



**THE BRANDON CENTRE  
CLINICAL DIRECTOR  
JOB DESCRIPTION**

**1. Job details**

<b>Job title:</b>	Clinical Director
<b>Hours:</b>	Negotiable but minimum 28hrs
<b>Tenure:</b>	Three years (which may be expanded up to five years)
<b>Reporting to:</b>	CEO
<b>Accountable to:</b>	Council of Management, via the CEO
<b>Principal relationships:</b>	Chief Executive Officer Operations manager Service clinical leads

**2. Background to the job**

The Brandon Centre is a registered charity no. 290118 and Company Limited by Guarantee no. 1830241. The Centre was founded in 1968 and is managed by a Council of Management, set up in accordance with its Articles of Association. The Chief Executive Officer (CEO) is responsible for the organisation and direction of the Centre and is accountable to the Council of Management.

The principal objective of the Brandon Centre is to maintain and develop an accessible and flexible professional service in response to the psychological, medical, sexual and social problems of young people aged 12 to 25 years.

The Brandon Centre's service extends to a wide range of presenting difficulties for adolescents and young adults and is based on a developmental model. There is particular medical provision for sexual health, contraception and psychosexual difficulties.

The work of the Centre covers:

- 1) Direct clinical work:
  - Contraception and sexual health service
  - Individual psychotherapy with young people using a range of evidence-based psychological therapies
  - Consultation to parents/carers/professionals
  - Systemic Integrative Therapy (BC SIT), formerly Multisystemic therapy (MST)

- Parent management training
- Outreach to provide psychological therapies in the community
- 2) Information
- 3) Training, consultation and teaching
- 4) Audit, research and evaluation

### 3. Job summary

To provide clinical leadership for the Centre's Psychotherapy Services and oversight of BC SIT, (Brandon Centre Systemic Integrative Therapy), Parenting, and our Contraception and Sexual Health service. to ensure effective management and support for clinical leads and clinical staff.

Responsibility for:

- Service development and delivery.
- Effective clinical & quality governance arrangements
- Management of clinical contracts and projects, and ensuring that, where possible, services exceed contractual performance expectation.
- Data management: Ensuring that data, (including outcomes information) is entered and stored correctly, and ensuring that monitoring, reporting and analysis is provided as required internally and contractually.
- Service user participation
- External relations & partnership working
- Supporting the CEO and heads in developing and maintaining the centres strategy and values
- Contributing to clinical elements of business development
- To lead on ensuring that the Brandon Centre has an internal facing psychological framework as to how staff are developed and supported in their roles.
- Safeguarding Lead & Caldicott Guardian as appropriate to each service.

### 4. Main responsibilities

- To provide clinical leadership to all clinical staff at the Centre. This will be achieved through ensuring that clinical governance arrangements are effectively implemented by all staff connected with the Centre's clinical services.
- To ensure effective arrangements for patient safety are in place
- To work in partnership with the CEO in being accountable for:
  - Clinical performance
  - Contractual performance
  - Financial performance
  - Operational performance

- To support the CEO in the strategic development of the Centre. Ensure that Centre services develop strategies which are aligned with the Centre's vision and strategy.
- To represent the Centre at relevant meetings with local authority and CCG commissioners and charitable trust grant managers
- To work with the CEO on external relations in raising the organisations profile, reputation – building and strengthening stakeholder relationships
- To agree key performance indicators at the regular review meetings with local authority and CCG commissioners
- To actively promote effective multi-disciplinary working in the Centre and collaborative working with local stakeholders
- To promote the Centre's services locally and nationally as models of good practice
- To attend and contribute to Council of Management meetings

