



NHS

**University Hospitals
of North Midlands**

NHS Trust

Job Description and Person Specification

**PROUD
TO
CARE**



Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

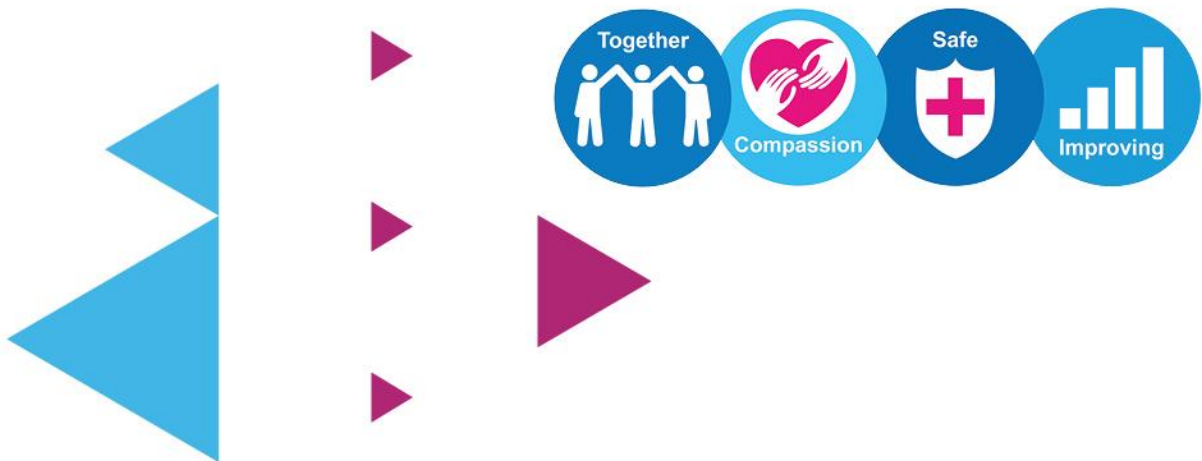
The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone. The Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at www.uhnmcharity.org.uk



Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is



Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

Division: Central Functions

Job Title: Data, Security & Protection Manager (Projects)

Band: 7

Location: Royal Stoke

Hours: 22.5 hours per week

Managerially accountable to: Head of Data, Security & Protection/ DPO

Professionally accountable to: Head of Data, Security & Protection/ DPO

Role Summary

- To assist the Head of DSP across the full range of duties in the implementation of data, security and protection projects as part of the Trust's digital transformation programme.
- To assist the Head of DSP on major DSP projects, taking lead responsibility as directed.
- To provide support in the execution of the Trusts digital transformation programme.
- To take a technical lead on identified issues related to the management of data, security & protection and provide accurate up to date advice as required.
- To provide input to ensure the project teams consider DSP related legislation in the delivery of a professionally and managerially accountable service for IM&T digital transformation programme and for the strategic development of digitalisation.
- Provide a confidential and secure digital environment for the management of patient and staff data.
- Develop and maintain close and effective working relationships with DSP and IM&T management teams to achieve an effective and integrated DSP service.

Key Areas/Tasks

- Provide and receive complex information. Communicates DSP policy, technical information to senior managers, high level negotiations with contractors, consultant parties, local authority officers and other bodies.
- Implement the DSP plan in line with the digital transformation programme, in line with the Trust's overall strategies and standards. This should take into account the NHS plan, IM&T strategy and other relevant local and national initiatives (Data, Security & Protection provision).
- To be responsible for ensuring that all user briefings are carried out in a fashion that ensures the design solution fully reflects all clinical, DSP, security and interoperability requirements of the users.
- To be responsible for ensuring that external design consultants are accurately briefed on the DSP requirements and their performance is managed and monitored.

