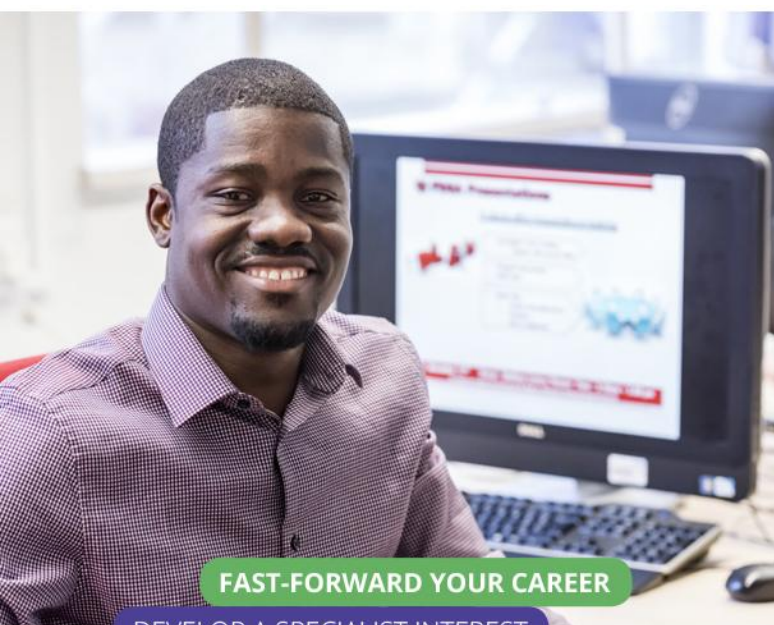


Recruitment information pack



FAST-FORWARD YOUR CAREER

DEVELOP A SPECIALIST INTEREST

BE PART OF A SUPPORTIVE TEAM



STRUCTURED CAREER PROGRESSION

LEADERSHIP COURSES

SCOPE TO DEVELOP NEW SKILLS

WHO WE ARE

Join Imperial College Healthcare and become part of a community of 16,000 staff working with a wide range of partners to offer 'better health, for life'.

Formed in 2007, we are one of the largest NHS trusts in the country – providing acute and specialist care to over a million patients each year in central and north London and beyond.

With a global reputation for ground-breaking research and innovation as well as excellence in education, we offer huge expertise across a wide range of clinical specialities.

Alongside our five hospitals – Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and the Western Eye – we have a growing number of community and digital services, reflecting our commitment to developing more integrated care with our partners. We also provide private healthcare at all of our hospitals (in dedicated facilities).

Together with Imperial College London and two other NHS trusts, we form one of six academic health science centres in the UK – focussed on translating research into better patient care. We also host one of 20 National Institute for Health Research biomedical research centres in partnership with Imperial College London.

Our mission is to be a key partner in our local health system and to drive health and healthcare innovation, delivering outstanding care, education and research with local, national and worldwide impact.

OUR VALUES AND BEHAVIOURS

With our staff and partners, we have developed a clear and ambitious vision as well as a set of core values that shape everything we do. Together they guide our organisational strategy and our behaviours framework:

- **Kind:** we are considerate and thoughtful so everyone feels valued, respected and included
- **Collaborative:** We actively seek others' views and ideas so we can achieve more together
- **Expert:** We draw on diverse skills, knowledge and experience so we provide the best possible care
- **Aspirational:** We are receptive and responsive to new thinking, so we never stop learning, discovering and improving

OUR HOSPITALS

Our hospitals and services

We have five hospitals on four sites, as well as a growing number of community and digital services across central and west London:

Charing Cross Hospital, Hammersmith.

Charing Cross Hospital offers outstanding day surgery and cancer care, award-winning dementia services and medicine for the elderly, and is a renowned tertiary centre for

neurosurgery with a hyper-acute stroke unit. It is also a hub for integrated care in partnership with local GPs and community providers.

Hammersmith Hospital, Acton

Hammersmith Hospital is a specialist hospital renowned for its strong research connections, and haematology service. It is home to a dedicated heart attack centre and Europe's largest renal transplant centre.

Queen Charlotte's & Chelsea Hospital, Acton

Queen Charlotte's & Chelsea Hospital is a maternity, women's and neonatal care hospital. It is a tertiary referral centre and looks after women with high-risk, complicated pregnancies, as providing a midwife-led birth centre.