## **5. Clinical leadership**

- To provide effective clinical leadership by engaging clinical leads, clinicians and support staff to take responsibility for realising the clinical, operational and financial objectives of Centre
- Take responsibility for the recruitment and development of clinical staff
- Develop the Centre's quality, safety and efficiency to ensure that there is profitable growth
- Work with colleagues from other organisations in local authorities in which the Centre is a service provider to maximise benefits for the organisation
- To ensure all clinical staff have an annual appraisal and that training and development needs are identified and met for all clinical staff
- Ensure that systems are in place for appropriate clinical supervision for clinical staff
- To ensure adequate staffing of the clinical service including arrangements for emergency and out of hours cover.
- To ensure a programme of staff training is promoted and organised as part of improving and developing the Centre's services
- To ensure that any professionals in training who are on clinical placements in the Centre are managed and assessed appropriately including ensuring quality of training experience and access to education.
- To lead in working with all Centre staff in promoting service user involvement and participation
- To lead in ensuring that systems are in place for clinical staff to use outcome and feedback measures appropriately with young people, and that this information is used both the individual clinical level to monitor progress as well monitoring the service
- To work with staff and managers to ensure that our staff are developed and supported

## **6. Performance Management**

- Support the CEO, in developing the Centre's strategy for a three year cycle. Once the

strategy has been clearly defined it will be translated into specific short term strategic objectives as part of the annual planning cycle.

- With the CEO, take responsibility for the performance (clinical, contractual, financial and operational) of the Centre and the external market factors (demand growth, competitive position, etc) to inform the development of the 2-3 year strategy.
- To represent the Centre in regular meetings with commissioners regarding the activity, performance and development of the service
- Support the CEO and with the Centre Manager to ensure that expenditure is managed within the agreed budget for the Centre.

## **6. Clinical Governance, Quality and Patient Safety**

- To ensure that effective clinical governance, quality and patient safety procedures are in place. Regular reports are provided to the CEO and Council of Management.
- To promote a culture of learning from critical and other clinical incidents and ensure that lessons learned are disseminated amongst clinical and frontline staff. This will include ensuring that all serious incidents are reviewed according to the Centre's policies. Support the CEO in reporting serious untoward incidents to the relevant external stakeholders and commissioners
- To ensure that the goals for patient experience as outlined in the Centre strategy are met.
- To ensure that all clinical staff are aware of Centre policies and procedures and their application to the specific needs of their services

To oversee and ensure the implementation of data collection systems, data analysis and data provision as required by HSCIC, commissioners and grant managers.

## **7. Supervision and Support**

- The Clinical Director will receive management supervision and support from the CEO and will also undertake an annual review/appraisal as appropriate to the profession.
- The Clinical Director will access clinical supervision from an appropriate professional, which may be outside of the organisation
- It is expected that the acting clinical director will have a personal development plan for which time and financial support will be provided
- The Clinical Director will access support and guidance when appropriate from the Clinical and Research Advisory Group

### **Miscellaneous**

- Perform any duty specifically designated by the Council of Management as being properly the responsibility of the post holder.

### **General responsibilities for all Brandon Centre staff**

All employees of the Brandon Centre are required to observe legislation, Brandon Centre policies, standards and guidelines relating to confidentiality, information governance, risk management, safeguarding children, safeguarding adults, equal opportunities, data protection, freedom of

information, health and safety, infection control, and the Health and Social Care Act 2008 (previously known as the Hygiene Code).

### **Confidentiality and data protection**

All Brandon Centre employees are required to ensure that personal data and personal information concerning service users and staff is protected at all times, to maintain confidentiality in accordance with the Brandon Centre's policy on confidentiality and information governance, and data protection legislation.

Staff are required to obtain, process and/or use personal information in a fair and lawful way, to hold personal information only for the specific registered purpose, and to only share or disclose data to authorised persons or organisations following the strict guidelines and principles as outlined in Brandon Centre policies as instructed.

All Brandon Centre employees are expected to sign a confidentiality agreement on taking up their post at the Centre.

### **Safeguarding of children and adults**

All staff have a responsibility to safeguard and promote the welfare of all children and adults that they come into contact with during the course of their work at the Brandon Centre. The post holder will receive the appropriate level of training, both at induction and on an ongoing basis. She/he is responsible for ensuring that they are familiar with, understand and always work within the safeguarding policies of the organisation.

