

 <p><b>GIG Cymru NHS Wales</b> Cydwethrediad Iechyd GIG Cymru NHS Wales Health Collaborative</p>	<p><b>INSERT NETWORK LOGO HERE, IF REQUIRED</b></p>
<h2 style="text-align: center;"><b><i>Job Description and Person Specification for the Role of: Lead Midwife – Maternity and Neonatal Network</i></b></h2>	
<p><b>Author:</b> Elizabeth Gallagher</p>	
<p><b>Date:</b> December 2021</p>	<p><b>Version:</b> 0</p>
<p><b>Pay band:</b></p>	<p>8a</p>
<p><b>Hours of work:</b></p>	<p>37.5</p>
<p><b>Tenure:</b></p>	<p>Permanent</p>
<p><b>Directorate:</b></p>	<p>NHS Wales Health Collaborative</p>
<p><b>Department:</b></p>	<p>Wales Maternity and Neonatal Network</p>
<p><b>Base:</b></p>	<p>River House</p>
<p><b>Managerially accountable to:</b></p>	<p>Network Manager</p>
<p><b>Reports to:</b></p>	<p>Network Manager</p>
<p><b>Professionally responsible to:</b></p>	<p>Head of Midwifery at substantive Health Board</p>
<p><b>Manages:</b></p>	



# Job Description

## 1 Job Summary

The post holder will work as part of a team supporting the Wales Maternity and Neonatal Network to deliver their programme of work. This clinical Network coordinates an agreed programme of work to support NHS Wales in improving services for women, babies and their families.

The post holder will work in partnership with the Network Clinical Leads and Network Manager in the development and implementation of the work programme in line with identified priorities. They will provide leadership for distinct programmes / projects, as well as providing expert midwifery advice to other network work streams and aspects of Network business.

The post holder will provide leadership to the Network and be a champion for Maternity services, acting as an advisory point of contact for Midwives, Health Boards, Welsh Government and other stakeholders. They will, as a senior professional within the Network team be responsible for ensuring that the identified priorities of stakeholders are delivered through the coordinated programme of work that has quality and safety at its core.

The post holder will provide advice through network team on the continuous professional development of the neonatal nursing workforce, including the development of Network education, training plans and shared learning plans. The post holder will work together with the Neonatal Lead Nurse to ensure training, education and cross speciality working is maximised.

## 2 Main duties

The post holder will:

- Provide clear midwifery leadership, management support and advice to the Maternity and Neonatal Network Board
- Take the midwifery lead on engaging with stakeholders to ensure the identified priorities are delivered through collaborative working
- Analyse available data and key performance measures to determine areas for national / local
- Act as the expert point of contact for Network team members, Health Boards, Welsh Government and external agencies
- Liaise with education providers and practice facilitators to develop a unified strategy to support training needs on an all Wales basis
- Coordinate a programme of collaborative learning / educational events across the network
- Work with the Health boards to ensure the workforce requirements of the service are understood and met in line with standards



- Ensure standards of care are met through the development and implementation of all Wales Maternity policies, protocols and guidelines
- Work with clinical leads to ensure that robust clinical guidelines and pathways are developed across the Network
- Ensure effective communication strategies are in place across the Network to develop and maintain collaborative working relationships and promote a learning culture
- Develop and maintain a process whereby the Network supports clinical networking to encourage an environment of shared learning across Maternity services
- Support the delivery of distinct programmes of work in line with the Network priorities and work programme

### 3 Specific requirements

#### 3.1 Communications and engagement

The post holder will:

- Engage, develop and sustain profession relationships with key stakeholders, both within NHS Wales and across the UK
- Provide and receive complex, sensitive or contentious information, and have the ability to discuss with appropriate staff
- Use persuasive, motivational negotiation skills to liaise with staff at all levels across the network
- Provide visible clinical leadership both within the Network team and across NHS Wales. Leading by example, displaying professional behaviour at all times
- Facilitate service improvement by leading a number of working groups with clear objectives identified within the work programme  
Attend, as required, Network meetings with managers, staff relating to service reconfiguration, mergers, service transfers and disinvestment of services and, as such, convey information which may be highly contentious in a difficult atmosphere
- Use a wide range of communication skills to win hearts and minds on highly sensitive change issues, overcoming barriers to acceptance.
- Present complex often sensitive and contentious information to persuade board/senior managers of the programme e.g. information which represents the case for investment/disinvestment in a clinical area.



