

Job Description

1. JOB DETAILS

Job Title:	Head of Midwifery (HoM)
Grade:	8c
Responsible to:	Midwifery Director
Reports to:	Midwifery Director
Location:	Jessop Wing

2. JOB PURPOSE

The Head of Midwifery (HoM) is a key position in the Midwifery and Obstetrics, Gynaecology & Neonatal (OGN) leadership team. The HoM is professionally responsible to the Midwifery Director (MD) and will maintain a leadership focus and oversight in the day-to-day delivery of Maternity, Neonatal and Gynaecology services. This role is supported by the Deputy Head of Midwifery, Workforce and Operations, and the Consultant Midwife/Nurse/Matron senior leadership team.

The post holder is accountable for direct delivery of services at directorate level including, maternity workforce and staffing, including recruitment and retention, service improvement including standards of care and patient experience, reflecting local and national agreed objectives, targets, quality standards, budget management controls and resource constraints. This role will also have an oversight of Gynaecology Services via the Gynaecology Matron.

On behalf of and in collaboration with the Midwifery Director (MD), the post holder will professionally lead midwifery services to ensure services are safe, of high quality and provide contemporary maternity services valued by women, birthing people, and their families.

The HoM will lead the delivery of efficient, effective, and high-quality processes and systems to provide assurance and comply with all regulatory, i.e. CQC, NHSE, HSIB, NHS Resolution CNST MIS System level standards, guidance and recommendations. The HoM will support the MD and in collaboration with the multidisciplinary OGN team ensure activities are aligned to comply



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with all requirements necessary to maintain a safe, high quality, compassionate, maternity service.

The HoM will be a visible and professional role model for the maternity and nursing workforce with a strong focus on improving women's and families' experiences of maternity/neonatal and gynaecology services and provide overarching leadership in the management of complaints and women's experiences, including practice changes from lessons learned.

- The post holder has oversight responsibility for OGN services, in particular clinical governance, and safety issues, providing professional and line management support to the matrons.
- The post holder will ensure workforce tools are utilized to embed safe and effective staffing models across the service and clinical areas supporting the matrons to deliver this.
- The post holder will be responsible for maintaining clinical standards, benchmarking using Clinical Governance Frameworks and audit to ensure high quality care is provided and give assurance to the maternity directorate senior management team.
- The post holder will provide visible clinical and professional leadership for maternity working in partnership with the wider multidisciplinary team.
- Ensure National A- EQUIP, Professional Midwifery Advocate (PMA) model is well established and effective.
- Take the lead for safeguarding within Maternity Services.

3. ROLE OF THE DEPARTMENT

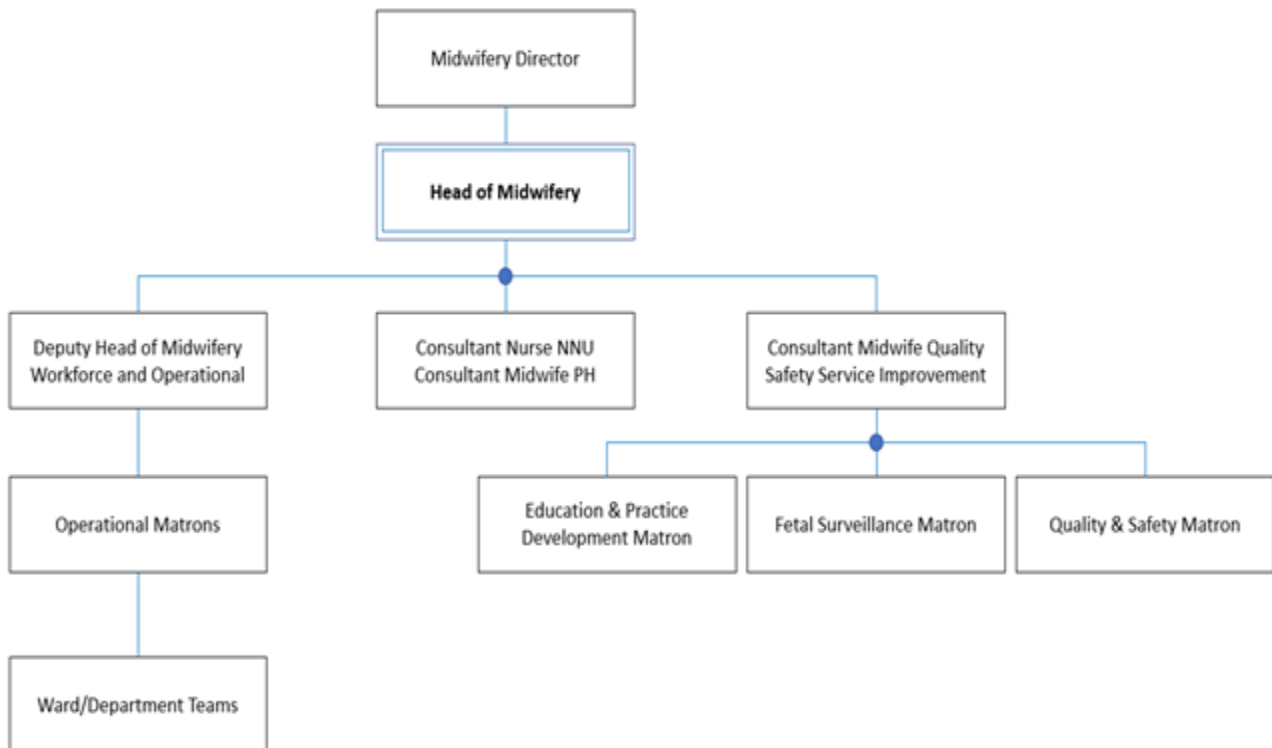
To provide high quality patient centered services to women, babies and their families receiving care within the Obstetrics, Gynaecology & Neonatology Directorate.



