



## **Job Description**

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**Job Title**                      **Maternity Services Lead**

**Reports to**                      **Head of Operations**

**Responsible for**              **Co-ordinators**

**Salary**                          **£30,000 p.a (pro rata)**

### **Job Purpose**

The post holder will be responsible for the organisations work in relation to maternity, pre and post natal services. This is an area of anticipated growth so the role will be about maintaining current provision and at the same time assisting with the development of bids and implementing new provision.

The post holder will be responsible for a team of staff that will include volunteers (although they will have indirect management of them) and they will be expected to maintain motivation and ensure they all receive the necessary support and training. The role is also to develop the service, meet contractual targets and take decisive action where needed.

### **Main Duties and Responsibilities**

#### **People Management**

- Overall management of all work that sits in this programme
- To have direct line management responsibility for staff in the team including those with supervisory (Coordination) responsibilities
- Dealing with conduct and performance issues, in a timely, consistent and fair manner, in line with the organisations policies and procedures
- Work in line with company policy and alongside other management to ensure fairness, consistency and equality throughout the organisation
- Act as a positive role model to new and existing staff
- To provide guidance to support workers/volunteers who may be working out of usual office hours where required, in line with company policy
- Allocate work to team members ensuring fair apportioning of workload and utilising the skills of the staff as appropriate. Ultimately ensuring individual and team targets are met

#### **Service Delivery and Development**

- Assistance with developing bids and submissions
- Relevant implementation or development, including setting up protocols, processes, monitoring and reporting structures

- Ensure services are delivered efficiently in line with contract requirements under the guidance of the Head of Operations, raising any contractual concerns/risks in a timely and appropriate manner
- Responsible for providing reports as necessary and carrying out preparation for and attendance at commissioner meetings as required.
- Direct liaison with Commissioners and providing a responsive and where necessary flexible service that aids in building and maintaining a strong relationship
- Leading on developing and maintaining our reputation with relevant partners, first and foremost those colleagues in the Local Maternity and Neonatal Systems
- Identify areas of underperformance and suggest or implement suitable solutions to address the problem
- To monitor available tools including relevant databases and evaluation mechanisms to ensure that the service effectively meets contract requirements, measures and maintains quality
- To assist with identifying varied consultation methods that assist in a gaining and maintaining citizen involvement
- Promote cross departmental working opportunities and promotion of other Gateway Services as appropriate
- Effectively manage any delegated budgets and ensure all purchases are obtained in line with budget guidelines

### **General**

- Manage own time and resources
- Participate in appraisal and learning activities
- Participate in and where necessary lead internal meetings as required
- Present on behalf of the organisation at conferences, seminars and events locally and regionally
- Contribute to the Gateway Family Service strategic and operational decision making structures, including Management Team
- Delivery of staff mandatory training as and when required
- Carry out any other duties as agreed with Line Manager, commensurate to the grading of the post
- At all times during employment, ensure you and those you are responsible for comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

### **Health and Safety**

- Take reasonable care for the Health and Safety of yourself or others persons who may be affected by your acts or omissions.
- Ensure staff are meeting health and safety requirements in line with company policy and statutory legislation. Including being part of the On Call Manager lone working process
- Co-operate with the Company to comply with any Company safety rule and/or duty or requirement imposed under legislation or relevant Codes of Practice.

### **Equal Opportunities**

- It is the responsibility of each employee to abide by the Company's Equal Opportunities Policy.

**Line Manager:**

Signature

Date:

Name

**Employee:**

Signature

Date:

## Person Specification – Maternity Services Lead

<u>ATTRIBUTES</u>	<u>ESSENTIAL CRITERIA</u>	<u>DESIRABLE CRITERIA</u>	<u>HOW MEASURED</u>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Minimum level 4 Management qualification in a relevant field or an ability to demonstrate equivalent experience</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of managing health, wellbeing or social care services</li> <li>• Experience of working collaboratively with Primary or Secondary Care partners and/or Adult Social Care</li> <li>• Significant project/contract management experience and proven track record of achieving targets</li> <li>• Experience of managing staff responsible for coordinating activity and helping them achieve their targets</li> <li>• Experience of tendering and bid writing</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of clinical delivery or contract/service delivery within the NHS</li> <li>• Experience of working within maternity services</li> <li>• Experience of community consultation or co production initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Effective communication skills and ability to build and develop relationships at all levels</li> <li>• Demonstrate understanding of the current landscape in relation to maternity services, pre and post natal care</li> <li>• Good planning and organisational skills</li> <li>• Strong persuasion and influencing skills</li> <li>• Ability to make decisions and problem solve in relation to the services you are responsible for and contribute to decisions being made effecting the wider organisation</li> <li>• Ability to manage own time, prioritise and meet tight deadlines</li> <li>• Ability to compile reports and interrogate statistical information</li> <li>• IT competent using a range of Microsoft packages, social media and digital platforms</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation/delivery of training</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• Test</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Self motivated with a positive attitude - displays energy and enthusiasm</li> <li>• Commitment to high quality customer/client experience</li> <li>• Sets high standards for own work and work of others</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates an interest in and knowledge of the wider health and social care and employment agendas and contributes this to the organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> <li>• Test</li> </ul>

	<ul style="list-style-type: none"> <li>• Tenacious approach with the ability to creatively problem solve and suggest a range of solutions</li> </ul>		
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Commitment to personal development</li> <li>• Able to work flexibly including some evening and weekend working</li> <li>• Able to be the On Call Manager (as part of a rota system)</li> <li>• Willingness and ability to travel across Birmingham, Solihull and the Black Country</li> <li>• Eligibility to work in the UK</li> <li>• Committed to equal opportunities</li> </ul>		<ul style="list-style-type: none"> <li>• Documents from List 1 or List 2</li> </ul>