St Mary's Hospital, Paddington

St Mary's Hospital is a large, acute hospital and hosts one of the four major trauma centres in London, alongside a 24-hour A&E department. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

Western Eye, Marylebone

The Western Eye Hospital is a specialist hub for ophthalmic services in West London with a 24/7 eye A&E – providing emergency treatment for both adults and children. Facilities include: outpatients, inpatients, day case and emergency services.

WHY JOIN US?

Reach your potential through outstanding learning and development opportunities

Every year we welcome hundreds of doctors, nurses and other healthcare professionals to train with us. We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). If you are starting in an entry-level role, we also offer NVQ level two and level three qualifications. We also have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

Experience the rich heritage of hospitals that have made history

Some of our clinicians' achievements continue to transform healthcare practice and make a lasting impact on the world. In 1928, Alexander Fleming discovered the antibiotic penicillin at St Mary's revolutionising medicine and earning himself a Nobel prize – this is just one in a long line of many discoveries and developments that have put us on the map as at the forefront of innovation.

Draw on huge expertise as part of a strong international community

Get ready to work with colleagues from all over the world with a sense of community, wellbeing and shared endeavour. We look after children, adolescents and adults – caring for tiny babies through to patients who need end of life care. We have a global reputation for our expertise in areas like: cardiology, haematology, renal and transplantation, infectious

diseases, neurology and trauma care – to name just a few. We are part of the prestigious [Shelford Group](#) – the top ten NHS multi-specialty academic healthcare organisations dedicated to excellence in research, education and patient care.

Feel supported by a positive culture

You can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values. Our leadership team ensure they are accessible – meeting staff at monthly CEO sessions and on ward walk rounds. Every employee has an annual personal development review to discuss their progress and development needs. We have a number of thriving staff networks at the Trust for you to join including: the leadership network; the women's network, the LGBT+ network and the nursing and midwifery BAME network.

Recognition and career progression

We value our staff and recognise the unique contributions they make to their patients and colleagues with our [Make a Difference](#) recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

Conduct research here

Our clinicians work alongside biomedical scientists, chemists, physicists and engineers from Imperial College London to develop new ways of diagnosing, treating and preventing disease. As part of an academic health science centre, we aim to apply research discoveries to healthcare as quickly as possible so we can improve the lives of NHS patients and populations around the world. Our culture is about identifying research opportunities and supporting our staff to pursue them. One of our goals is to encourage many more healthcare professionals outside of medicine to pursue academic careers by providing research skills training sessions, grant-writing support and access to fellowship opportunities. As of 2018/19 we have 600 active research projects.

Access brilliant benefits and enjoy a new social life

Join the NHS pension scheme – one of the most generous schemes in the UK. Have the opportunity to work flexibly. Benefit from on-site accommodation and employee travel. Voluntary benefits include: season ticket loan, on-site nurseries, childcare vouchers, cycle to work scheme, fitness facilities and well-being initiatives including yoga and meditation classes. Join the Trust's choir or orchestra, running club or football club, or become a member of the Charity's Arts Club to receive exclusive access to free exhibitions at the Tate Modern and shows. You can even enter the Royal Albert Hall ballot and win tickets to music events! Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

JOB DESCRIPTION

Job Title	Life Sciences Hub Engagement and Delivery Lead
Band	7
Directorate/ Department	Strategy, Research, Innovation & Improvement
Division	Corporate
Location of work	Trust wide (office base St Mary's) There will also be co-location throughout our partner offices in different life sciences & innovation clusters and local authorities
Hours	37.5hrs (1.0 WTE)
Reports to	Life Sciences Hub Manager
Accountable to	Executive Director of Strategy, Research and Innovation

1. Job purpose

Imperial College Healthcare NHS Trust's strategy seeks to deliver our vision of 'better health, for life'. It is rooted in a set of core values – to be kind, aspirational, collaborative and expert – and is focused around three strategic goals:

1. to help create a high quality integrated care system with the population of north west London
2. to develop a sustainable portfolio of outstanding services
3. to build learning, improvement and innovation into everything we do.