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4. DEPARTMENTAL/DIRECTORATE ORGANISATIONAL CHART



5. MAIN DUTIES AND RESPONSIBILITIES

The post holder will lead independently and decisively to ensure effective operational management and strategic development within the maternity service with the Director of Midwifery, Operational Director, and Clinical Director (Triumvirate). The post holder will play a significant role in development and implementing the National Maternity Strategy. This will be in accordance with women and family's needs, national and local priorities and NMC The Code: Professional Standards of Practice and Behaviour for Nurses, Midwives & Nursing Associates.

The post holder will provide professional leadership on all matters pertaining to Midwifery and will provide professional advice on the development of community and hospital based maternity services as well as lead and advise on the Quality and Safety agenda.



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6. CLINICAL AND PROFESSIONAL

- 6.1 Establish and maintain excellent external relationships essential to the delivery of safe, high quality services this includes collaboration and influencing at system level in the Local Maternity & Neonatal System (LMNS), public health, health visiting, safeguarding, social care and mental health service as key partnerships.
- 6.2 Foster a positive no blame culture where midwives and the maternity workforce are engaged to deliver safe high quality and compassionate services reflecting National priorities and recommendations and standards.
- 6.3 Support the MD, to develop maternity services by contributing to the production of strategy documents, policies and procedures as required.
- 6.4 Work in support of the MD to interpret and implement health service policy and strategy to establish goals and standards. Contribute as required by the MD in coordinating the Trust's response to Department of Health initiatives to midwifery and maternity services, ensuring local application.
- 6.5 Work with the OGN multidisciplinary team to review clinical practice and evidence based clinical initiatives and improved midwifery and obstetric working.
- 6.6 Work clinically in the event of service need or to support clinical teams in effective delivery of care, education, research or to support wellbeing.
- 6.7 Work with the MD, Operational Director, and Consultant Midwives to ensure a consistent approach to midwifery through collaborative working and the development of shared procedures and guidelines, supervising the auditing of practice and development of actions.
- 6.8 Establish and maintain systems and process which enable the midwifery teams and the maternity workforce to consistently provide safe, effective high quality patient care and embed a culture of improvement, focusing on the Trust's indicators, measuring practice, and using variations in the data to develop local improvement projects.
- 6.9 Promote an open, transparent, and no blame culture where all staff are aware of the communication channels to speak up to raise concerns and/or share ideas to improve services.
- 6.10 Supervise and set standards for both clinical and non-clinical performance in collaboration with the Deputy HoM, Consultant Midwife/Nurse and Matrons.
- 6.11 Supervise and ensure that continuous quality improvement programmes are in place and are monitored to deliver expected improvement outcomes. Provide assurance to the MD in the delivery of the CQC, NHSR CNST MIS, Ockenden Immediate & Essential Actions, and other relevant standards or national guidance.