- Lead project teams including external professional design consultants and contractors.
- Contribute to the overall management of the DSP projects, through participation in business planning, management team meetings and specific projects.
- Assist and support the DSP and IM&T Teams in the achievement of the Divisional and Corporate objectives.
- Provide authoritative and sound professional advice to both the Division and the Trust across the range of DSP functions.
- Professional and specialist knowledge including legislation to degree level or equivalent.
- Managerial, financial and strategic knowledge.
- Understanding of the Digital Technology Assessment Criteria and the processes to follow.
- To contribute to the development of the DSP profession, within and wider to the Trust.
- To provide expert advice to senior managers and other senior colleagues.
- Ability to, analyses and judge complex facts, requiring analysis, interpretation, comparison of ranges of options.
- Ability to make judgements across a wide range of DSP issues taking into account technical solutions/aspects, legislation, H & S and conflicting demands.
- Responsible for ensuring that DSP projects are completed in accordance with relevant departmental procedures, agreed programmes and budgets, liaising closely with the Head of DSP/ DPO
- Undertake feasibilities and issue formal reports
- Develop long term strategic plans for DSP that are relevant and impact across the whole organisation in support of IM&T and Trust objectives.
- Implement IM&T and Trust objectives.
- To participate in the process of linking business planning, service planning, workforce planning, education and development in support of the Trust and Directorate Strategy.
- To apply highly developed technical skills to adopt a solution which meets local and national legislation
- Use and application of appropriate DSP/ legal documentation (DTAC/ IDTA/ Processing Agreements/ Sharing Agreements/ NDAs/ DPIA etc).
- The post holder will require a high level of technical skill to ensure adherence to the Data Protection Act.

- Contact with patients is incidental but required to support patients should they have any queries relating to their data.
- Ensure that any digital development provides a confidential and secure environment for the management of patient and staff data.
- Responsible for input into the service development and implementation across the Trust.
- Review and issue comments on DSP policies across the Trust.
- Undertake options appraisal and due diligence to ensure preferred solution supports clinical need whilst maintaining security of information, in line with the Trust's strategic direction.
- To support the systems for clinical and financial governance.
- To work with others to develop and maintain positive relationships with both internal and external service users, ensuring the delivery of high quality responsive services.
- To oversee and, where appropriate, project manage improvements and innovations in the quality of service delivery and patient care.
- Corporately and professionally and managerially accountable for range of DSP projects.
- To project manage the delivery of a range of projects within the DSP programme incorporating all major projects as part of the IM&T digital transformation programme.
- To alert the DSP Management Team to developments within Divisions, identifying legislative and resource implications for the Team and representing the DSP Team during planning and implementation.
- To implement new practices/developments within the Directorate which may influence the effective and efficient delivery of service.
- To ensure compliance with DSP legislation and regulations and DSP policies and procedures within the Directorate.
- To embrace a culture that encourages the use of initiative, individual and team responsibility, open communication, fairness, equality and inclusivity. In particular, to ensure that time and resources are managed through effective support of teamwork, leadership and motivation across the Directorate.
- Record personally generated information and own personal development.
- Regular requirement to use computer software to develop and create reports, documents and data flows.
- The post holder will be required to be proficient in the use of computer programmes such as Microsoft Office Suite.

- Undertake/commissions a range of DSP condition surveys and audits in specialist areas such as confidentiality, security and records management.
- Analyses the output of research and surveys and assesses implications for the DSP Team and Trust.
- Interpret legislative and other policy requirements on DSP for the Trust and advise the Head of DSP/ DPO on appropriate DSP related matters
- Ensure that programming and coordination of allocated projects within the DSP Programme are delivered in the most effective manner to align with the Trust and Directorate strategic objectives.
- Light physical effort is required.
- Frequent concentration required with an unpredictable work pattern unpredictable.
- Concentration for business plans, chairing meetings, PC work, and operational incidents, report writing, complex calculations and scheduling required.
- Required to deal with staff, and contractor's queries in DSP related matters.

KEY RESPONSIBILITIES

Management Support

Contribute to the overall management of the IM&T Directorate through participation in business planning, management team meetings and specific projects. Assist and support the Head of DSP/ DPO in the achievement of the Directorate and Trust objectives.

To ensure that the DSP Team has the capacity and capability of providing authoritative and sound professional advice to both the Directorate and the Trust across the range of DSP functions.

