

Working for St Ann's

We're proud to care
We're proud to work together
We're proud to make a difference



At St Ann's, there's one thing that motivates us, and that's providing excellent care and support to those living with or affected by life-limiting illnesses.

We're continuously developing our plans for delivering world-class, innovative care and to ensure St Ann's is in the best shape possible for future generations.

You'll be challenged, inspired and empowered to help us achieve our purpose and to play your part in making a difference.

All of our team members will role model our core values...

People matter

People are at the centre of everything we do. We treat each other, and ourselves, with kindness and compassion. We value and celebrate diversity; recognising everyone as an individual.



Brave and bold

We want to grow for the future, not settle. We're not afraid to do things differently, get creative, challenge ourselves and the status quo. We're ambitious in our aims, accountable for our actions and learn from our experiences and successes.



Lead and learn

We're experts in what we do, and we don't stop there. We're always learning; informing and shaping the sectors we're in through education, training and research. We lead by example; sharing best practice, advancing in our fields and pioneering new approaches.



Together we are stronger

Together, we're stronger and have a bigger impact than we could have alone. As a charity, we work in collaboration with supporters, partners and the communities around us. We think beyond traditional boundaries to make sure we're here for our communities for years to come.



Job Role Profile

Title Education and Development Manager

Salary Band 7 Competency Based Framework £44,473 - £50,056

Location Heald Green with cross-site travel

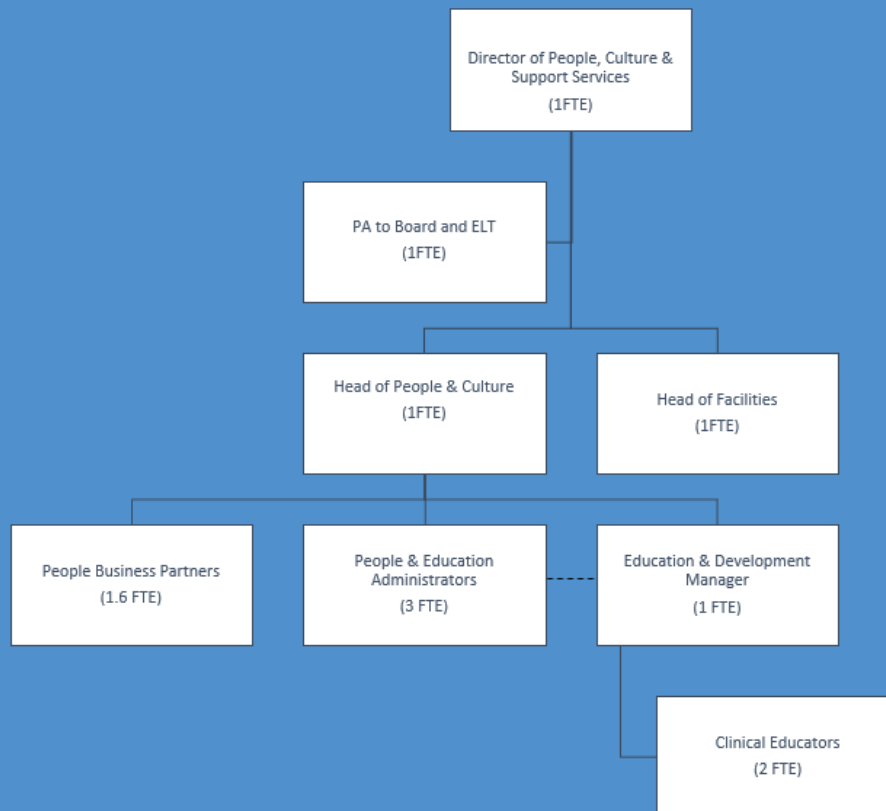
Responsible to Head of People & Culture

Responsible for Clinical Educators

Core Purpose
To provide effective education and development solutions and interventions

Job summary

In collaboration with Executive Directors and Heads of Department, the postholder will proactively support the design, development, implementation and evaluation of the hospice's internal and external education programme. This will deliver sustainable improvements in individual, team and organisational performance and support implementation of the hospice's strategy.



