

## **JOB DESCRIPTION**

<b>Job Title:</b>	Business and Partnership Manager
<b>Accountable to:</b>	Chief Executive Officer
<b>Hours of work:</b>	TBC with successful candidate (up to 37hrs)
<b>Remuneration:</b>	£40k - £45k
<b>Contract length:</b>	Fixed Term Contract (ending September 30 <sup>th</sup> 2020)
<b>Location:</b>	Based at the WCF Alconbury Weald Office. Flexibility to travel across West Cambs, wider Cambridgeshire/Peterborough and occasional travel out of area (training, conferences, events etc), as required.

### **Role Summary:**

Through delivery of the WCF Business Plan, this newly created role will ensure that WCF secures new and existing contracts for the delivery of Primary Care.

In addition, the role will work across the main partnerships (GP Practices, Third Sector Providers etc) ensuring that the organisation is the first choice for future partnerships.

Working with other WCF colleagues in the senior management team you will be responsible for the development and implementation of high-quality health care services, meeting individual needs and organisational priorities, maximising the use of available resources.

This role will also deputise for the CEO when required.

## **Main Duties and Responsibilities**

### **Business Development**

1. To work closely with West Cambridgeshire Primary Care Networks to develop solutions to the delivery of services at scale
2. To engage fully in existing business development opportunities ensuring that, as part of the collaboration, WCF influences the direction of travel and secures new income through service provision
3. To use networking and research to identify and respond to emerging new business opportunities ensuring that WCF develops robust responses and secures new income through service provision

4. To work with the Clinical Operations Manager to implement any new services
5. To embed West Cambs Federation as a provider of choice across the wider Cambridgeshire and Peterborough Sustainability and Transformation Partnership (STP).
6. To review and update the WCF Business Plan alongside the CEO and Board

### **Partnerships**

1. To work with GP practices and Primary Care Networks across West Cambridgeshire to enhance the profile of WCF as a provider and as an organisation
2. To work with local community organisations to find solutions to delivering the NHS Long Term Plan
3. To work with Primary Care commissioners to raise the profile of the organisation and the services we provide
4. To engage with local patient led organisations to ensure that the views of patients are central to service development

### **Leadership**

1. The candidate will be required to mirror WCF values at all times
2. Through leading by example, this role will need to ensure that leadership remains consistent within the organisation
3. Whilst the role does not have any direct reports, it will deputise for the CEO

### **Resource Management**

1. To proactively manage delegated budgets ensuring efficient use of resources
2. To manage multiple priorities and deadlines

### **Confidentiality:**

- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, WCF staff and other healthcare workers. They may also have access to information relating to WCF as a business organisation. All such information from any source is to be regarded as strictly confidential and GDPR will be adhered to at all times
- Information relating to patients, carers, colleagues, other healthcare workers or the business of WCF may only be divulged to authorised persons in accordance with WCF policies and procedures relating to confidentiality and the protection of personal and sensitive data. GDPR will be adhered to at all times

**Health & Safety:**

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the WCF Health & Safety Policy, to include:

- Using personal security systems within the workplace according to WCF guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified

**Equality and Diversity:**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with WCF procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

**Personal/Professional Development:**

The post-holder will participate in any training programme implemented by WCF as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

**Quality:**

The post-holder will strive to maintain quality within WCF, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients' needs
- Effectively manage own time, workload and resources

**Communication:**

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly

**This role description is intended as a basic guide to the responsibilities of the post and is not exhaustive and may be subject to review in consultation with the post holder.**