# **Clinical Director**

Accountable to: Chief Executive Officer

Location: Cardiff or Wrexham

NB: hybrid working is available, but importantly you may occasionally need to provide urgent information outside office hours. Additional hours can be balanced through the use of TOIL.

Regular travel throughout Wales when absolutely required.

Hours: 14 hours per week (part time)

Salary: P1 £25,970 – £27,701 per annum

(equivalent to full time salary of £64,927 – £69,255 per annum)

**Organisational Overview:**

Our mission is Saving Lives in Wales through First Aid. Making sure we provide the best clinical services from First Aid to Immediate Care is key to our Vision of Wales as a Community of Lifesavers. This post is responsible for ensuring high quality care is delivered by everyone trained by or wearing the badge of St John.

**Role Overview:**

Reporting to the CEO, the Clinical Director is a member of the Executive Leadership Team, providing leadership and ensuring high clinical standards and positive patient outcomes. Whilst the ELT have shared responsibility for the performance of the organisation, this postholder is the accountable executive for clinical standards and governance.

The post holder will inform strategy and with the Chief Operating Officer make key decisions as to how our services are led and delivered. The postholder will be the lead executive for the Clinical Committee and ensure that the views of our healthcare professionals (medics / nurses / paramedics / therapists) are represented in our planning and discussions at Executive Leadership Team. This role will professionally line manage the Deputy Chief Clinical Officers, whilst supporting the recruitment, education, development and retention of St John People (including non-registrant roles).

**Key duties and responsibilities:**

**Clinical Leadership**

* Thought leadership for the organisation around the provision of clinical services and oversight across St John including training, professional development and research.
* Ensuring that clinical policies and procedures are in line with legislation, and are reviewed as required; providing clinical advice and leadership in the implementation of policy and professional standards;
* Ensuring SJAC is aligned to and upholding the global standards being set by our neighbouring Priories the wider Europe, Middle East and Africa Region (EMEA) and St John International, as well as contributing to their development, where appropriate
* Leading the stakeholder management of clinical partners such as the General Medical Council, medical Royal Colleges, College of Paramedics, Royal College of Nursing, Health and Care Professions Council, NHS Wales.
* Leading the delivery of good clinical governance, including the commitment to regular clinical quality improvement and a process of risk management and adverse event reporting. Ensuring this is embedded across all parts of the organisation.
* With the COO, supporting the development of the Risk Management Strategy & Framework with ownership of the clinical risk and associated incidents. Making sure lessons are learnt from identified themes and tends.
* Advising upon academic activity across SJAC, in collaboration with the Executive Leadership Team and key clinical leads, with a medium-term goal of stimulating research in areas relevant to the Charity, and to advise on the implications of published research in our areas of interest.
* Working with the Head of Education, to provide oversight and assurance that the delivery of clinical education and training to First Aiders is based on the latest evidence.
* Working with the Safeguarding Manager to ensure that clinical and safeguarding practices keep our people and our patients safe.
* Acting as an advocate for high quality evidence based compassionate care within St John Ambulance Cymru and as an ambassador externally.
* Working collaboratively with the Chief Operating Officer, Director of People, Culture and Experience and the Chief Commissioner to ensure that our people’s development and experience is sector leading.

**Executive Leadership Team**

* Working with the Chief Executive, ELT and other key stakeholders to develop and deliver the organisational strategy with accountability for the clinical elements and associated governance.
* Leading the development of a comprehensive clinical strategy that supports the SJAC strategic plan and enhances organisational performance.
* Identifying and planning key work streams to achieve the strategy and monitoring progress of delivery.
* Along with the wider ELT promote inclusive practices, ensuring equal opportunities and inclusiveness across the workforce and all areas of accountability.
* Acting as a strategic advisor to the ELT and Board on all clinical matters, contributing to long-term operational and strategic decisions.
* Provide information and assurance to the Board relating to clinical matters, via the Clinical Committee.
* Embody and exemplify the charity’s values at all times and hold others to account for the same.
* Demonstrate a commitment to inclusion and welcoming diversity, championing equality of treatment and opportunity.
* Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance Cymru. It is expected that the post holder will be as positive and flexible as possible in this regard.

**Person specification**

This is a specification of the experience, skills, etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined above) and forms the basis for selection.

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| **Requirements** | **Essential** | **Desirable** | **Assessment Method** |
| Qualifications and Experience |  |  |  |
| Registered healthcare professional with no restrictions on practice | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Application form |
| Educated to Masters level in relevant discipline |  | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png | Application form |
| Experience of leading multi-disciplinary clinical teams (First Aid, HCP, Nursing & Medical) | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Application form |
| Experience of leading in a large operational organisation | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Application form / interview |
| Experience of providing sound strategic clinical advice | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Application form / interview |
| Experience of designing services which are volunteer led | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Application form / interview |
| Delivery of large-scale clinical plans translating strategy in reality | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Application form / interview |
| Delivery of digital and research improvement in a relevant setting | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Application form / interview |
| Relevant CPD activity and portfolio | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Application form / Interview |
| Current Enhanced DBS Certificate | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | If you don’t already hold this we will arrange it free of charge |
| Skills, knowledge and abilities | | | |
| Knowledge of the Health system in Wales |  | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png | Interview |
| Currency in a clinical field appropriate to St John Ambulance Cymru to provide clinical leadership and guidance based upon up to date clinical experience and knowledge | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Interview |
| Comprehensive understanding of clinical governance, quality, and audit | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Interview |
| Strong skills in the area of influencing and teamwork to be able to work effectively in an executive team | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Interview |
| High level of interpersonal, influencing and communication skills to build great relationships internally and externally | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Interview |
| Able to maintain strict confidentiality | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Interview |
| Excellent, engaging written and verbal communication skills across a wide audience including local, regional, national and Trustees | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Interview |
| Professional and intellectual curiosity - inquisitive and informed, open to challenge and willing to challenge, contributing beyond functional area and expertise | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Interview |
| Pragmatic, safety and solutions focused | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Interview |
| Absolute commitment to role modelling our St John Ambulance Cymru values and helping others do the same | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Interview |
| Ability to work outside normal working hours when absolutely necessary | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Interview |
| Willingness and ability to travel across Wales on a reasonably regular basis | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png |  | Interview |
| Ability to communicate in Welsh |  | C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png | Application Form / interview |