## 3.2 Knowledge, training and experience

The post holder will:

- Have a significant level of experience as a senior midwife on the practicing register, with evidence of undertaking a leadership role
- Be an expert, knowledgeable and visible practitioner within Midwifery services
- Be able to provide expert advice on professional midwifery issues relating to all aspects of service delivery
- Provide scrutiny, support and if necessary challenge and decision making, within their areas of responsibility
- Have current knowledge of national and local developments in midwifery care and NHS policy.
- Be responsible for identifying their own continuing education and professional development needs
- Ensure that they promote the midwifery service proactively to ensure its contribution to the Network work programme
- Contribute to the development of the network team to ensure they have the skills to deliver network business

## 3.3 Analytical and judgmental skills

The post holder will:

- Work with stakeholders to determine a core data set to be displayed across maternity units to encourage benchmarking and service improvements
- Be able to analyse and assess information, where expert opinion is necessary to avoid conflict
- Work with the data analyst to develop systems whereby data is reliable and useful for quality improvement and performance management
- Identify key trends and changes in relation to service delivery and improvement to inform reports to Network Board

## 3.4 Planning and organisational skills

The post holder will:

- Work closely with the Network Manager and team to develop plans to ensure that service improvement is coordinated
- Lead in the development and implementation of the Networks training and education programme in relation to midwifery care,



ensuring that standards are consistent across the Network. this will require collaboration with practice facilitators, universities etc

- Develop a process to ensure service user involvement in planning and delivery of services is integral to the planning process
- Work with the Programme Manager to plan and monitor the Network work programme, writing reports as required
- Coordinate / support / deliver and report on distinct projects or programmes, ensuring appropriate membership and relevant sub-groups

### **3.5 Physical effort**

- Frequent VDU use is required for this post for periods of up to half a day in order to produce complex reports and analysis to support deadlines e.g. producing a programme business case which will make the case for investment in the programme of work as well as explain the programme approach – this may often be complex and require explaining in a way that a diverse audience can understand

### **3.6 Responsibility for Patient/Client care**

- Other networks in Wales and the UK The post holder will: Be an expert clinical midwife and excellent role model providing professional midwifery advice on all aspects of clinical care.
- Be responsible for monitoring and oversight of the quality and safety of services to patients in line with professional standards.
- The post holder will not be required to undertake direct patient care it is a requirement to maintain clinical skills.
- Work closely with unit lead clinicians and midwives to ensure the quality of the patient experience is monitored and reviewed, and through a process of continual review, redesign the service to meet the needs of patients and stakeholders as necessary, for example via nursing audit
- To promote a culture of care, compassion, dignity and respect for parents and service users, and evaluate through and patient experience feedback

### **3.7 Responsibility for Research and Development**

The post holder will:

- Engage with Health Boards on areas of relevant research and development.



- Provide advice on research activities in new areas taking account of evidence from across the UK.
- Undertake complex audits related to the programme

### **3.8 Mental effort**

The post requires:

- Periods of prolonged concentration are required when analysing information, scrutinising delivery/action plans, writing reports and formulating future strategies in conjunction with many competing priorities e.g. when receiving monthly highlight reports from a programmes work streams – these will require analysis, interpretation to understand the complications for the programmes overarching delivery plan and what corrective action maybe required

### **3.9 Emotional effort**

- Exposure to distressing or emotional circumstances is occasional i.e. imparting unwelcome news to stakeholders/staff
- Requirement to engage with and sometimes challenge service managers and staff where barriers exist to implementation

### **3.10 Policy and service development**

The post holder will:

- Represent the Network in the development of National policy, supporting units to ensure this is then embedded in clinical practice
- Support Health Boards to deliver service change in line with national strategic policy, clearly identifying the rationale for change
- Be aware of and support a range of public health / health improvement programmes to meet the needs of the population
- Work with Health Boards to develop specific goals / identify priorities and actions that result in improvements to local population health and reduce inequalities

### **3.11 Finance and resources**

The post holder will:

- Ensure that the resources available to the Network are utilised efficiently
- Lead on the development of business cases where appropriate



- Act as a signatory for delegated financial budget in line with Public Health Policy

## **4 General requirements**

### **4.1 Flexibility**

The content of this job description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The job description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

The post sits within the NHS Wales Health Collaborative which supports health boards and NHS trusts in Wales through a work programme agreed with the NHS Wales chairs and chief executives. Whilst the main responsibilities will be to the specified network/department, the post holder will be required to work flexibly to respond to the business needs of the Collaborative's work programme and with duties consistent to those described in this job description.

### **4.2 Professional registration**

All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

### **4.3 Competence**

At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their manager and/or supervisor. Employees have a responsibility to inform their manager and/or supervisor if they doubt their own competence to perform a duty.

### **4.4 Learning and development**

All staff must undertake an induction/orientation programme and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.