The work of the strategy, research, innovation & improvement directorate primarily focuses on the delivery of the third strategic goal – 'to build learning, improvement and innovation into everything we do'. The directorate includes sub-functions of improvement, innovation, strategy & partnerships, sustainability, population health & equity and life sciences. Each of these sub-functions lead on the development & delivery of key strategic programmes through practical implementation and use of improvement method, capability building and development of partnerships across the specific subject areas which have been increasingly prioritised in the national context.

The Inclusive Talent Strategy is a vital early step in delivering the London Growth Plan. It aims to ensure that all Londoners can benefit from growth by building a skilled workforce and helping more people access high-quality jobs, while making it easier for employers to find the talent they need. This will involve working in partnership with employers, skills and employment providers, and government to make the system more responsive to London's economic needs, and make it easier for businesses to find talent.

The post holder will be support the Life Sciences Hub Manager to successfully deliver the Greater London Authority (GLA) Life Science Sector Talent Board and Hub as part of the Inclusive Talent Strategy. The key accountability areas for this post are:

- To support the overseeing of the secretariat function for the Life Sciences Talent Board, Hub and Working Groups, including setting priorities and overseeing delivery of pilots through workstreams
- To maintain and co-ordinate employer, skills/education provider and community engagement through Hub activities at pan-London and sub-regional levels
- To ensure the Life Sciences Talent Hub acts as a single entry point for employers into the skills system, with clear communication and opportunities for liaison such
- To delivery pan-London awareness-raising events and campaigns, both through schools and with employment-age residents
- To link with and maintain existing networks to develop a clear picture of employer skills gaps in life sciences
- To oversee a comms & engagement workstream that raises awareness of the sector

2. Key stakeholders

- Strategy, Research & Innovation Directorate senior leadership team
- The Greater London Authority
- Life Science & Innovation clusters across London, including Paddington Life Sciences, White City Innovation District, Knowledge Quarter, Barts Life Sciences, and SC1
- Local Authorities, in particular the Health and Life Sciences coalition (IHLS)
- Further education and higher education providers, such as Capital City College, Imperial College London, and London Higher
- Life sciences employers across London
- NHS sector, regional & national team (i.e. ICS/ICB)
- Corporate leadership teams for professional staff groups (i.e. Nursing Director & Medical Director)

3. Key areas of responsibility

a) Leadership of the Life Sciences Talent Board and Hub

- Supporting the day to day running of the secretariat function for the Board, including terms of reference, chair allocation, membership, annual meeting calendar with structured agenda, sub-groups for specific workstreams, performance and financial reporting requirements, formal escalation pathways, transparent decision-making processes and conflict of interest management.
- Support the Hub Manager to provide papers and analysis to support Board oversight. This will include drafting papers & minutes for the Board.

b) Planning and organising

- Support the planning and organising of Life Science Sector Talent Board priorities through intelligence gathering and ensuring local employer engagement by acting as a first point of contact across the sub-regions.
- Lead on one or more workstreams as part of a 'hub and spoke' model with responsibility, in collaboration with sub-region and cluster partners, to regularly report pilot updates and local intelligence to the Hub and Board.

c) Delivery of pilots

- Support delivery of robust governance and reporting frameworks for Board projects which meet the needs of a wide range of organisations.
- Work with key teams across Board partners to share learning and influence developments.
- Work with key partner organisations, including the GLA, employers, skills/education providers, life sciences & innovation clusters, health & care partners, and communities.

d) Financial management

- Support the Hub manager to deliver projects and events within a defined financial budget through clear feedback and updates.

e) Analysis

- Undertake complex analysis and problem solving. This may include analysis of numerical, qualitative or technical data, some of which may need support from senior or expert colleagues, including GLA economy team colleagues.
- Contribute to papers and discussions that make recommendations and decisions supported by analysis, to both internal and external bodies.

f) Communication and relationships

- Engage with and work alongside various internal and external stakeholders to develop inclusive talent initiatives.
- Deliver specific deliverables within a communications & engagement workstream that raises awareness of the sector, including pan-London and sub-regional events, a life sciences careers hub website, a regular newsletter, and outreach into community spaces and schools to raise awareness of pilots.
- Support communication of matters such as complicated employment challenges, risks, and processes to a wide range of stakeholders.
- The role may involve speaking to large groups (of staff, stakeholders or the public) on complex matters.
- Support the development of all communications, notably digital engagement, in collaboration with the Trust and GLA communications departments.
- Work with junior colleagues to support them in their learning and work.
- Actively promote the work of inclusive talent initiatives by applying for awards/prizes and through multiple channels.

