



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

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| <b>Job Title:</b> Health Visitor Team Lead              | <b>Role Profile Number:</b> NHSRP                          |
| <b>Grade:</b> Band 7<br><b>Salary:</b> £41,659- £47,672 | <b>Date Prepared:</b> February 2023                        |
| <b>Directorate/Group:</b> Adults                        | <b>Reporting to:</b> Professional Lead for Health Visiting |
| <b>Structure Chart attached:</b>                        | Yes  |

### Job Purpose

- To co-ordinate and line manage a team of Health Visitors and skill mix practitioners to ensure safe and effective delivery of the 0-19 Public health nursing service as specified in the national specification and local guidance and to the standards agreed in the 0-19 PHN dashboard including school based screening programmes.
- A visible, designated leader promoting teamwork within a multi-professional environment, demonstrating critical analysis and decision-making skills, leading the delivery of a an excellent, high quality service influencing and facilitating change.
- Demonstrate and role model a high standard of practice that encompass the 6 C's at all times.
- Management oversight of clinical practice, clinical audit, research and teaching, to set, monitor outcomes and continually improve standards of care in addition to efficient and effective use of resources.
- Take an innovative and proactive approach to the redesign of clinical services, linked to organisational priorities and in support of improved outcomes

### Key Accountabilities

- Supervision and support of staff working in the 0-19 PHN team to deliver the Healthy Child Programme and safeguarding responsibilities to the standards defined in the 0-19 PHN service specification.
- Manage the team and demonstrate effective use of resources and workforce planning by monitoring workload and, through efficient rostering, maintain appropriate staffing levels and skill mix taking account of role and competence of staff.
- To deliver management supervision as per the service policy including PDPs, annual appraisals and reviews.
- To embed best practice and through quality assurance activities provide assurance that practice meets all

CQC, CCG, SEND, OFSTED and Safeguarding regulations. Play a key role in preparing for and being part of inspections from governing bodies.

- Work with the Professional Lead for Health Visiting, Professional Lead for School Nursing, other 0-19 PHN team co-ordinators, Operational Managers, Practice Educator lead and the Named Nurse for Child Protection to ensure best practice, professional development of the staff and continual service improvement.
- To contribute to the development, implementation and review all practice standard operating procedures.
- Ensure a culture of continuous quality improvement through actively participating in 0-19 Public health nursing service audit cycle within the service improvement plan as well as managing patient/family/stakeholder feedback and reflection on practice by self and other members of the team.
- Provide management cover for another 0-19 PHN team, in the short or long term absence of the Team Leader.
- Work with colleagues across SBC and partners in the early year's workforce to ensure delivery of an integrated approach to services for children in Swindon. Promote integrated working and participation in the common processes (Early Help Record and Plan) to support children and families with complex needs
- Implement HR Policies and Procedures with staff members. Lead the management of sickness absence and both informal and formal capability of staff
- To lead on the performance management of team members using data and information and the regular reports received.
- To support the recruitment and induction of new staff, adhering to local preceptorship guidelines.
- In collaboration with the Professional Leads and Operational Manager to deal with queries and or complaints from service users
- To lead the process of workload management and allocation in the team using local SOPs working with 0-19 team leaders in the allocation of work to staff.
- Promote a clean and safe environment for staff, children and families by ensuring compliance with legislation, policies and protocols including health and safety, healthcare associated infection prevention, clinical governance, including risk management and critical incident reporting and contributing to root cause analysis.
- Ensure a high standard of care and record keeping in accordance with Nursing and Midwifery Council, Health Professions Council, national legislation and local standards.
- Assess the risks involved in the delivery of the service and ensure utilisation of practices and protocols to minimise those risks, including safe use of medical devices.
- To monitor the standards of care and take appropriate actions when standards fall below expected levels escalating any concerns to Professional Leads and Operational manager.
- Report incidents and near misses promptly and appropriately and take effective action to minimise future risk.

- Ensure the identification of the health needs of families and communities, using appropriate methods and tools.

### **Supplementary Accountabilities**

- Represent 0-19 PHN on appropriate groups identified and agreed with the Professional Leads/ Operational Manager.
- Work with senior leaders in Early Years and Mainstream Education settings in Swindon
- Work closely with Practice Educator lead to support the on-going development of the workforce including SCPHN students in the team.
- Due to the nature of the work and in accordance with the demands of the service, he/she will be required from time to time to work outside normal office hours, including evening and weekend work, for which time off in lieu of payment should be taken at a time agreed with the Service Manager. Overtime will not be paid.
- This role profile is intended as a general guide to the responsibilities attached to the post.

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Relevant knowledge and/or experience of delivering Healthy Child Programme
- Detailed knowledge of Healthy Child Programme and role of team members in delivering this work in Swindon.
- Experience or qualification in leadership and /or management
- Experience of working with a common process such as the Early Help Record and Plan
- Experience of working with partners from across the workforce delivering services for children in Swindon
- Knowledge of safeguarding procedures and local policy.
- Experience of line managing staff.
- Influencing and Change management skills
- Knowledge of solution –focused, strength based practice, a range of assessment tools and interventions to support change in families and staff.
- Excellent written and verbal skills
- Ability to communicate with senior staff within the profession, and other professions, voluntary agencies, stakeholders and commissioners
- Positive and enthusiastic

## Qualifications

- Qualified to degree level or extensive equivalent experience
- Evidence of further professional development
- Practice Educators qualification highly desirable

## Decision Making

- To lead decision making with the team about risk, workload and performance. Promote forward thinking and planning
- To know when to escalate significant concerns regarding clinical practice
- To support Operational Manager and the Professional leads to make informed decisions about recruitment, performance and practice.
- Ability to organise team demands and achieve targets within agreed timescales, ability to work under pressure across competing priorities
- To be able to redirect the activity of self and others according to service needs and priorities

## Creativity and Innovation

- Need to be solution focussed and able to demonstrate that they work in this way with the 0-19 PHN team.
- To empower all staff whatever their strengths to be the best they can be
- Ability to be creative whilst engaging and motivating a team member.
- Drive performance and embrace a coaching culture in a team and across the service.
- Ability to inspire others

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| <p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"><li>• Team leaders shall manage a skill mix team</li></ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"><li>• Manage the team and demonstrate effective use of resources and workforce planning by monitoring workload and, through efficient rostering, maintain appropriate staffing levels and skill mix taking account of role and competence of staff</li></ul> | <p><b>Budget Holder Responsibility</b></p><br><br><br><br><br><br><br><br><br><br><p><b>Asset Responsibility:</b></p> | <p>No</p><br><br><br><br><br><br><br><br><br><br><p>Equipment including work laptop and phone</p> |
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**Contacts and Relationships**

*(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- To work with all 0-19 PHN team members
- To work with other teams including Early Help and Social Work teams
- To work with MASH and Operational and Senior Managers
- To work with external partners and colleagues in other agencies across workforce including health and education e.g. Schools and Early Years settings.

**Other Key Features of the role**

- To be flexible with working hours.
- To be licence holder to enable travel to a variety of settings as required

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| <b>Employee Signature:</b>      | Print Name:  |
| <b>Date:</b>                    |              |
| <b>Line Managers Signature:</b> | Print Name:: |
| <b>Date:</b>                    |              |