Responsibilities

The Education and Development Manager will

- ✓ In consultation with departmental leads and subject experts, ensure the development, delivery and evaluation of a comprehensive learning and development programme aligned to the hospice's strategy, meeting workforce requirements, ensuring compliance with legislation and regulatory standards and responding to themes and trends from incidents and patient feedback
- ✓ Ensure there is a robust process for recording and reporting education and development. This will include managing, monitoring and developing the Learning Management System (LMS) for staff and volunteers
- ✓ Lead the organisational induction programme
- ✓ Promote an outstanding learning environment and culture
- ✓ Lead the annual Performance and Development Review (PDR) process ensuring effective implementation, continuous improvement of individual PDR meetings and redesign of the PDR process, where appropriate
- ✓ Design, deliver and facilitate leadership development initiatives including the hospice's Leadership Exchange Network (LEN) and Inspire and Aspire leadership development programmes
- ✓ Develop and implement in-house coaching and mentoring
- ✓ Support the ongoing development of the hospice's education and research centre
- ✓ Proactively manage the hospice's apprenticeship levy budget and external funding relationships ensuring the levy is used to maximise opportunities and deliver the hospice's strategy
- ✓ Lead on the development and marketing of an external clinical and non-clinical education programme
- ✓ Support the development of clinical supervision for all levels of clinical staff within the organisation
- ✓ Support clinical leaders to plan student placements in conjunction with local universities ensuring standards and objectives of any contractual arrangements are met
- ✓ Ensure newly qualified nurses are supported with a robust preceptorship programme
- ✓ Use an effective evaluation framework to measure impact and value of all learning and development interventions
- ✓ Develop, review and implement education and development policies and procedures
- ✓ Design and deliver training programmes for external customers
- ✓ Maximise external funding streams, e.g. grants, sponsorships etc and other opportunities for income generation
- ✓ Engage in partnership working and collaboration with external organisations, e.g. Universities, GM Hospices
- ✓ Develop and maintain appropriate procedures for research governance
- ✓ Support hospice colleagues with research proposals and presentations at national and international conferences
- ✓ Contribute to the development and implementation of the hospice's People & Culture Strategy
- ✓ In collaboration with the Head of People and Culture ensure delivery and continuous improvement against the Investors in People framework
- ✓ Contribute to the setting of the People and Culture budget for learning and development resources and monitor spend against budget
- ✓ Undertake any other duties that may be reasonably assigned

Requirements

- ✓ A qualification in Learning and Development (CIPD or similar) at Level 7 or equivalent experience (membership of the CIPD is desirable)
- ✓ Experience of Identifying, developing, delivering and evaluating appropriate learning and development interventions in line with organisational strategy and in response to specific challenges
- ✓ Experience of leading learning and development across a complex organisation, ideally in a healthcare setting
- ✓ Demonstrate excellent face-to-face and virtual presentation and facilitation skills for leaders and colleagues across all disciplines with an innovative approach that focuses on the experience of the learner
- ✓ Knowledge, understanding and experience of developing leaders
- ✓ Demonstrate effective use of technology to support learning and development
- ✓ Effectively plan and manage multiple projects
- ✓ Experience of developing and maintaining a Learning Management System
- ✓ Experience of using coaching and mentoring techniques and conversations. A coaching or mentoring qualification is desirable
- ✓ Knowledge of apprenticeships and the apprenticeship levy
- ✓ Experience of working with external partners, stakeholders and training providers to develop strategies and plans to improve organisational, team and individual performance
- ✓ Ability to develop and review policies and procedures
- ✓ Experience of managing training budgets and resources
- ✓ Experience of line management in an education and development or People related role
- ✓ Knowledge and understanding of academic research principles
- ✓ Demonstrate the hospice's values
- ✓ Demonstrate competence against the hospice's Leadership Behaviours
- ✓ Travel to other Hospice sites
- ✓ Demonstrate Continued Professional Development

Terms and conditions for the Education & Development Manager

Contract

Permanent

Work Pattern

37.5 hours over 5 days per week.

Location

Heald Green with cross site working

Free Parking

Free parking at our Heald Green and Little Hulton hospice sites.

Holiday

35 days, increasing to 37 days after 5 years' service and 41 days after 10 years' service (pro rata, inclusive of bank holidays). In addition staff are able to buy up to 1 weeks' holiday per year via salary sacrifice, pro rata.

Pension

Contributory Stakeholder pension in which we match up to 7% of your gross salary. Or the ability to continue with a previously held NHS pension (subject to making contribution's into the scheme in the previous 12 months).

Life Cover

All staff in the Scottish Widows Pension scheme (with the exception of bank staff) are provided with life cover of three times their basic salary in the event of their death whilst employed by St Ann's Hospice.

Health Cash Plan

We offer access to an employee paid health cash plan. That allows employees to spread the cost of health expenses including dental, optical, physiotherapy and more.

Employee Assistance Programme

Employees can access telephone and online counselling 24 hours a day. Face to face counselling is also available and support on issues including debt, employment law, benefits and housing.

Probation

Six months

Notice

12 weeks



St Ann's Hospice, St Ann's Road North, Heald Green, Cheadle, Cheshire SK8 3SZ

☎ 0161 437 8136

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