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- 6.12 Be accountable and maintain oversight of complaint responses and service user feedback to ensure they are compassionate and constructive for women and families, clinical incidents ensuring, where appropriate, robust systems are developed and implemented to improve practice.
- 6.13 Keep informed of national and Trust policies, especially those affecting service delivery and patient care, disseminating the information as appropriate.
- 6.14 Work closely with the Midwifery Director in the continuous review of safe maternity staffing and skill mix utilising the Birthrate Plus methodology and acuity App. as well as the performance against ward accreditation programmes (WAP), patient experience and external requirement or benchmarks, such as Birthrate+.
- 6.15 To be a key influencer in progressing service developments which reflect professional, business, and corporate objectives.
- 6.16 Take a lead on ensuring there is effective and accountable budget management ensuring that there is collective responsibility within teams for day-to-day costs.
- 6.17 Develop with the MD and the Director of Operations, the strategy for the Cost Improvement Plan (CIP).
- 6.18 Lead the site on programmes for talent management, local, national, and international recruitment.
- 6.19 Lead on the analysis of data to ensure the DoM team has access to timely and accurate information on all key performance indicators.
- 6.20 Lead on, and contribute to, the development of policies, protocols, and pathways, in partnership with the multidisciplinary team to assure seamless maternity care is provided across the service.
- 6.21 Keep up to date with current development in midwifery, ensure evidence based practice, and assist with the implementation of the midwifery recommendations of the National Service Frameworks and NICE guidance.
- 6.22 Lead the patient involvement strategy for the maternity services, ensuring opportunities to learn about the women's experience are sought and opportunities to improve the experience of women are taken through co-produced pieces of work with the maternity voice's partnership.
- 6.23 Develop new skills and knowledge pertaining to midwifery as required.



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7. LEADERSHIP AND MANAGEMENT

- 7.1 Provide professional and managerial leadership, being a highly visible presence fostering a no blame culture that ensures the MDT provides high quality, responsive maternity services with the needs of the woman and her family placed at the centre of care.
- 7.2 Chair and lead directorate groups and represent the Midwifery Director at directorate and Trust committees and groups as required.
- 7.3 To lead on or support new local, regional, or national initiatives through the LMNS.
- 7.4 Effectively deputise and cover for the Midwifery Director and the other senior midwives in the service.
- 7.5 Support the development of the relevant business plans, funding bids, strategies and review of risks and benefits.
- 7.6 Contribute to the preparation of external or local inspections in support of the Directorate.
- 7.7 As a key stakeholder in Maternity Quality and Safety, contribute to incident reviews, review of national audits, guidelines, risks. Support completion of agreed audits for national
- 7.8 Drive and lead compliance with key national reports this includes quality elements of CNST MIS, Ockenden, ATAIN, PMRT, HSIB, CQC, and the National Maternity Strategy.
- 7.9 Lead the development of appropriate audits / research activity to support the development of an evidence base for midwifery.
- 7.10 In collaboration with the MD lead on key aspects of the trust Maternity Improvement Programme
- 7.11 Produce appropriate and timely reports, action and assurance plans with supporting project documents.
- 7.12 Ensure there is an agreed process of shared learning across the services, and actions from HSIB, SI's and local investigations are completed and implemented.
- 7.13 Ensure compliance and support staff in following the relevant Trust policies and procedures and completing statutory mandatory training, working closely with People and Organisational Development (POD) teams.
- 7.14 Develop and implement an annual midwifery workforce plan which integrates with the local delivery plan.
- 7.15 Act as a senior member of the Management Team ensuring midwifery input into strategic and operational decisions.



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- 7.16 Act as a catalyst for change, leading the development of policy, practice and staff in the delivery of continuity of care.
- 7.17 Develop systems in order to learn from and implement changes to practice arising from complaints clinical risks, litigation and medication errors.
- 7.18 Lead the midwifery matrons and senior midwives and the Infection Control team to proactively reduce hospital acquired infection and ensure compliance with PPE and infection control policies.
- 7.19 Responsible for managing midwifery budgets.
- 7.20 Engender a culture of respectful relationships. Ensure that clinical services are personal, fair and diverse. Advance equality of opportunity and treatment for vulnerable people.
- 7.21 Ensure staff are managed in line with the Trust PROUD values and have meaningful appraisals.
- 7.22 Undertake responsibility for tasks delegated by the Midwifery Director and Operational Director.
- 7.23 Supervise the delivery of the Trust's Midwifery Strategy.
- 7.24 Lead innovation in midwifery practice using an evidence based approach to meet the needs of the women, families, relative and staff.
- 7.25 Be an effective role model and able to represent the division organisationally and professionally.
- 7.26 Provide effective and compassionate leadership to the areas with respect to the management of professional and HR issues.
- 7.27 Work proactively to minimise risk and ensure compliance with Health and Safety legislation.
- 7.28 Support staff well-being in line with Trust strategy and values. Lead the teams to embed a culture where staff health and wellbeing are considered a priority.

