CAJE REF CYM/WALES/2023/0026

APPROVED 03/10/2023





**JOB TITLE National Digital Lead Allied Health Professional/Healthcare Scientist Information Officer – Band 8c**

**JOB OVERVIEW**

* Provide senior strategic leadership and collaboration with CCIOs, CNIOs and AHP/HCS Clinical Informaticists to assure an all-Wales approach to digital transformation and coordination of the AHP/HCS digital improvement plan and development of career pathways for AHP/HCS Clinical Information Officers across Wales.
* Assure an all-Wales approach to standardisation of AHP/HCS information and data by providing strategic and professional leadership to the AHP/HCS Clinical Informatics roles across Wales and through collaboration with key stakeholders and Health Boards/Trusts and Social Care
* Support the health and care service in improving outcomes and addressing health inequalities through implementation of the AHP Digital Improvement plan and the current overarching AHP and HCS Frameworks for Wales.

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| **Main Duties of the Job** |
| Provide senior leadership to drive the overarching strategy for Digital AHP/HCS at national level, ensuring effective governance and supporting alignment across the system with key stakeholders – all Wales. Working in collaboration with the Health Boards/Trusts regarding recruitment into AHP/HCS IO roles, supporting the development of the career pathways, including continuous professional development of individuals, working in collaboration with HEIW and DHCWProvide strategic management and leadership for the co-ordination of standardisation of AHP/HCS information and data across Wales. Providing senior strategic leadership to inform design and implementation of national digital projects and programmes to support the transformation of clinical care. Provide senior strategic leadership to inform multi-professional collaboration and clinical consensus to transform patient pathways, quality and safety and patient outcomes and improving patient and staff experiences through digital ways of working.  |
| **Responsible to** |
| **Reporting:**      | **Accountable:** | **Professionally:** |
| **Main Responsibilities** |
| **Planning and Design**Develop long term strategic plans to lead the all-Wales digital agenda as it applies to AHP/HCS and ensure multi-professional collaboration to benefit patients and staff. Work in collaboration with Health Board/Trusts, HEIW and DHCW, Director peer groups to inform IMTP planning and delivery in relation to digital transformation.Proactively ensure effective governance processes are in place, manage the key risks and issues and ensuring the appropriate actions are taken in mitigation or response to risks.Develop all Wales methodologies and identify benefits and milestones to measure and evaluate the outcomes and benefits of clinical system implementations. **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 with Health boards/Trusts in collaboration with experts, challenging differences of opinion to ensure the most appropriate outcome.   Monitors and presents update reports and progress, risks, mitigation actions to DHCW, DoTHs and Welsh Government with regards to the AHP/HCS Digital Improvements and transformation.Initiates and undertakes surveillance and audit relating to clinical informatics incidents, initiating formals reviews where required to establish learning and appropriate action to prevent similar incidents. Learning to be disseminated across the Health Boards/Trusts as required.    Be a key member of all Wales working groups/projects, services, and initiatives to provide project, information and analytical advice and expertise.Responsible for proposing and drafting changes, implementation and interpretation to policies, guidelines, and service level agreements which may impact service delivery and Sector.**Communications** A key function of the post is the ability to strategically 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 and post graduate multi-professional groups. Present to Welsh Government, Director peer groups, Health Boards/Trusts and wider key stakeholders.**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**Provides professional and strategic leadership for the all Wales AHP/HCS Information Officers. 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. Maintaining oversight of the delivery of digitally enabled changes in AHP/HCS clinical practice. Line manager responsible for the recruitment and development of the Directorate staff, including undertaking appraisal, ensuring team and individual development and where appropriate progression of employee relations matters. Influencing national recruitment, training and retention of all Wales AHP/HCS IO roles across Wales. Contributing to the development of strategy, implementation of standards and the development of a career framework for AHPs/HCS specialising in informatics. **Digital and Information**Developing and presenting reports at a national level, summarising status on issues, appraising outcomes, providing progress reports for senior staff or groups of staff as directed tailoring content to meet the needs of the audience.Use clinical expertise and strategic senior leadership to advise on devising, developing, and implementing appropriate information sharing systems. Lead the creation and review implementation, of information systems for collecting, evaluating, and interpreting complex data to inform short, medium- and long-term strategies. |

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| **Qualifications and Knowledge** | **Experience** |
| **Essential*** Professional Clinical Qualification and registrant
* Educated to master’s level or equivalent experience
* Post registration Leadership and Management qualification with professional knowledge across a number of areas – information systems, finance, performance, staffing.

**Desirable*** Project management qualification (e.g., PRINCE2)
* Experience of implementation of quality systems that deliver end users benefits in managing clinical digital systems.
 | * Extensive experience of working at a senior level and acting as an interface between executive, clinical, managerial, operational, and digital colleagues
* Experience in working with national programmes
* Experience of delivering and leading significant change, delivering tangible and sustained improvements across clinical service
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| **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.
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