Role description
Head of Nursing (Workforce)

Role Title: Head of Nursing (Workforce)
Hours: Senior Volunteer role
Accountable to: Chief Nursing Officer
Professional Accountable to: Chief Nursing Officer
Responsible for: No staff

Role Summary
Nursing has a key role to play in clinical leadership in SJA. The Head of Nursing (Corporate Affairs) a registrant who draws on extensive professional knowledge and experience to lead and support all nurses in the country and as the Head of Nursing (Workforce) plays a major role in the strategic objectives and the delivery of the nationwide nursing strategy by leading and working in partnership to ensure safe and effective practice.

- To have an outward facing role within SJA and the profession with a focus on recruitment and retention
- To lead on the development of professional workforce planning
- To work on the development of a strategy for nursing in SJA and thus develop nursing practice within the organisation to a high standard.
- Manage and delivering projects that improve the skills and competence of the nursing membership and knowledge transfer to other groups in St John.

Main Duties and Responsibilities

1) Advising, guiding, leading and influencing
- Support evidenced based practice and to ensure strategic decisions are taken and implemented
- Lead on any practice based research as required to inform the workforce strategy.
- To oversee fitness to practice in nursing in SJA.
- To work with Youth, Links and build other key relationships in SJA which influence recruitment and retention.
- Influencing and communicating effectively with personnel, providing expertise, sound professional knowledge and judgement in the context of the SJA's business objectives
- Providing leadership, acting as a role model and managing relationships across the country with all healthcare professionals
- Developing sound working relationships with colleagues across the organisation.

2) Developing Standards and Policy
Developing and reviewing standards and policy using all relevant data/information. Contribute and occasionally lead on the development of nursing policy/procedure/guidance
• Lead on issues such as fitness to practice and operation issues relating to workforce.
• Participating in and influencing the clinical governance strategy across the country.

3) Managing Projects and Risk
• Managing projects across disciplines and working collaboratively with key NHQ, County and salaried staff and senior members to achieve agreed outcomes.
• Identifying and managing risks related to standards/policy and other work to achieve the business plan and to maintain standards of evidence based practice.
• Ensure and support nurses in Counties with a robust understanding of clinical governance working in partnership with clinical governance teams & NHQ lead.
• Information gathering and analysis to provide evidence to support practice development work and to inform the Chief Nursing Officer as appropriate.

4) Specific Accountabilities
• Work with other HoN to provide clinical leadership to nursing students by working with CNO’s to develop nursing practice within SJA.
• Lead on the development of a recruitment and retention plan.
• Lead on research and effective reporting as to occupational health needs in nursing with SJA.
• Work with NHQ to address workforce issues such as disciplinary issues.
• Lead on a strategy for nursing in SJA with HoN for Practice Development and Corporate Affairs to ensure there are opportunities for both clinical supervision and continued professional development (CPD) available to nurses at local level via CNO’s.
• Identify potential through CPD and actively support succession planning.

5) Key working relationships:
• Chief Nursing Officer
• Heads of Nursing (Workforce and Corporate Affairs)
• The Chief Medical Officer
• The National Ambulance Officers
• The Chief Commissioner (Operations)
• The Chief Commissioner (Training and Marketing)
• The Chief Commissioner (Youth) & LINKS
• Other Principal Priory Officers as necessary
• The Manager, Medical Department
• Medical and Nursing Advisers
• Medical and Nursing Consultants

General Information for All St. John Ambulance Volunteers & Employees

Probationary Period
This post is subject to a six-month probationary period.

Confidentiality
All information concerning volunteers, employees, patients must be treated as strictly confidential at all times.

Equal Opportunities
It is the aim of St. John Ambulance to ensure that no volunteer or employee receives less favourable treatment on the grounds of age, sex, race, colour, religion, marital status, sexuality or disability or is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Each employee must adhere to the equal opportunities policy and ensure that diversity is valued in their SJA environment.

Health and Safety
Volunteers and Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, and to ensure that agreed safety procedures are carried out and to maintain a safe environment for volunteers, employees and visitors.

**Data Protection**

If you have contact with computerised data systems, you are required to;

- Obtain process and/or use information held on a computer or word processor in a fair and lawful way
- To hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.
- To disclose data only to authorised persons or organisations as instructed.

**Review of This Role Description**

This role description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of St. John Ambulance. This role description is to be reviewed in conjunction with the post holder on annual basis as part of the appraisal process. It is expected that the post holder will be as positive and flexible as possible using this document as a framework.

**INITIALS AND DATE OF PREPARATION**

Dr Alison Leary CHNO, St John Ambulance National Headquarters

October 2008