

Job Title:	Derbyshire Workforce Academy Lead
Band:	Band 8a
Responsible to:	System Strategic Academy Lead
Accountable to:	Derbyshire ICB Chief People Officer
Location:	The post holder may be required to work at any establishment at any time throughout the duration of their contract, normally at a location within the Joined-up Care Derbyshire footprint,

JOB SUMMARY

The primary purpose of the Derbyshire Workforce Academy is to be an enabler in the development and scaling up of workforce activities to support implementation of workforce plans and help shape JUCD One Workforce delivery.

The role holder will

- Support all academy facilities and faculty deliverables.
- promote faculty development and direction by working closely with faculty leads.
- Provide operational leadership for the academy functions and deliverables.
- Develop and implement a communication and reporting strategy across all relevant Derbyshire ICB groups and stakeholders.
- Identify system wide opportunities for collaboration and use role and collaborative engagement to ensure all opportunities to collaborate with stakeholders are utilised.
- Keep up to date with national and local workforce challenges and knowledge of commissioning training and education and make recommendations for academy priorities and risks.
- Build and maintain relationships with HEIs, health, social care, and other stakeholders to develop curricula and innovative programmes to meet the system workforce plan.
- , Analyse data, create a range of reports and present progress across relevant JUCD governance groups.
- Coordinate all Academy activities utilising project management methodology and planning tools.
- Utilise available digital systems to support workforce activities, i.e., ePMO.
- Maintain and analyse various complex qualitative and quantitative data sets and workforce intelligence to identify 'areas of concern, work with partners to create unique solutions and escalate where required.
- Role models a flexible approach and work across the system-identified workforce priorities as required.
- Liaise with appropriate functions within the ICB Organisations as the role requires.
- Demonstrate leadership behaviours and values consistent with this level of role, working with faculties and faculty leads to co-develop an shared vision for the academy and associated approach to working in the workforce transformation space across the system
- Provide operational support to the System Strategic Academy Lead providing critical challenge and informing vision making.

KEY WORKING RELATIONSHIPS

- JUCD faculties

- Derbyshire Workforce Steering Group
- System Strategic Academy Lead
- HEIs and other education providers
- NHSe
- JUCD / ICB partners

Person Specification Band 8a

Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Description	Essential	Desirable	Assessment
Education and Qualifications	BSc level in relevant subject /equivalent experience	✓		
	Postgraduate Certificate in Inter-professional Practice Education / equivalent experience	✓		
	Fellow of The Higher Education Academy		✓	
	Coaching Qualification or equivalent experience		✓	
Knowledge, Training and Experience	Evidence of ongoing professional development	✓		A/C
	Significant experience of successfully leading projects	✓		
	Project Management Qualification or equivalent Experience		✓	A/I
	Experience of developing and implementing innovative workforce solutions	✓		A/I
	Significant experience of managing processing and producing high quality reports and documents	✓		A/I
	Evidence of successful completion of complex projects within set timescales	✓		A/I

	Evidence of ability to establish and maintain effective and positive working relationships with internal and external organisations	✓		A/I
	Track record of use of workforce data analysis to inform and monitor outputs/ project progress	✓		A/I
	Present complex, sensitive or contentious information to large groups or differing stakeholder groups where challenge or resistance may exist eg formal presentations, representation at formal meetings.	✓		A/C
	Experience of working beyond the boundaries of own organisation, for example with partners, to achieve a shared aim		✓	A/I
	Understanding the Workforce Transformation agenda	✓		A/I
Communication Skills	Ability to engage in challenging conversations with confidence and respect. Ability to develop collaborative relationships with a range of internal and external stakeholders.	✓		
	Highly developed specialist knowledge of a range of HR/workforce service improvement tools, techniques and change management theories. Knowledge of workforce planning and workforce solutions	✓		A/I
	IT – competent in use of Microsoft Office Tools, Word, Power Point and Excel	✓		A/I
	Project management Highly developed motivational, influencing and negotiating skills with proven success	✓		
	Well-developed presentation skills including report writing.	✓		
	Proven project management experience and techniques			
	Able to undertake risk assessment	✓		
	Able to manage conflicting priorities			

Analytical	Ability to analyse very complex issues where material is conflicting and drawn from multiple sources;	✓		A/I
	Demonstrated capability to act upon incomplete information, using experience to make inferences and decision making;	✓		A/I
	Numerate and able to understand complex financial issues combined with deep analytical skills;	✓		A/I
	Experience of setting up and implementing internal processes and procedures;	✓		A/I
	Knowledge of Financial Systems e.g. monitoring budget management, processing invoices and procurement.		✓	A/I
Planning Skills	Demonstrated capability to plan over short, medium and long-term timeframes and adjust plans and resource requirements accordingly;	✓		A/I
Autonomy	Demonstrated capabilities to manage own workload and make informed decisions in the absence of required information, working to tight and often changing timescales.	✓		A/I
Equality and Diversity	The promotion of equality of opportunity and good working relations (providing practical leadership).	✓		A/I
Other	Able to inspire and motivate staff and managers at all levels within organisations.	✓		A/I
	Able to work as part of a team Self- motivated and able to work autonomously	✓		A/I
	Good personal insight into own strengths /areas for development Ability to work under pressure and to tight deadlines Other: Able to fulfill the travel (across Derbyshire) requirements of the role	✓		A/I

	Ability to work with the unknown and changing in a flexible manner	✓		
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***Assessment will take place with reference to the following information**

A=Application form

I=Interview

T=Test

C=Certificate