

JOB DESCRIPTION

POST TITLE: Head of Transformation

SALARY: £62,967 – £71,967

RESPONSIBLE TO: Director of Resources

RESPONSIBLE TO: Chief Executive

Job Purpose

The Head of Transformation will have overall responsibility for the delivery of the transformation programme. Day to day operational control and development of the key service areas within the programme in accordance with Trust Policy and as directed by the Chief Executive and Director of Resources. High level professional advice to the Trust and key stakeholders.

Corporate Responsibilities

To promote and maintain the highest levels of management through the introduction of performance management which ensures accountability and responsibility are pushed down the organisation to encourage commitment and enhance job satisfaction.

To actively participate in corporate working groups bringing individual expertise and a commitment to work with other services to achieve targets set within the Trust's business and performance plan or set by the Trust's Executive.

To manage the budgets allocated to the post in accordance with the Trust's agreed priorities, financial regulations and accounting instructions.

To act as an exemplar of the Trust's Values.

Specific Responsibilities.

To be an advisor to the Trust Board and Executive Management Team on all matters relating to the transformation programme within the area of responsibility including the preparation and presentation of reports.

To work closely with the Director in establishing, agreeing, and monitoring targets for service delivery and management performance for the Trust and the employees for whom the post holder is oversees

Undertake employee relations/ supervisory responsibilities as set out in the Trust's HR Policy documentation.

To be responsible for the transformation of key areas of delivery within a best value regime which demonstrates continuous improvement and excellence of service.

To develop service policies which actively communicate and consult clients, and employees.

To be responsible for the efficient utilisation of staffing resources within the Trust, to include the implementation of the Trust's policies and procedures relating to employment and relevant legislation.

To ensure financial control of all sections of the Trust under the control of the post-holder.

To oversee the operational delivery of Medium Term Financial Plan to ensure budget and savings are on track to be achieved

To support the Director of Resources in representing the Trust on external bodies, agencies, and other working groups.

To maintain reasonable outside professional and institutional contacts so that the Trust may benefit from exchange of knowledge / experience and to facilitate bench marking of services.

To actively monitor and promote Health and Safety across the area of responsibility.

To undertake such other duties as may be appropriate to achieve the objectives of the post or to assist the Trust in the fulfilment of its objectives commensurate with the post-holder's salary, grade, abilities, and aptitudes.