CAJE REF CYM/Wales/2023/0027

APPROVED 03/10/2023







**JOB TITLE Allied Health Professional/Healthcare Scientist Organisation Information Officer – Band 8b**

**JOB OVERVIEW**

* Provide senior strategic leadership to the AHP/HCS professional groups to deliver the implementation of the digital strategy across the organisation, and across health and social care with an All-Wales focus.
* Provide senior AHP/HCS leadership to the organisation’s digital transformation programme.
* Work in collaboration with the National AHP/HCS Clinical Information Officer, all Health Board/Trust AHP/HCS Information Officers to Identify and agree the national data set and information standards, operational standards, processes, and systems to ensure the successful implementation, optimisation and utilisation of the digital strategy to benefit patients and their families and staff.

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| **Main Duties of the Job** | | |
| Provide senior clinical informatics and digital leadership to all AHP/HCS professionals (registered and non-registered) in the organisation, leading and coordinating the development of a long-term digital strategic plan for AHP/HCS, working in collaboration with the CCIO, CNIO and Pharmacy IO and technical teams in the organisation. Assuring effective clinical governance systems including standards, policies, procedures, and guidelines through collaboration with other Allied Health Professions/HCS/ CNIOs/digital clinical informatics leads in Digital Health and Care Wales and UK to share best practice and agree consensus influence decision-making.  Leading and collaborating with the Digital Director, National AHP/HCS IO and all AHP/HCS CIO leads across Wales to co-ordinate national standards to assure the preparation of AHP/HCS staff with the digital maturity journey. Assure effective communications, awareness sessions, developing local champions and holding AHP/HCS colleagues to account for attending and developing digital competencies  Manage the delivery of digitally enabled changes in AHP/HCS clinical practice, collaborating to achieve clinical consensus for information standards and data sets, testing of workflows, ensuring widespread adoption of new digital technologies amongst the AHP/HCS professional groups to improve user experience, patient outcomes and quality. | | |
| **Responsible to** | | |
| **Reporting:** | **Accountable:** | **Professionally:** |
| **Main Responsibilities** | | |
| **Planning and Design**  The post holder will lead and drive forward specified digital transformation and champion the development of a clinically driven information culture which includes the development of the workforce and the engagement in meaningful use of Allied Health Professions and Healthcare Scientists data. They will lead and enable change, focusing on quality improvement through digital systems across the organisation, assuring an all-Wales approach is delivered. In addition, they will serve as the principal informatics advisor to the Director of Therapies (DoTHs).  Lead and contribute to the delivery of a range of transformational digital projects and workshops from initiation to a steady state to streamline current clinical processes across acute, community and social care settings.  Use specialist knowledge and expertise in clinical informatics and digital risk management to lead and inform the development of short-, medium- and long-term strategic plans for Informatics which impact across the organisation and Wales.  Lead local activities, including co-ordinating testing of workflows and ensuring appropriate AHP/HCS attendance and representation at all relevant meetings that lead to improvement in safety, quality and experience for people receiving services in the organisation.  Successfully lead and contribute to multiple projects simultaneously as required utilising project management processes.  **Improvement and Monitoring**  Proactively lead decision-making processes, including collecting and analysing information to make effective decisions in complex situations. e.g., standardising processes across Wales of behalf of the health board/Trust in collaboration with experts, challenging differences of opinion to ensure the most appropriate outcome.  Lead, direct and participate in evaluation programmes for emerging technologies and patient care delivery models, with a primary focus on AHP/HCS practice and, research and academic partnership in support of interdisciplinary person-centred care.  Develop and implement Allied Health Professions information plans, data analysis, policies and procedures for evidence based Allied Health Professions practice and serve as a champion for informatics & transformation projects and innovation.  **Communications**  A key function of the post is the ability to lead, influence and persuade a wide range of people and groups through collaborative and partnership working, through developing relationships with senior colleagues within and out of the NHS across Wales at a national level – Regular contact with internal and external stakeholders, sensitive, complex, contentious, and confidential issues. Overcome barriers and hostility related to major change in Healthcare Informatics Systems.  The postholder will require media handling skills and will be required to provide media interviews and press statements to tight deadlines and in highly pressurised environment as requested.    Give presentations to a variety of groups and lectures / seminars to trainees and students.  **Finance and Budget**  Manage identified pay, non-pay, and capital budgets. Authorised signatory.  Budgetary responsibility for a function and the multi-stranded services provided within that function. Evaluating value for money of new contracts, monitoring the performance of existing providers and ensuring that provider performance aligns, and complies, with contractual terms and conditions.  **Management, Leadership and/or Training**  Exercises a high degree of personal and professional autonomy with the ability to act independently and take high level decisions when the situation requires prompt action. Interpret and advise on the implementation of national guidelines.  Will have a high degree of autonomy working within the organisational strategic and operational framework.  Line manager responsible for the recruitment and development of staff, including undertaking appraisal, ensuring team and individual development and where appropriate progression of employee relations matters.  Ensure AHPs/HCS have access to robust training and development to enable them to work with and lead the development of digital technologies and informatics.  **Digital and Information**  Developing and presenting reports for the Executive Management Team and Welsh Government.  Use clinical expertise and strategic senior leadership to advise on the development and delivery of a Clinical Informatics and digital patient safety strategy across the organisation and be a lead advisory consultant on digital patient safety and risk management to the Information Governance Committee.  Provide expert professional and clinical advice, working in collaboration with the CCIO, CNIO and technical and guidance and will engage with key stakeholders to ensure patient and clinical involvement in the planning, development, delivery and evaluation of systems and services.  Inform the development of standardised Allied Health Professions/Healthcare Scientists data requirements across Wales to decrease duplication recommending a ‘record once, use many times’ approaches, whilst building an awareness of the importance of real-time data and opportunities for quality improvement | | |

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| **Qualifications and Knowledge** | **Experience** |
| **Essential**   * Professional Clinical Qualification and registrant * Educated to master’s level or equivalent experience.   **Desirable**   * Project management qualification (e.g., PRINCE2) * Informatics/Information Management/Digital Leadership qualification/certification * Experience of implementation of quality systems that deliver end users benefits in managing clinical digital systems. | * Experience of working at a senior level and acting as an interface between executive, clinical, managerial, operational, and digital colleagues * Experience in managing and delivering change successfully. * Experience of delivering and leading change, delivering tangible and sustained improvements across clinical service |
| **Skills and Attributes** | **Other** |
| * Welsh Language Skills are desirable levels 1 to 5 in understanding, speaking, reading and writing in Welsh * Excellent leadership and influencing skills with the ability to enthuse, motivate and involve individuals and teams. * Ability to manage different works streams simultaneously. * Ability to write reports to multiple audiences, translating complex and contentious information into clear professional papers. |  |