8. FACILITATE LEARNING

- 8.1 Lead the education agenda, and the submission of the annual Learning Needs Analysis and other training opportunities.
- 8.2 Act as a conduit for sharing information about national and local initiatives to establish and design new nursing and midwifery models/roles. This is to ensure there is a robust process



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in place to modernise the workforce, ensure staff are at the right place with the right skills in order to release time to care.

- 8.3 Support the advancing practice agenda and the development of a skilled midwifery workforce.
- 8.4 Ensure that the actions from the relevant Equality, Diversity and Inclusion groups at the Trust are communicated across the directorate, this includes any initiatives, planned to optimise staff health and wellbeing.
- 8.5 Network with external agencies promoting the work of the Trust and learning from external organisations.
- 8.6 Provide advice and act as a guide to midwifery staff in relation to clinical data and relevant database/information systems and analysis of data.
- 8.7 In conjunction with the Professional Midwifery Advocates (PMA) provide guidance and support to midwifery matrons and specialist midwives in their professional development and assist in identifying educational needs.
- 8.8 Research and improvement.
- 8.9 Monitor and support the clinical teams' capability in applying QI methodology to improve care and implement any local and national initiatives.
- 8.10 Ensure that patient engagement is integral of service developments, QI and research projects.
- 8.11 Develop systems to embed changes to practice, implementation plans, monitoring and evaluation of changes made for the areas of specific responsibility.
- 8.12 Support midwifery staff in their commitment to advancing clinical practice through the use of research and implementing evidence based practice.

GENERAL RESPONSIBILITIES

- Ensure all communication, which may be complex, contentious, or sensitive, is undertaken in an inclusive manner, focusing on improvement and ways to move forward.
- Ensure all communication is presented appropriately to the different recipients, according to levels of understanding, type of communication being imparted and possible barriers such as language, culture, understanding or physical or mental health conditions.
- Provide cover for colleagues as appropriate.
- Produce ad hoc reports and project work.
- Undertake any other duties requested as appropriate to the banding.



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- Demonstrate behaviours that embody the Trust's values.
- Act as an appropriate ambassador for the Trust always.
- Ensure personal development and contribute to the work of the Trust through publications, presenting at conferences and general internal and external networking.

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

9. FINANCIAL MANAGEMENT RESPONSIBILITIES (including estimated size of budget)

In collaboration with the Midwifery Director and matrons, provide advice and leadership on the management of the budgets working the Care Group Schemes of Delegations and the Trust's Financial Framework.

10. HUMAN RESOURCES MANAGEMENT RESPONSIBILITIES (including numbers and grades of staff)

- Directly manage.
- Provide professional advice to the Care Group midwifery and nursing staff at all grades.
- In support of the Midwifery Director the midwifery and nursing workforce, ensure the Trust's Human Resources Strategy and Policies are met.

8. ASSET MANAGEMENT RESPONSIBILITIES (i.e. stock, equipment, buildings)

On behalf of the Midwifery Director, support the matrons and ward manager with regard to the safe management of medical and non-medical equipment in the clinical wards and department with the Group linking with Healthcare Governance teams.

9. WORKING RELATIONSHIPS (please identify the main personnel with whom the post holder will be required to communicate with and advise internally and externally)

Communicate with:

Director of Midwifery
Woman and their families
Midwives
Matrons



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Operational Director
Clinical Director
Consultant Midwives
Professional Midwifery Advocates (PMA)
HR Business Partner
Clinical Midwifery Educators
University Link Lecturers
External organisations including Professional Bodies and Commissioners
Support staff
Student midwives
Named midwife for safeguarding children and young people and other members of the Trust
Safeguarding Team
Patient and public involvement forum including maternity voices partnership
Clinical Governance Teams

Provide advice to:

Continue a separate sheet if necessary

We are committed to our responsibilities under the Equality Act 2010 and encourage equal opportunities, diversity, and flexibility within our workforce



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