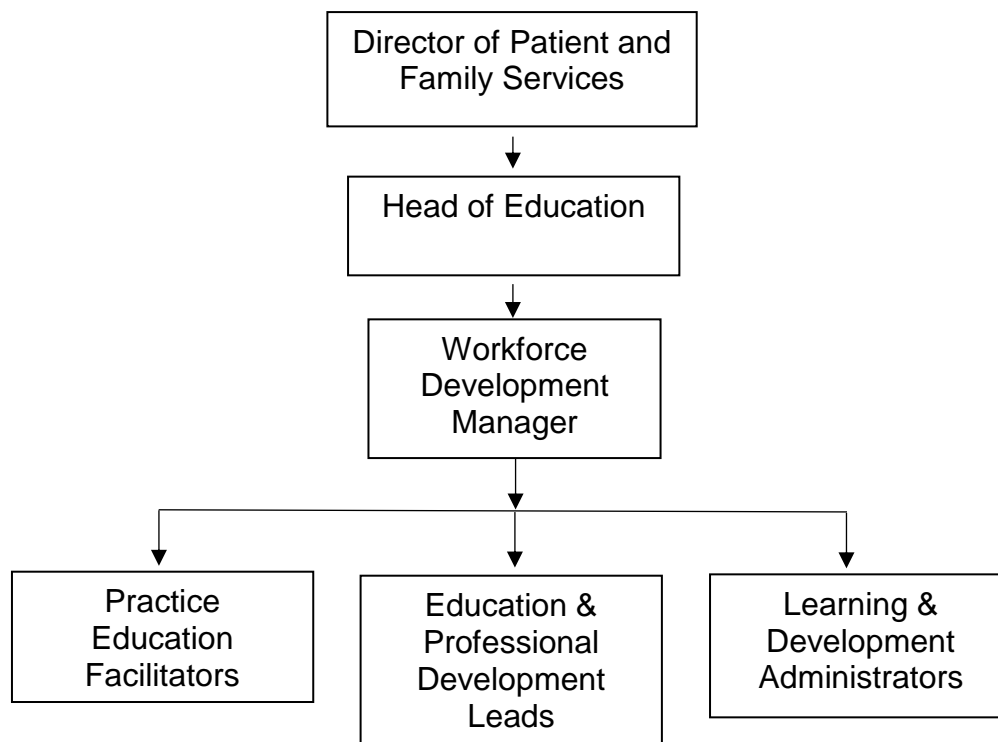
Principal Duties and Responsibilities:

The primary responsibility is to manage the day to day delivery of education and learning activities at Dorothy House including, but not limited to:

1. Ensuring all education provided by the organisation is of a high standard and current with relevant organisational, published professional and/or government guidelines (e.g., NICE, healthcare professional bodies)
2. Ensuring effective and timely systems are in place to support education delivery across the organisation, working in partnership with managers and multi-disciplinary teams.
3. Providing specialist education advice of a highly complex nature, and working closely with colleagues, including senior management and externally based colleagues/agencies, in the preparation of high quality, robust bids for education grant income/contracts. Working closely with Dorothy House finance and contracts teams to jointly oversee the day to day delivery of education budgets and contracts, and prepare expenditure calculations (for example costing education activities for external contracts)
4. Present at both internal and external meetings, on topics surrounding Dorothy House, Education and performance.
5. Facilitating dissemination and promotion of the education work of Dorothy House, both internally and externally (e.g. meetings, education networks, conference abstracts)
6. Working with the Head of Education in seeking to optimise and extend education collaborations and identifying appropriate funding opportunities in order to expand the education portfolio of Dorothy House
7. Proactively building and fostering external partnerships with HEIs, and health and social care organisations in the local region and beyond in order to optimise the educational offer at Dorothy House.
8. Providing specialist education oversight of the development and updating of education materials, including the procurement of education programmes/modules from external providers.
9. Having an understanding of the national perspective and future strategy for palliative and end-of-life healthcare services to inform the appropriate prioritisation of education activities at Dorothy House.
10. Tracking and reporting key education metrics and the relevant Key Organisation Outcomes (KOOs) including analysing and interpreting highly complex information and preparing internal and external reports describing education activities and their impacts.
11. Communicating and interpreting difficult data relating to finance and education related activities both orally and in writing; communicating complex information to a patient or other health professional, and presenting to large groups. Disseminating education related activities/outcomes through a range of appropriate media and supporting other colleagues in the team to also do this.
12. Specialist knowledge is required of education pedagogy and its practical application to optimise learning across all grades of the workforce (including volunteers) underpinned by degree and post-graduate training, to Masters level equivalent.
13. Ensuring and maintaining an understanding of best practice in education and learning nationally and internationally, and sharing this learning with colleagues
14. Line management of members of the Education team.
15. Day to day management of budget, contracts, & physical resources relating to Education activities, including student placements.

16. Working closely with the Research Team to ensure the appropriate provision of research training and the promotion of evidence-based practice to staff and within external education provision.
17. Actively contributing to the ongoing strategic planning, development and delivery of the Dorothy House Education Strategy, ensuring the Education Team delivers in line with its vision and aims.
18. Working closely with the Director of People and Services to ensure the training needs of the workforce are met

Structure Chart



Contacts

Director of Patient and Family Services
 Director of People & Services
 Clinical Leadership Team
 Head of Business Development and Contracts Manager
 Head of Education

Special Note

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

No Smoking Policy

Dorothy House operates a No Smoking Policy for all staff, volunteers and visitors in relation to promoting health, except for designated areas. It applies to the Hospice premises and grounds at Winsley, all Dorothy House shops and when staff are on duty in patients' homes.

Confidentiality

All of the work relating to patients, carers, donors, staff and volunteers and any other information gained are of a confidential nature and must not be communicated to other persons except in the course of duty.

Health and Safety at Work Act

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with safe working practices are adhered to and that hazards are observed and reported to the appropriate office.

Safeguarding

Dorothy House is committed to promoting the wellbeing of all adults and children who use our services, ensuring that they live a life that is free from harm, abuse and neglect. We work in an open and transparent way and encourage staff, volunteers, patients and families to raise any safeguarding concerns. All staff should ensure that they are aware of their responsibilities and attend the mandatory training as required.

Person Specification		
Criteria	Essential	Desirable
Qualifications		
• Qualified clinician	X	
• Post graduate level qualification in relevant subject	X	
• Teaching qualification/training experience	X	
• Project management training		X
Knowledge and Experience		
• Significant experience of designing, implementing and evaluating teaching and learning activities	X	
• Experience of line management and supervision of colleagues	X	
• Knowledge of end of life/palliative care practice		X
• Experience of supporting and mentoring students' academic programmes of study	X	

• Experience of curriculum development in an academic setting.		x
• Experience in contract management and budgets	x	
• Knowledge of research and evaluation methods and methodologies		x
• Experience working with sensitive and confidential information	x	
Skills and Attributes		
• Experience in creating and delivering strategic plans with a systems wide perspective.	x	
• Adaptable to meet different learning, communication, and management styles	x	
• Ability to work without supervision, use own initiative to manage competing priorities	x	
• Ability to write high quality evidence based reports and funding applications.	x	
• Committed to personal development	x	
• Consistently high approach to detail and quality of work	x	