### **Health records, record keeping and record management**

All staff have an obligation to ensure that patient records (both paper and electronic) are maintained in accordance with Brandon Centre policies, to facilitate clinical care and effective administration, and to ensure that confidentiality is protected at all times. All staff are advised to compile records on the assumption that they are accessible to patients in line with the Access to Health Records Act 1990.

### **Equality and Diversity**

The Brandon Centre is committed to equality in employment and service delivery. Its Equal Opportunities Policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, religion, marital status, sexuality, age or disability and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justified. All those working for Brandon Centre are expected to actively promote equality and diversity in all aspects of their work.

### **Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

### **Infection Control**

The post holder will ensure compliance with the Brandon Centre's Infection Prevention and Control policies and procedures, and the Health and Social Care Act 2008, ensuring that the

risk of healthcare associated infection to service users and staff is minimised.

**Waste disposal**

All staff must ensure that waste produced within the Centre is disposed of in such ways that control risk to health or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

**Smoke free environment**

There is a no smoking policy in operation in the Brandon Centre. In accordance with this policy smoking is positively discouraged and is not permitted on the premises.

This job description is designed to reflect duties currently incorporated in this post. These may change in light of a change in the service provided by the Centre, but any such change will be fully discussed with the post holder. This job description is subject to an annual review.

**BRANDON CENTRE FOR COUNSELLING AND PSYCHOTHERAPY  
FOR YOUNG PEOPLE**

**PERSON SPECIFICATION**

**Clinical Director**

	ESSENTIAL	DESIRABLE	TESTED
<b>TRAINING &amp; QUALIFICATIONS</b>	<p>Professional qualification in Clinical/Counselling psychology or Child and Adolescent Psychotherapy or Adult Psychotherapy.</p> <p>Evidence of continuing professional development</p> <p>Post graduate degree</p>	<p>Experience of managing a service that works with Young People aged 13 upwards</p>	<p>Professional qualification certificates</p> <p>Application form</p> <p>Evidence of courses attended or results</p>
<b>KNOWLEDGE, UNDERSTANDING AND EXPERIENCE</b>	<p>Clinical leadership experience</p> <p>Experience of initiating and/or delivering change to clinical services</p> <p>Knowledge and experience of working in NHS and 3<sup>rd</sup> sector structures at a senior level.</p> <p>Good IT skills</p> <p>Research Skills</p>	<p>Consultant level experience</p> <p>Further qualifications or appropriate training in management or leadership</p> <p>Experience of clinical research and/or clinical audit</p> <p>Experience of setting, and working to, budgets.</p>	<p>Application form</p> <p>Application form/ interview</p> <p>Application form/ interview</p> <p>Application form/ interview</p>

<b>PEOPLE/ PERSONAL LEADERSHIP</b>	Inspirational leader of people across professional boundaries		Interview
	An ability to manage people to help them to develop their performance		Interview
	Continuously aims for self development		Interview
	Is effective role model for others		Interview
<b>QUALITY LEADERSHIP</b>	Demonstrates commitment to quality of care and outcomes for services users		Interview
	Effectively prioritises the safety of service users		Interview
			Interview
<b>DAY TO DAY SERVICE LEADERSHIP</b>	Has a planned approach that involves working with all clinical and frontline staff on a daily basis to ensure that governance standards are maintained	Understands drivers of financial pressures and problems	Interview
			Interview
<b>STRATEGIC SERVICE LEADERSHIP</b>	An ability to think and develop ideas at a strategic level	Identifies and prioritises opportunities to improve how the services operate to adapt to the needs of those using the services	Interview
		Delivers specific strategies and objectives	Interview
		Develops and communicates a strategic vision	Interview

<b>COLLABORATIVE LEADERSHIP</b>	Acts within the overall interest of the Centre		Interview
	Communicates and collaborates effectively with senior staff		Interview
	Engages and works collaboratively with CEO		Interview
	Effectively engages with external stakeholders		Interview