

## JOB DESCRIPTION

<b>Job title</b>	Prevalence Manager
<b>Sector/Function</b>	Mental Health & Learning Disability
<b>Department</b>	Talking Therapies
<b>Reports to</b>	Clinical Lead and Senior Operations Manager
<b>Grade</b>	4

<b>Job purpose</b>	<p>The post holder will be part of an Improving Access to Psychological Therapies (IAPT) service and will oversee the delivery of programmes of work which facilitate the entry of people into Talking Therapies Treatment.</p> <p>The post holder will work with businesses and services across the district to arrange and confirm plans for workshop, clinic and other assessment or treatment service delivery</p> <p>The post holder will manage the bookings for workshops and groups- managing both internal availability for sessions with availability of the services partners and beneficiaries of the service.</p> <p>The post holder will manage staff line management, competence, training and CPD requirements and audit processes for staff across the service.</p> <p>The post holder will work with clients who have a range of common mental health problems that access the IAPT Service.</p> <p>The post holder will work with people with different cultural backgrounds and ages, using interpreters when necessary and should be committed to equal opportunities</p>
<b>Key accountabilities</b>	<p>Ensuring procedures and service delivery is optimised to meet monthly, quarterly and annual prevalence targets for the service.</p> <p>Working closely with service Community Team Leader to coordinate event bookings and promotion</p> <p>Internal (TP) reporting processes – assisting operational managers in scheduling and completing these tasks</p> <p>Staff line management, managing competence, training requirements CPD and, audit processes.</p> <p>Working closely with Central Support Departments to ensure management and clinical governance issues are managed appropriately within services and staff are competent and confident to follow policies and procedures in relation to</p>

	<p>governance.</p> <p>Facilitating occasional best practice developments forums, ensuring that learning is shared.</p> <p>Contribute to Turning Point's information management strategy by;-</p> <ul style="list-style-type: none"> <li>• Ensuring localised materials, intelligence and best practice are captured, communicated and shared within the service and with other services for the benefit of learning within the business unit.</li> <li>• Ensuring all data and information relating to the service's service users is accurate and shared in the appropriate way.</li> </ul> <p>Ensure the Service delivers high levels of performance through its people in a way that realises their potential, by;-</p> <ul style="list-style-type: none"> <li>• Effective people planning, recruitment, induction, coaching, development, leadership, motivation and performance management of your direct reports.</li> <li>• Ensuring appropriate other staff within the service provide effective people leadership, management and development in accordance with TP's People Strategy and policies, capitalising on the range of development opportunities provided by Turning Point in accordance with Skill Profiles.</li> <li>• Managing and developing staff so that their professional development and performance meet regulatory requirements and best practice principles within the delivery of contractual commitments.</li> </ul> <p>Project the desired image of Turning Point by;-</p> <ul style="list-style-type: none"> <li>• Understanding and promoting TP's values and their application to Talking Therapy Services. Being a role model of the values through own example while ensuring they are demonstrated by all staff in the service</li> </ul> <p>Undertake any other duties within your capabilities that are relevant to the job and reasonably requested of you by your manager.</p> <p>Use highly developed communication skills in working with people to understand their personal and often very sensitive difficulties</p> <p>Complete all requirements relating to data collection within the service.</p> <p>Keep coherent records of all activity in line with service protocols</p> <p>Carry out audits of service performance, including service user surveys and evaluations, and help to collate and disseminate the results for feedback.</p>
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	<p>Liaise with other health and social care staff from a range of agencies to support the delivery of care.</p>
	<p><b>Professional</b></p> <p>Ensure that client confidentiality is protected at all times.</p> <p>Be aware of, and keep up to date with advances in the spheres of IAPT</p> <p>Ensure clear professional objectives are identified, discussed and reviewed with senior therapists on a regular basis as part of continuing professional development (CPD).</p> <p>Attend clinical/managerial supervision on a regular basis as agreed with Manager.</p> <p>Participate in individual performance review and respond to agreed objectives.</p> <p>Keep up to date records in relation to CPD and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.</p> <p>Attend relevant conferences / workshops in line with identified professional objectives.</p> <p>Participate in service improvement by highlighting issues and implementing changes in practice.</p>
	<p><b>Advisory / Liaison</b></p> <p>Promote and maintain links with Primary Care and Secondary Care Staff to help co-ordinate the provision of an effective Psychological Therapies Service.</p>
	<p><b>General</b></p> <p>To contribute to the development of best practice within the service.</p> <p>To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health and Primary Care Services.</p> <p>All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, patients and the general public.</p> <p>All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.</p> <p>It is the responsibility of all staff that they do not abuse their official position</p>

	<p>for personal gain, to seek advantage of further private business or other interests in the course of their official duties.</p> <p>This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.</p>
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<b>Dimensions</b>	Direct reports	4-25
	Total staff overseen	4-25
	Internal contacts	Clinical Lead, HIT Clinical Team Leaders, PWP Team Leaders, Operational Team Leaders, Senior Operations Manager
	External contacts	Partner agencies, referrers, Secondary care services, service users
	Planning outlook	Supporting services to develop and track business planning cycles
	Problems solved	
	Financial authority	No direct financial responsibilities as not the budget holder. Working within TP Financial policies and procedures.

## PERSON SPECIFICATION

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<b>Personal effectiveness</b>	Essential	Desirable
	<p>Demonstrates an understanding of anxiety and depression and how it may present in Primary Care</p> <p>Demonstrates a knowledge of the issues surrounding work and the impact it can have on mental health / benefits &amp; employment systems</p> <p>Demonstrates an understanding for the need to use evidence based interventions and how it relates to this post</p> <p>Knowledge of child protection issues and other relevant legislation</p>	

<b>Technical effectiveness</b>	Essential	Desirable
	<p>Computer literate</p> <p>Well developed skills in the ability to</p>	

	communicate effectively, orally and in writing, complex, highly technical and/or clinically sensitive information to clients, their families, carers and other professional colleagues both within and outside the NHS	
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Acquired experience & qualifications	Essential	Desirable
	<p>Demonstrable experience of working in mental health services</p> <p>Ability to meet agreed/specified service targets</p> <p>Ability to manage own caseload and time</p> <p>Demonstrates high standards in written communication</p> <p>Able to write clear reports</p> <p>Experience with routine outcome monitoring</p> <p>Experience of teaching and liaising with other professional groups</p>	<p>Experience of working in Primary Care Services</p> <p>Worked in a service where agreed targets in place demonstrating clinical outcomes</p>

Other requirements	Essential	Desirable
	<p>High level of enthusiasm and Motivation.</p> <p>Advanced communication skills</p> <p>Ability to work within a team and foster good working relationships</p> <p>Ability to use supervision and personal development positively and effectively</p> <p>Ability to work under pressure</p>	<p>Car driver and/or ability and willingness to travel to locations throughout the organisation</p> <p>Fluent in languages other than English</p> <p>Experience of working with diverse communities and within a multicultural setting</p>

	<p>Regard for others and respect for individual rights of autonomy and confidentiality</p> <p>Ability to be self-reflective, whilst working with service users, &amp; in own personal and professional development and in supervision</p> <p>The ability and skills to act as an advocate for the service, to engage and foster good professional relationships with all health professionals in promoting the good integration of this service with the wider health care system</p>	
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