Ensure all DSP projects are managed in accordance with relevant statutory legislation and an appropriate risk management system is in place.

Quality and Service Development

To support the systems for clinical and financial governance.

To work with others to develop and maintain positive relationships with both internal and external service users, ensuring the delivery of high quality responsive services.

To oversee and, where appropriate, project manage improvements and innovations in the quality of service delivery and patient care, formulating and implementing business cases and service agreements as needed.

To ensure that all DSP Trust policies and procedures are adhered to and to make recommendations on their amendment as necessary.

Financial Management

To contribute to the procurement process, ensuring DSP due diligence has been undertaken prior to contract award.

To develop and manage an asset directory; identifying potential financial savings in the consolidation of digital systems across the Trust.

To project manage the delivery of a range of projects within the DSP programme incorporating all major projects as part of the IM&T digital transformation programme.

Planning and Performance Review

To participate in the production of Trust business cases, ensuring DSP requirements have been considered.

To develop performance targets and co-ordinate the monitoring of these through an agreed set of performance indicators and to produce trends showing KPI's against benchmarks.

To participate in the process of linking business planning, service planning, workforce planning, education and development in support of the Directorate and Trust Strategy.

Activity Management

To alert the DSP management team to developments within Divisions, identifying DSP service and resource implications for the DSP Team and representing the Team and Directorate during planning and implementation.

To implement new practices/developments within DSP and IM&T which may influence the effective and efficient delivery of service.

Human Resources Management

To review and contribute to the DSP training needs analysis requirements across the Trust, ensure it meets latest guidance and supports achievement of Trust objectives.

To ensure compliance with DSP legislation, regulations and DSP policies and procedures within the Team.

To develop a culture that encourages the use of initiative, individual and team responsibility, open communication, fairness, equality and inclusivity. In particular, to ensure that time and resources are managed through effective support of teamwork, leadership and motivation across the DSP Team and Directorate.

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Equality and Diversity

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively

- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate.

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): 'Our 2020 Vision: Our Sustainable Future' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNM is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee _____ Print _____ Date _____

Signed Manager _____ Print _____ Date _____

Job Title

Person Specification

| | Specification | Criteria | | Evidence |
|---|--|-----------|-----------|-----------------------------|
| | | Essential | Desirable | |
| Essential Qualifications | <ul style="list-style-type: none"> Educated to degree level or equivalent experience | ✓ | | Certificate |
| | <ul style="list-style-type: none"> Qualification in Data, Security and Protection (BCS/ GDPR) | ✓ | | Interview |
| | <ul style="list-style-type: none"> PRINCE2/ Project Management qualification | | ✓ | Certificate |
| Knowledge, Skills, Training and Experience | <ul style="list-style-type: none"> Sound understanding of DSP legislation and codes of practice | ✓ | | Interview/ Application Form |
| | <ul style="list-style-type: none"> Familiarisation with key DSP contracts and agreements and due diligence requirements | ✓ | | Interview |
| | <ul style="list-style-type: none"> Effective interpersonal skills with the ability to gain co-operation and compliance from those outside your management control | ✓ | | Interview |
| | <ul style="list-style-type: none"> Sound project management skills | ✓ | | Interview |
| | <ul style="list-style-type: none"> Effective communication skills both written and oral | ✓ | | Interview |
| | <ul style="list-style-type: none"> IT skills in MS Office suite | ✓ | | Application Form |
| | <ul style="list-style-type: none"> Design and management of DSP projects within a Health Service context | | ✓ | Interview |
| | <ul style="list-style-type: none"> Good working knowledge of the DTAC process | | ✓ | Application Form/ Interview |
| | <ul style="list-style-type: none"> Familiarisation with asset register and approval process | | ✓ | Interview |

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|--------------------|--|--|----------|---|
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| Personal Qualities | <ul style="list-style-type: none"> • Takes responsibility and is accountable for delivering to their agree objectives • Consistently professional and collaborative in their approach. • Delivers work of consistent and predictable high quality • There is a frequent requirement for prolonged concentration • Ability to travel to and work across multiple sites • Ability to be responsible for own personal development | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> | <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> |