

JOB DESCRIPTION

**Sexual Health Support Manager**

# OUTLINE OF POST

**Job Title** Sexual Health Support Manager

**Contract** 6 Months FTC

**Salary** £35,000 (pro rata)

**Hours** 28 hours per week (0.8 FTE)

**Location** Prince of Wales Road, Kentish Town

**Reports to** Head of Sexual Health

1. **JOB SUMMARY**

To support the Sexual Health team in the provision of day to day service delivery and improvement in line with contract specifications, commissioner expectations, in line with Brandon Centre strategy and policy and national guidance.

The post holder will use initiative and support and deputise for the Head of Sexual Health in the management and development of the Sexual Health service. The Sexual Health Support manager will work to meet and exceed CQC regulatory standards. The post holder will undertake regular audit and quality improvement initiatives

The successful candidate with supervise, support and line manage junior staff. The post holder will participate and deliver annual appraisal. The post holder will also be involved in contract negotiations and the re-tendering of services. The successful candidate will also be involved in seeking out additional funding opportunities.

**C. BRANDON CENTRE OVERVIEW**

The principal objective of Brandon Centre is to provide a professional, accessible, and flexible service which responds to the psychological, medical, sexual and social needs of young people under 25 years and their families.

The services we provide are:

* Mental Health Services including individual Counselling & Psychotherapy for young people, Systemic Integrative Treatment for families using a range of evidence-based therapies and therapeutic work and therapeutic outreach work in community settings
* Sexual Health Services including contraception, drop in and outreach sessions
* Clinical Training and Consultancy including healthy living, parent programmes and other group work

**D. PRINCIPAL DUTIES AND RESPONSIBILITIES**

**MAIN DUTIES**

**Service Development**

• Support the Head of Sexual Health and Corporate team in the preparation of tender documents. Also to support the Head of Sexual Health in new LARC contracts.

* Work with the Head of People on Young People's engagement initiatives, including the development of the Young People's Leadership Board and specific Sexual health projects
* Maintain effective links with educational establishments, professional bodies and other specialist units in order to deliver the most effective treatment and care.

• Work with the Head of Sexual Health to effect continuous service improvement and compliance with Care Quality Commission Standards.

• To link with the wider Safeguarding leads, ensuring that safeguarding of both children and adults is a priority for the service, ensuring training is in place for staff and that any information from local and national safeguarding forums are disseminated to the team

• Work within the Brandon Centre policies and procedures and other instruments of statutory legislation to ensure safe practice of the Sexual Health Team

• Monitor the quality-of-service provision and action audit information to achieve agreed standards and contribute to customer care initiatives. This will include the development and utilisation of local action plans.

• To promote and improve on patient experience.

**Management**

• Represent in absence of the Head of Sexual Health in senior leadership team and Brandon Centre forum as required e.g., Quality Safety Risk Committee, Clinical Leadership meeting, Senior Leadership Team meetings, Board Meetings

• To support Head of Sexual Health in line managing the sexual health team, adhering to Brandon Centre appraisal guidance and provide professional leadership

• To ensure appropriate staffing levels and skill mix are in place to reflect changing workload and needs of patients

• Be actively involved in staff education and development, including utilising appropriate learning opportunities and to act as a resource for nursing and Sexual Health support workers, new starters and trainees and unqualified members of the nursing team.

• Responsible for liaison with the NHS Graduate scheme to encourage NHS placements at Brandon Centre and to support and develop Graduate trainees and Interns.

• To contribute to local and national networks and be active within specialty interest groups and forums

• To support recruitment, training, development and deployment of staff, maintaining clear organisational structure, identifying lines of accountability, responsibility and communication within the service.

• To work in conjunction with the Head of Sexual Health to be responsible for the regular appraisal and supervision of staff

• To work in conjunction with the Head of Sexual Health in the reporting, investigation and management of incidents and complaints in accordance with Brandon Centre policy or as directed by the Head of Sexual Health

• To maintain and ensure efficient and effective use of supplies, provisions and equipment for the clinic within the designated budget.

• Maintain accurate records and contribute to the service information by submitting data as required by the service, Brandon Centre, CAMISH Network, CCG and Department of Health.

• Where necessary contribute to the investigation and management of staff issues that relate to sickness and absence, poor performance, harassment, disciplinary and grievance issue using the relevant Brandon Centre policies and in liaison with HR.

**General responsibilities for all Brandon Centre staff**

All employees of 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 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 Brandon Centre. The post holder will receive the appropriate level of training, both at induction and on an on-going basis. She/he is responsible for ensuring that they are familiar with, understand and always work within the safeguarding policies of Brandon Centre.

# 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**

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 Health and Safety Legislation 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 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 young people 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 at Brandon Centre. In accordance with this policy smoking is positively discouraged and is not permitted on our premises.

**To be noted:**

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties in discussion with their manager.

This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

**PERSON SPECIFICATION:**

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| **Qualification/Training/Education** | **Essential /Desirable** |
| * Degree or equivalent * Management Qualification | **E**  **D** |
| **Experience** |  |
| * Demonstrable service management experience * Experience of working with a Sexual Health team * Proven experience of Leadership and managing change in challenging environments * Experience of working with service users with a wide range of backgrounds (e.g. LGBTQ+, ethnicity) | **E**  **E**  **E**  **E** |
| Skills & Knowledge | **Essential /Desirable** |
| * Appreciation of clinical governance as it applies to sexual health in particular * Able to use and develop applications of IT to support practice. * Excellent communication skills * Ability to work in a calm and confident manner in stressful situations * Ability to work successfully as part of a multi-disciplinary team * Knowledge of current Sexual health issues * Ability to work across boundaries to effect seamless patient care * Ability to self-motivate * Ability to act as a role model and leader in order to motivate and guide others. | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |
| Other requirements |  |
| * Ability to express clearly in writing * Good interpersonal skills | **E**  **E** |

Updated May 2021