Job Description

Job Title: AHP Leadership Fellow

Band: Matched to current Band 8 a-d role

Hours: 15 hours per week (0.4 WTE)

Base: HEE Local Office within the South, relative to base location

Responsible To: Senior AHP Fellow for the South and the Associate Director of Education & Quality, South

Job Summary:
Health Education England (HEE) South is undertaking an exciting project to lead local AHP networks to build on the cross-system strategy ‘AHPs into Action’; and to influence workforce transformation to realise AHP workforce potential across the South of England.

Key Relationships:
Health Education England and Local Offices within the South

Background:
Since AHPs into Action was launched, HEE have worked to develop many important programmes of work for example the multi-professional Advanced Clinical Practice (ACP) Framework, the development of appropriate apprenticeships across our professions, the underpinning work to support the development of first point of contact roles in primary care and the return to practice programme to support AHPs back onto the HCPC register and into the NHS.

Further work is needed in 2018/19 to advance these developments through a networked leadership approach, across the local healthcare system.
Key Result Areas/Responsibilities:

This one year AHP Leadership secondment has been designed to achieve the following:

The key objectives of the AHP Leadership Fellows are to:

1. Establish and lead local AHP Steering Groups with senior AHP leadership representatives from each of the NHS Trust and key partners to drive workforce developments such as Level 6 apprenticeships, advanced practice and careers work.

2. Build a wider virtual AHP network that can as a reference group for workforce transformation and AHP programmes of work.

3. Support regional oversight and support to the supply of the smaller AHP professions e.g. podiatry, therapeutic radiography, orthoptics and prosthetists and orthotists.

4. To act as an AHP representative for HEE on key workforce transformation and quality meetings.

5. In collaboration with HEE colleagues in the local office, develop a clear communication strategy to enable a two-way communication between AHPs and HEE.

Partnership Working

- Develop and build relationships with stakeholder involved with AHP leaders across the system
- To work in collaboration with other AHP Leadership Fellows across the South and with the Senior AHP Fellow for the South and the AHP lead
- To build relationships within the local HEE offices and establish effective communication.

Management Responsibilities

- To work as an effective team member demonstrating leadership and excellent working relationships in line with values outlined in the NHS Constitution.
- To work closely as a member of the HEE (South) quality team, sharing ideas, challenges, expertise and information.
- Manage own programmes of work through the appropriate use of project management skills and tools.
- Ensure that confidentiality is maintained at all times in conjunction with HEE policies.

RESOURCE MANAGEMENT RESPONSIBILITIES:
Intellectual Property

The jobholder should promote the HEE aims and objectives and in particular the implementation that HEE owns all Intellectual Property arising out of its educational and training activities. Where there maybe confusion or ambiguity about Intellectual Property that the post holder shall consult the Procurement and Contracts Team about potential implications regarding Intellectual Property ownership and associated rights.

Objectives

Specific objectives for the job holder will be agreed through the process of individual performance review. To promote flexibility, responsiveness and development, the responsibilities and accountabilities of this post may change as determined by the Associate Director of Education & Quality, South.

Status of the Job Description

The job description is an interpretation of the proposed responsibilities of the post at the time of writing and does not form part of the contract of employment. The job and priorities for action will be shaped in discussion between the post holder and his/her line manager.

Corporate Governance

The post holder must at all times act honestly and openly and comply with relevant professional governance requirements, employment legislation, standards of professional conduct, codes of openness and accountability.

Equal Opportunities

The post holder must comply with and promote equal opportunities and accordingly must avoid any behaviour which discriminates against colleagues, potential employees, patients or other stakeholders on the grounds of sex, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership or disability.
### Person Specification

**Job Title:** AHP Leadership Fellow  

**Portfolio:** Education & Quality Team (South)

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<th>Essential</th>
<th>Desirable</th>
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| **Professional Qualifications, Education and Training:** | - Registerable AHP qualification.  
- Educated to degree level or equivalent experience.  
- IT proficient in Microsoft Office and related packages and in use of electronic mail.  
- Expert knowledge of AHPs | - Evidence of continuing personal/professional development at Masters Level.  
- Recognised education qualification.  
- Post Graduate Certificate/Diploma in Management Studies. |
| **Experience:** | - Minimum of 5 years’ experience in a senior role within the NHS.  
- Experience of managing change in healthcare environments.  
- Experience of working in partnership in a multi-agency environment with experience of working across organisational boundaries. | - Project management experience.  
- Experience of senior NHS management responsibility. |
| **Skills, Abilities and Knowledge:** | - Knowledge and understanding of the workforce agenda with regards AHPs into Action.  
- Excellent interpersonal skills; including the ability to present complicated and/or complex concepts with clarity and simplicity.  
- Politically astute, able to deal tactfully, fairly and fully with difficult and conflicting demands.  
- Analytical skills and data interpretation.  
- Organised and able to prioritise and manage own time effectively.  
- Highly developed influencing / negotiation skills.  
- Effective team member.  
- Presentation skills, using a range of methodologies. |
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<th>Specific Aptitudes and Abilities:</th>
<th>▪ Flexible and adaptable in order to meet competing priorities and needs of service.</th>
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<td>▪ Credible and able to cultivate relationships with all levels of staff across a range of disciplines.</td>
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<td>▪ Able to represent the organisations locally and nationally.</td>
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<td>▪ Commitment to the NHS Constitution and the values it outlines.</td>
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