g) Influencing and negotiating

- Deliver a model of stakeholder engagement involving the GLA, employers, skills/education providers, life sciences & innovation clusters, health & care partners, and communities.
- Act as an advocate for inclusive talent initiatives and the broader ethos and values of the programme.
- Influence and negotiate both internally and externally to deliver a strong and sustainable model of inclusive talent.

h) Line management and team development responsibilities

- Ensure members of the team are up-to-date with mandatory training requirements, both internal and external.
- Encourage a culture of continuous learning within the team by providing opportunities for professional development, regular knowledge-sharing sessions, and constructive feedback
- Promote positive workplace wellbeing by fostering an inclusive and supportive environment, recognising achievements, and facilitating access to wellbeing resources.
- Enable psychological safety by encouraging open dialogue, respecting diverse perspectives, and ensuring all team members feel safe to contribute ideas and raise concerns without fear of negative consequences.

4. General Responsibilities

This job description gives a general outline of the post and is not intended to be inflexible or a final list of duties. It may therefore be amended from time to time in consultation with the post holder. This might include responsibility towards policy development, team leadership, research support or leadership and project management.

5. Scope and Purpose of Job Description

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast-moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the postholder.

PERSON SPECIFICATION

Directorate/ department	Job title	Band
Strategy, Research & Innovation	Life Sciences Hub Engagement and Delivery Lead	7

Criteria relevant to the role	Essential	Desirable
Education/ qualifications	• Educated to degree level • Evidence of highly specialist knowledge (e.g. master's level) • Clear evidence of either HR or training responsibility • Evidence of continuing professional development	• Relevant postgraduate course or equivalent experience • Project management qualification or equivalent experience
Skills/knowledge/ abilities	• Excellent command of English, including report writing skills • Ability to understand and summarise complex information • Ability to analyse data to identify areas for improvement • Has strong problem-solving skills • Ability to plan, manage, adjust and deliver complex projects, involving multiple agencies and individuals and a broad range of activities, to tight deadlines • Ability to work independently and autonomously • A good understanding of the changing Life Sciences and Inclusive Talent environment • Has sound IT skills (incl email and Microsoft Office 365)	• Has an understanding of research and evaluation methods including mixed methods evaluation and wider impact evaluation tools such as return on investment

	• Ability to establish credibility and develop and maintain effective working relationships at operational and senior management levels • Ability to inspire confidence and to lead staff, motivate and involve individuals and teams • Ability to work flexibly with a wide range of staff groups • Excellent communication skills, together with the ability to understand and deal with complex situations and issues • Ability to prepare and deliver presentations and reports to a high standard • Ability to develop a rapport with clinical staff, patients, local councillors and commissioners	
Experience	• Experience of the design, development and delivery of projects and pilots • Experience of working with directors and senior clinicians • Experience of working across complex organisational structures • Experience of managing budgets and resource allocation procedures • Ability to work under pressure with conflicting/tight deadlines • Ability to prioritise workload and work to deadlines • Ability to cope with fluctuating volume of work • Able to assimilate new information quickly and demonstrate initiative	• Experience of working with local communities and third sector • Experience of working with Life Sciences partners

Values and behaviours	• Demonstrable ability to meet Trust values, and a clear track record of demonstrating leadership around kindness	
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Additional information

1. Health and safety

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and Trust policies on health and safety.

2. Medical Examinations

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.

3. Equal Opportunities

The Trust aims to promote equal opportunities. A copy of our Equality Opportunities Policy is available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

4. Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

5. Disclosure & Barring Service/Safeguarding Children & Vulnerable Adults

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. Further information can be found via: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

6. Professional Registration

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

7. Work Visa/ Permits/Leave to Remain

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

8. Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust whilst you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

9. Infection control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

Clinical staff – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staffs are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

Non clinical staff and sub-contracted staff – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Flu vaccination – the Trust's expectation is that all patient-facing staff have an annual flu vaccination, provided free of charge by the Trust. Staffs have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

10. No Smoking

The Trust operates a smoke free policy.

11. Professional Association/Trade Union Membership

The Trust is committed to working in partnership with Trades Unions and actively encourages staff to join any Trade Union of their choice, subject to any rules for membership that the Trade Union may apply.