

Job Description

Job Title: Deputy Head of Service (Adults)

Location: Tim Pryor Centre, 34 Wilkinson Street, Sheffield S10 2GB

Reporting to: Head of Service

Purpose of Role: To support the Head of Service in the management and delivery of a high quality, professional service at the Tim Pryor Centre, in outreach locations and digitally. To contribute to strategy and lead and coordinate new service developments.

Key Responsibilities

Provision of service and support to individuals and families affected by a diagnosis of cancer.

- To provide support, and when necessary to deputise, for the Head of Service.
- To lead and be responsible for the delivery of effective service provision within a hybrid model, including outreach services and to maintain the ethos and high standard of the supportive care offered.
- To work confidently with patients with cancer or other life limiting illness, at any stage of the disease, or with family members, or during bereavement.
- To maintain appropriate and accurate documentation and collection of activity data.
- To contribute to strategy and to lead and implement new service developments.
- To produce service evaluation reports and to contribute to research and audit as appropriate, in collaboration with the Head of Service.
- To work with colleagues to develop and deliver communications and to promote engagement with Cavendish Cancer Care Services.

- To lead engagement with clients, carers, healthcare professionals, social care, VCSE organisations and supporters of the charity. To attend meetings as required.
- To act as a designated Safeguarding Lead.

Management and Leadership

- To work with the Head of Service in relation to recruitment, training and supervision of therapists and assessors.
- To provide line management and leadership for designated members of the team including day-to-day management, case discussion time and support.
- To set consistently high professional standards and always ensure compliance of clinical staff, in keeping with the policies and procedures of the service.
- To contribute to training and educational programmes as required and to promote a learning culture across the team. This includes placements for student doctors.
- To lead and participate in team meetings and events.
- To work with the Head of Service and all members of the core staff to ensure effective communication across teams.
- To ensure a current relevant professional registration is maintained and to be proactive with training and development needs.

Governance and general duties

- To ensure effective clinical governance and that staff and Cavendish Cancer Care are compliant with all legislation and codes of practice relevant to delivery of therapeutic support, including health and safety regulations, Equal Opportunities and GDPR.
- To respect confidentiality, applying to all Cavendish Cancer Care areas.
- To contribute to the Risk Assessments that are undertaken and contribute to regular reviews and updating of policies and procedures for therapy service.
- To act as an Ambassador for Cavendish Cancer Care and to safeguard the good name and reputation of Cavendish Cancer Care by every reasonable means.

- To represent and promote the work of Cavendish Cancer Care to external agencies both within the Health Service and the Voluntary Sector.
- To demonstrate a positive and supportive attitude to staff and volunteers and uphold the philosophy and values of the charity.
- To ensure Equality, Diversity and Inclusion (EDI) is a guiding principle throughout the design of the service and is considered in all aspects of development.

The above job description is not an exhaustive list of all duties required of the postholder. The postholder may also be required to carry out other duties reasonably expected by Cavendish Cancer Care.

This job description may be reviewed and amended as required following consultation with the post holder to reflect organisational and role developments and needs.

Contract Terms: Full time. Permanent contract.

Working hours: 37.5 hours per week over 5 days.

Working Location: Tim Pryor Centre (34 Wilkinson Street) and outreach locations (currently includes Weston Park Hospital, Royal Hallamshire Hospital and the Palliative Care Unit within the Sheffield Teaching Hospitals Trust and NGS Macmillan Cancer Information and Support Centre at Chesterfield Royal Hospital). On occasion may be required to represent Cavendish at other locations/events.

Salary: £38,000 per annum

Pension: Cavendish Cancer Care Group Personal Pension Plan, Royal London. Employer Contribution 3%, Employee Contribution 5%

Annual Leave: 25 days + Bank Holidays

Person Specification

Methods of Assessment:

A = Application

C = Certificate

I = Interview

R = Reference

	Essential	Desirable	How Assessed
Professional Experience & Qualifications			
Registered Healthcare Professional (medical, nursing, allied health professional).	X		A/C
Professional experience of working with people who have cancer or other life limiting disease and families who are experiencing emotional distress.	X		A/C
Degree (or higher level qualification) within a relevant field.		X	A/C
Experience of working in a health or social care setting and leading a team.	X		A/I/R
Experience of a person centred approach to the delivery of high quality support and services	X		A/I/R
Registered Healthcare Professional (medical, nursing, allied health professional).	X		A/I/R
Knowledge & Understanding			
Knowledge/understanding of the psychological, emotional, and spiritual needs commonly experienced by people affected by cancer and life limiting conditions.	X		A/I/R

Knowledge/understanding of grief, loss and bereavement.	X		A/I/R
Knowledge of adult safeguarding and legislation.	X		A/I/R
Commitment to continued professional development.	X		A/I/R
Knowledge/understanding of how to develop high quality services.	X		A/I/R
Experience of delivering educational and training programmes.	X		A/I/R
Skills & Attributes			
Commitment to the values and ambitions of CCC.	X		A/I/R
Adaptable and flexible approach.	X		A/I/R
Ability to reflect and learn from experience.	X		A/I/R
Excellent communication and strong interpersonal skills.	X		A/I/R
Excellent time management and organisational skills and ability to prioritise workloads.	X		A/I/R
Ability to demonstrate compassion and resilience when dealing with highly emotive situations.	X		A/I/R
Ability to work accurately with attention to detail including maintaining good record keeping.	X		A/I/R
Competent user of IT systems.	X		A/I/R