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| JOB DESCRIPTION | |
| **Job Title:** | Associate Director (Clinical Lead) |
| **NJC Scale Point:** | NJC Pt 43 - 47, depending on experience, pro rata. |
| Hours: | 37.5 hours per week (1.0 FTE) and such additional hours as are required by the business from time to time.  The hours will usually be worked Monday to Friday, 9am to 5pm.  There is a requirement to work flexibly to meet the needs of the service, the business and operational management. |
| **Annual Leave:** | 26 days plus statutory and bank holidays (1 additional day after each year of service, up to a maximum of 31 days). |
| **Location:** | Southgate Street, Bath and any other location reasonably requested by the organisation. The role will require travel across DHI’s service and the use of a car and willingness to use it for travel is an essential requirement. |
| **Pension:** | Contributory pension scheme (employer’s contribution 7% to a minimum 3% contribution from employee). |
| **Accountable to:** | Treatment Services Director |
| **Accountable for:** | Young Persons Treatment Services Manager  FAM Team leader |

#### Principle Purpose of the Role

The Associate Director will take a lead role in developing the organisation’s clinical expertise and good governance with respect to drug, and alcohol support services/treatment across the whole organisation. In particular, they will provide advice and support to the Treatment Services Director on clinical matters, and upskill the Treatment Services leadership team. They will also develop and lead DHI’s Young Persons’ substance misuse services and Families and Carers service, promoting safe and effective practice in line with DHI’s vision, values and corporate culture. The post holder will deputise for the Treatment Services Director as required.

#### Key Duties and Responsibilities

1. To work closely with the Treatment Services Director, acting as a support in driving forward organisational clinical capability and compliance with relevant clinical standards/guidelines, and leading on specific projects to achieve this.
2. To bring a critical clinical governance perspective and support to the organisation as a whole through participation at quarterly Executive meetings, and Quality Champions meetings.
3. To take operational responsibility for all aspects of DHI’s young persons’ drug and alcohol services, and Families and Carers Service.
4. Ensure policies, procedures, working practices and systems as they pertain to clinical management practices are fit for purpose and in line with standards and quality of care as set out in relevant laws and codes of practice including but not limited to the 2017 Clinical Guidelines (Orange Guidelines), NICE, PHE Etc.
5. To agree and develop quality standards for clinical activities compatible within DHI’s broader Integrated Governance Framework, developing processes to ensure standards are maintained and continually improved.
6. To carry out audits relating to clinical areas of service as part of an agreed annual plan or as required, putting in place and contributing to the delivery of agreed performance improvement plans.
7. To co-ordinate the Quality Champions Group, reviewing the Quality Framework, ensuring agendas and minutes are prepared and sent out in advance
8. To support the Treatment Services Director as requested, in particular in implementing change, service development or in addressing a particular problem area.
9. To represent and promote DHI’s Services, in particular Young People’s Treatment Services, to commissioners, councillors and other key stakeholders, maximising opportunities to increase the profile and reputation of DHI
10. To keep abreast of relevant guidelines and developments that affect treatment services, ensuring these are disseminated and embedded within organisational
11. To share knowledge and upskill colleagues in an accessible way that demystifies/breaks down the barriers to understanding the clinical aspects of drug and alcohol treatment
12. To work closely with the CEO/Exec to develop an annual Balanced Scorecard and participate in monitoring and reporting on progression of operational targets outlined in the Balanced Scorecard.
13. Prepare and present clear verbal and/or written reports for the Treatment Services Director, Exec or board as required
14. To manage and monitor resources in line with budgetary requirements and participate in the negotiation/setting of annual budgets.
15. To provide leadership and directly line manage staff in relevant services identified within this job description including the provision of robust performance management, supervision, support and encouragement, to ensure their continuing personal and professional development.
16. To ensure team leaders and managers are equipped with the skills, support and advice to take ownership of staff management issues, including capability, disciplinary and grievance policies and procedures, as appropriate, and to support staff to understand and comply with them.

#### Organisational Responsibilities

1. At all times adhere to DHI policies and procedures, with specific reference to:

* Confidentiality: ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
* Data Protection Act and Information Governance: to comply with the requirements of the Data Protection Act and all policies and procedures relating to Information Governance and security of data.
* Equal Opportunities and Diversity: to ensure that all service users, their partners, colleagues both within DHI and other partner organisations are treated as individuals by following DHI’s Equality and Diversity Policy.
* Health and Safety: to ensure you comply at all times with the requirements of the Health and Safety regulations and DHI’s Health and Safety Policy and Procedures. You are responsible for taking reasonable care with regard to yourself as well as any colleague, client or visitor who might be affected by an act or failure to act by yourself.
* Quality Assurance: to ensure all activities are managed in a way that supports DHI’s Quality Assurance systems.
* Safeguarding: DHI is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.
* Lone Working: to work in accordance with the DHI Lone Working policy and procedures.

1. At all times adhere to contract requirements, relevant legislation and, good practice guidelines.
2. To perform as part of the DHI team, attending and participating in regular meetings, appropriate training courses and in skills sharing sessions.
3. To participate in regular supervision and support.

This job description contains only the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.

**PERSON SPECIFICATION**

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** | **DEMONSTRATED BY** |
| **Experience** | * Senior level experience working within the drug and alcohol treatment sector * an excellent understanding of clinical practices and relevant guidelines in drug and alcohol treatment services * Experience of working within contracts that deliver clinical services | * Experience of monitoring budgets. * Experience of design and delivery of training * Experience of CQC inspections and associated work to meet CQC regulation requirements   Experience of analysing information from NDTMS, DOMES and TOPS |  |
| **Knowledge** | * Understanding of the standards, guidelines and quality frameworks relating to drug and alcohol treatment- including NICE guidelines, clinical guidelines for drug dependence, PHE guidance and CQC requirements. * Knowledge of safeguarding policies and procedure and effective implementation | * Understanding of the application of drug/alcohol treatment within supported housing |  |
| **Skills** | * Confident and capable communicator with an ability to break down complex issues so that they are clear and understandable * Good at networking * Excellent project management skills (both leading and following) * Excellent level of IT literacy in Word, Excel and databases. | * Ability to lead and develop senior staff, ideally within the social care sector. * ability to lead or contribute to tenders for new and existing services |  |
| **Values and behaviours** | * Strategic ability to see and take advantage of opportunities whilst balancing risk and innovation * Flexible, proactive and responsive to change. * Works in a way that aims to maximise the potential of colleagues * A passion and ability to develop the capability of others * Commitment to equal opportunities and anti-discriminatory policy and practice. |  | Application, Interview or exercise |
| **Other information** | * Car driver with access to car and willingness to use it for work travel. | * A professional qualification in management, health, housing or social care or equivalent professional experience. | Application, interview or exercise. |