

JOB TITLE NHS Wales General Management Graduate Trainee – Band 6

PROGRAMME OVERVIEW

- The NHS Wales General Management Graduate Programme has been designed to develop the next generation of leaders who will face and have to overcome a very different set of challenges to ensure NHS Wales provides world-class healthcare.
- The programme will encompass a number of work placements within an NHS Wales organisation, exposing trainees to front-line management posts that provides supervised experience of the core responsibilities of management, staff and financial resources in a patient facing service. This will provide a robust foundation of both knowledge and experience so that the trainees will become effective managers, paving the way to become the leaders of the future.
- Trainees will be orientated into the placement organisation through a comprehensive induction week and a ‘safari tour’, completing 2-3 formal placements during their 2 years within one NHS Wales organisation.
- This business knowledge will be complimented by a fully funded master’s programme to accompany ‘on the job’ experience and complemented by a series of development opportunities including masterclasses, personal development and training, immersive learning through simulations, involvement in group learning and participation in a Pan-Wales improvement project.

Main Duties of the Job

As a trainee of the NHS Wales General Management Graduate Programme, you will be expected to develop a range of personal and professional skills as an integral part of your successful performance in the job. This aspect of performance will be assessed during the formal review stages of the programme, taking personal responsibility to manage own personal and professional development. Trainees will be supported through formal activities, opportunistic events and be guided by their host organisation Graduate Lead. It is expected that the level of responsibility and degree of difficulty / complexity of the work required from trainees will increase over the duration of the programme.

During the two-year programme the individual will be responsible for:

- Studying and completing their Masters degree Programme.
- Participating in skills workshops, action learning activities and other Graduate Management programme events.
- Reflecting and assessing personal development needs in discussion with their graduate lead and mentor. Spotting areas for action to identify new learning experiences and shadowing opportunities. Working with the graduate lead and mentor to balance personal development and delivery of work-related performance targets.

Responsible to

Reporting:	Accountable:	Professionally:
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Main Responsibilities

- Act on own initiative, guided by principles and occupational policies to plan and organise a broad range of complex activities, developing and adjusting plans or strategies, adopting creative and innovative ways of working.
- Cultivate, develop, plan, organise and implement a significant service improvement project/s, both nationally and locally, which seeks to change systems to support creative, innovative and improved patient services.
- Support the implementation and operation of medical/clinical processes in compliance with current systems and regulations, eg. service reviews, workforce and job plan reviews, safety and clinical governance systems, e-health activities, care pathway and care transfer reviews.
- Contribute to the operation and improvement of local/department information systems for patient appointments/services and data recording (eg patient lists), provision of patient focused services, which includes clinical pathways and patient related issues such as comments and complaints.
- Attention to detail using complex and sensitive information / situations requiring analysis and interpretation, using judgement to deliver a range of options as potential solutions with a recommended way forward. This will involve being responsible for one or more information systems, accountable for maintaining, managing and developing the directorate system/s, including producing reports and business cases, assessing risks and identifying impacts whilst assuring adherence to policies and procedures.
- Develop, supervise and monitor internal services, protocols, systems and procedures, proposing changes to working practices that ensure a better quality and efficiency of services. This could include being an authorised signatory for travel arrangements, meeting expenses and project budget.
- Supporting the delivery of service improvements, being astute in the organisation and management of a range of resources.
- Understanding and awareness of the main health and well-being issues facing the local communities and observe and conclude on the characteristics of successful partnership working. This will include carrying out research, observing and contributing to the organisation's formal business or partnership meetings including board level activities.
- Ability to communicate in a clear, constructive, considerate and engaging manner, demonstrating positivity and enthusiasm towards work that encourages others to do the same. This involves exchanging complex and potentially contentious information where barriers to understanding or acceptance may exist.
- Proactively create and maintain positive and professional working relationships with a wide range of stakeholders, at all levels, identifying connections, bringing people together to develop mutual respect and trust. Alongside host organisation stakeholders, the role will encompass collaboration with NHS organisations, Welsh Government and other public sector organisations.

- Undertake day to day supervision and may be required to line manage staff. Responsible for developing, monitoring and motivating staff so they work to their maximum potential, through the use of a compassionate and collective leadership approach. Management of activities for direct reports include allocation of work, sickness returns, personal development, holiday, disciplinary, etc.
- Carrying out research using a range of different sources, analysing them to identify key themes/issues, producing reports and recommendations.
- The postholder will be required to mentor for the subsequent year's intake of graduates onto the NHS Wales General Management Graduate Programme.
- The postholder will be required to assist with the promotion of the NHS Wales General Management Graduate Programme by way of writing blogs, testimonials and webinars, and attending events to showcase your work on the NHS Wales General Management Graduate Programme.
- The postholder will be required to participate in end of placement and end of year reviews with colleagues, as directed by your managerial supervisor at HEIW.

Qualifications and Knowledge	Experience
<p>Essential</p> <ul style="list-style-type: none"> • Qualified to Degree level having attained or be predicated to achieve a minimum of a 2:2 in any discipline. <p>Notes:</p> <ul style="list-style-type: none"> - <i>predicted grade awards need to be confirmed no later than July</i> - <i>there is no time limit in place about when the degree was originally completed</i> <p>Desirable</p> <ul style="list-style-type: none"> • Project and/or Project management office qualification, PRINCE2, MSP or equivalent experience. • Evidence of continual professional development. 	<p>Essential</p> <ul style="list-style-type: none"> • Building effective relationships and collaborative working within a team or group of people. • Working with a range of different people from different backgrounds and interests. • Carrying out research using a range of different sources, analysing them to identify key themes/issues, producing reports and recommendations. <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge or experience of working within the NHS.
Skills and Attributes	Other
<p>Essential</p> <ul style="list-style-type: none"> • Excellent communication and numerical skills, both written and verbal. • Capability to be agile and resilient, able to prioritise and work to deadlines and under pressure. • Planning and organisational skills, developing creative and innovative solutions. • Able to work as part of a team, demonstrating tact and diplomacy when working with others. • Effective influencing and negotiating skills. • Ability to analyse complex data and identify key issues / themes from a range of different sources. • Drive, initiative, and ability to be proactive with determination to delivery improvements and results. • Competent in the use of desktop applications. • Has insight into own strengths and weaknesses. <p>Desirable</p> <ul style="list-style-type: none"> • Advanced IT skills in a range of desktop applications e.g., Excel, Power BI. • Welsh Language Skills are desirable levels 1 to 5 in understanding, speaking, reading, and writing in Welsh. 	<p>Essential</p> <ul style="list-style-type: none"> • Ability to travel within geographical area and be flexible to meet the demands of the service.