## **4.5 Performance appraisal**

We are committed to developing our staff and all staff are responsible for participating in an Annual Performance Development Review My Contribution of the post.

## **4.6 Health and safety**

All staff have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's risk management, health and safety and associated policies and procedures.

## **4.7 Risk Management**

It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

## **4.8 Welsh Language**

All employees must perform their duties in strict compliance with the requirements of our Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.

## **4.9 Information governance**

The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.

- Data Protection Act 1998: The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the
- Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under current statutory legislation (Data Protection Act) and the Disciplinary Policy.



## **4.10 Records management**

The post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.

## **4.11 Equality and human rights**

The Public Sector Equality Duty in Wales places a positive duty on the organisation to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The organisation is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

## **4.12 Dignity at work**

The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their manager or to the Director of the Collaborative or to a Director of Public Health Wales. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the Disciplinary Policy.

## **4.13 DBS disclosure check**

In this role the post holder may have direct/indirect contact with patients/service users/ children/vulnerable adults in the course of normal duties. The post holder will, therefore, be required to apply for a Criminal Record Bureau Standard/Enhanced Disclosure Check as part of the pre-employment check procedure. The requirement will be confirmed during interview.



#### **4.14 Safeguarding children and adults at risk**

The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adults training and be aware of their responsibilities under the All Wales Procedures.

#### **4.15 Infection control**

The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Infection Prevention & Control Policies and Procedures.

#### **4.16 No smoking**

All of the organisation's sites, including buildings and grounds, are smoke free.



# Person Specification

ATTRIBUTES	Essential	Desirable	Method of Assessment
Qualifications and/or Knowledge	<ul style="list-style-type: none"> <li>Registered Midwife – currently registered with NMC</li> <li>Educated to Degree or masters level or accepted equivalent level of knowledge and experience</li> </ul>	<ul style="list-style-type: none"> <li>Teaching and Assessing qualification or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>Certificate</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Evidence of the ability to think strategically and influence at an operational and strategic level.</li> <li>Experience of multi-disciplinary working</li> <li>Previous experience at senior midwife level with ability to influence at all levels</li> <li>Knowledge of Professional Midwifery agenda, Continuous Professional Development, NHS Performance Management, Clinical Governance and Quality &amp; Safety.</li> <li>Highly developed problem solving skills</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>Certificate</li> </ul>



	<ul style="list-style-type: none"> <li>• Ability to work independently and as part of a team</li> <li>• Strong leadership skills</li> <li>• Service / quality improvement experience</li> <li>• Successful management of change and service modernisation</li> <li>• Experience of working with internal and external stakeholders</li> <li>• Management of complex, sensitive and contentious situations</li> <li>• Excellent communication skills, verbal and written</li> <li>• Aware of best practice examples and experience of positive management of change</li> <li>• Proven ability of practice development, continuous professional development and innovation</li> <li>• An understanding of financial management and resource implications</li> <li>• Able to work effectively and achieve deadlines, delegating appropriately</li> </ul>		
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	<ul style="list-style-type: none"> <li>• Able to analyse, synthesise and present knowledge and information to influence key decisions.</li> <li>• Able to establish good working relationships</li> </ul>		
Aptitude and Abilities	<ul style="list-style-type: none"> <li>• Knowledge and understanding of clinical audit.</li> <li>• Knowledge of effective research processes and application</li> <li>• Ability to demonstrate sound knowledge and awareness of current evidence base relevant to the area of practice</li> <li>• Proven ability of practice development, continuous professional development and innovation</li> <li>• Proven ability to teach/facilitate multi disciplinary teams</li> <li>• An understanding of financial management and resource implications</li> <li>• Ability to present information clearly</li> <li>• Excellent negotiating skills</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• Certificate</li> </ul>



	<ul style="list-style-type: none"> <li>• Facilitation / Teaching skills</li> <li>• Ability to prioritise and problem solve</li> <li>• Excellent Presentation skills</li> <li>• Excellent, verbal and written skills</li> <li>• Standard keyboard skills</li> <li>• Good IT skills</li> <li>• Able to work effectively and achieve deadlines, delegating appropriately</li> </ul>		
Values	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Organisational ability and time management skills</li> <li>• Proactive and adaptable in the face of a changing environment.</li> <li>• Able to innovate and encourage innovation</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• Certificate</li> </ul>
Welsh Language Requirements		<ul style="list-style-type: none"> <li>• The ability to speak Welsh</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• Certificate</li> </ul>
Continuous Professional Development	<ul style="list-style-type: none"> <li>• Maintain professional development in line with NMC requirements</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• Certificate</li> </ul>



