

FAIRFIELD INDEPENDENT HOSPITAL

JOB DESCRIPTION

JOB TITLE:	Head of IT
DEPARTMENT:	Information and Performance
GRADE:	F
HOURS:	37.5 per week
CONTRACT:	Permanent
RESPONSIBLE TO:	Chief Executive
ACCOUNTABLE TO:	Chief Executive

JOB SUMMARY

The post holder will have day-to-day responsibility for managing the IT, reporting and marketing functions ensuring a high quality service is provided to the Charity. The post holder will be required to ensure that all IT systems are operating effectively and that appropriate contracts are in place to support and deliver an effective IT system. The post holder will also be responsible for the management, development and security of the Hospital's website and social media environments.

The post holder will:-

- Head the business process for strategic and operational IT planning and performance, including assessment of operational risks, threats and opportunities and provide plans to minimise risk and maximise opportunities
- Work closely with the Chief Executive Officer, Directors and Clinicians

ACCOUNTABILITIES

Governance

- Develop and implement protocols and procedures for all IT activities in order to comply with and retain the Hospital's ISO27001 standard

- Ensure that accurate and timely reporting is made available to the Board, Executive Team and Heads of Department and that significant exceptions in data are rigorously investigated and monitored. Develop the Hospital's use of information for reporting, planning and marketing.

Strategic Developments and Marketing

- Work with the Chief Executive and others to produce the Hospital's strategic IT plans
- Work with Chief Executive and others to ensure that the Hospital website and social media usage is co-ordinated with the Hospital's business objectives
- To provide Fairfield independent Hospital with marketing analysis, support and advice to develop its marketing function
- To carry out a market analysis of private health care within the catchment area of the Hospital
- To develop a marketing strategy based on the analysis and identify resource consequences

IT

- Work with the Executive team to ensure that robust informatics and business intelligence is in place for the organisation
- Work with the Executive team to ensure all the Hospital's software systems enable improvements in operational, financial, performance management and service delivery
- Lead the development of the Hospital's internal and external reporting framework ensuring robust processes are in place and that all statutory requirements are met
- Manage the Hospital's IT system including installation, operation and management, networks and internet connections
- Lead processes to ensure the configuration, documentation and control of equipment and software
- Manage the Hospital's IT consultant team to support the IT, reporting and marketing objectives of the organisation
- Maintain knowledge of changes in the IT industry and develop new approaches to the use of digital systems across the Hospital
- Maintain and develop the Hospital's IT security system and provide information and guidance to the Board on cyber security

Performance and Reporting

- Work closely with the CEO and the Executive team to ensure that robust informatics and performance monitoring is in place for the organisation
- Work with other members of the Executive team to ensure all the IT systems enable improvements in financial and performance management
- Lead the development of the Hospital's internal and external reporting framework ensuring robust processes are in place and that all statutory requirements are met
- Ensure all monthly, quarterly and annual reporting to local, regional and national NHS bodies is completed on time and accurately
- Ensure all monthly, quarterly and annual reporting to the private sector organisations is made – specifically take responsibility for the monthly PHIN reports.

Staff Management

- Responsible for staff management including recruitment, appraisals, grievance, disciplinary and training.

Corporate responsibilities

- Ensure compliance with all the Hospital's policies and procedures
- To be aware of relevant information related to policies and data set changes and communicate issues to a wide audience

Communication

- Committed to working and engaging constructively with internal and external stakeholders on a range of business sensitive issues.
- Nurture key relationships and maintain networks internally and externally, including national networks.
- Consult with managers and members of other functions, to address inter-dependencies and ensure alignment.

Policy and Service Development

- Propose changes to own function making recommendations for other service delivery.
- Maintain good knowledge of emerging policies from government departments and external bodies, which may impact the service.
- Contribute to strategic and contingency planning for the service, which may have an impact on other areas.

Other Role-Specific Duties

- The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Hospital in consultation with the post holder.
- This job description is intended to be an interpretation of the general scope, main duties and proposed responsibilities of the post and does not form part of the contract of employment.
- You may be required to undertake other reasonable duties and responsibilities commensurate with the role and delegated or requested by the CEO, as the needs of the service require.

Additional responsibilities

Health & Safety

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

Infection Control

All staff will adhere to infection control policies and procedures at all times.

Information Governance

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those

that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the Hospital but must be declared in writing at the appropriate stage during the recruitment process.

Equality & Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation.

All employees must act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice. All employees must read the Hospital's Equality, Diversity and Human Rights Policy.

Smoke-free Policy

This Hospital operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles.

The job description does not form part of the Contract of Employment.

Name of Postholder:
Signature of Postholder:
Date:

Reporting Posts

Marketing and Information Analyst
IT Officer