**Please amend as required to suit your organisational needs. Whilst this example is a band 6 role, organisations are able to adapt this to suit their needs for a role between bands 5-7.**

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Template job description

Legacy mentor

25 August 2022, Version 0.1

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| **Job title** | Legacy mentor |
| **Team** |  |
| **Directorate** |  |
| **Pay Band** | Band 6 |
| **Accountable to** |  |
| **Essential Qualifications** | • Health professional with current professional registration  • Provide evidence of ongoing professional knowledge  • Accredited teaching qualification or experience in supporting learners in practice  • Degree or equivalent experience |

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| **Purpose of the role**  The Legacy Mentor role is an experienced health and social care professional in the late stages of their career. They will be helping newly qualified nurses, midwives, AHPs and those in other clinical roles by imparting your knowledge, skills and experience through coaching and supporting them in the early stages of their career. They will need to demonstrate empathy and patience, be passionate about the profession and be able to provide pastoral support to others. We can all reflect on the importance of mentors and role models in our own careers, and this is an opportunity to have that kind of influence on the incoming generation as they set out on a career in health and care.  This role will be key in supporting newly qualified colleagues to stay and stay well. Legacy Mentors will need to be confident in building relationships and collaborating with others. They will be providing coaching and mentoring and will be given any necessary training to develop this skill.  Legacy Mentors may work in a range of specialisms or environments across the health and social care spectrum using a coaching model. In addition to mentoring newly qualified professionals, they will also support practice placements for learners, and liaise with other practice placement support staff to ensure consistency of support across the setting.  This role provides a rewarding career opportunity for those undertaking the role as well as for the colleagues this role supports.  **Main duties:**   * To help facilitate a positive working environment for people in their early career and provide support where possible through coaching and mentoring * Coach newly qualified clinical professionals and/or students on placement to enhance their knowledge and skills * Provide clinical expertise on a range of projects, supporting best practice and enhancing the learning environment for all * Liaise and work with other practice area support staff to ensure consistency across the setting and blended learning approaches to support the transfer of learning/skill attainment * Raise the profile of the role of legacy mentors and share good practice with others, enhancing the profile of the organisation and providing support to managers * Work as an integral member of the section to develop appropriate strategies and support for relevant staff in early career, and support retention.   **Organisational arrangements**   |  |  | | --- | --- | | Accountable To: |  | | Reports To: |  | | Responsible For: |  |   **Structure Chart**  Insert organisation structure chart  **Values**  Insert organisational values  **Main responsibilities**  **Professional responsibilities**  The post holder will:   * Adhere to their professional code of conduct * Adhere to the principles of quality and risk * Comply with relevant Trust/organisational Clinical Procedural Documents, including: * Clinical Policies * Corporate and Operational Policies and Procedures * Legislation and Strategy requirements (e.g., Health and Safety) * Demonstrate developed specialist knowledge, underpinned by theory and experience, and be a resource for clinicians across the ICS/organisation. * Provide support to preceptees, preceptors, and support supervisors and assessors in making any decisions relating to student placements as well as supporting the education needs of supervisors/assessors. * Provide and demonstrate effective communication with all key stakeholders * Evaluate and disseminate knowledge, experience and good practice in relation to education and development to newly qualified/registered professionals and across the ICS/organisation.   **Clinical/educational responsibilities**  The post holder will:   * Receive protected time for the role, particularly if this is part of an existing role they undertake. * Receive training, where required, in coaching and mentoring. * Be passionate about their clinical profession and engaging with others, as well as visibly demonstrating collaboration with those undertaking pastoral roles * Deliver presentations as required to preceptees and students in practice either face to face or virtually. Be able to present complex and sensitive information to a range of stakeholders in an engaging way * Ensure any clinical knowledge/coaching being shared with others is up to date and in line with current standards of practice and promote professional practice in line with relevant research. * Support practice education development programmes for supervisors, assessors and preceptors face to face/virtually. * Be able to support and provide clinical learning opportunities for preceptees and students in practice * Take responsibility for personal development and education including statutory, mandatory, and in-service training. * Identify opportunities to maximise benefits and effectiveness of new information and information technologies. * Undertake and participate in education and leadership programme as appropriate. * Contribute to the clinical supervision / coaching agenda including implementation of the strategy, training and evaluation. * Contribute to the preceptorship programme and education meetings where required * Contribute to the work required to ensure that the organisation meets the requirement of the professional bodies   **Organisational responsibilities**  The post holder will:   * Be able to communicate effectively to offer a seamless service alongside other healthcare professionals and across the working of the multi-disciplinary teams. * Apply an empathic approach where required and in consideration to the nature of the project whereby staff anxiety and lack of support may impact on working relationships in some situations. * Install an enthusiasm and commitment to staff support that is displayed in and out of the team to actively promote the programme and the work. * Contribute to the development/implementation of supervision and assessment, preceptorship and education practice and learning environment in line with educational policy. * Demonstrate safe use of educational resources/equipment * Contribute to the maintenance of records of learners on practice placements and supervisors and assessors. * Support colleagues/organisations with regards to disciplinary issues related to the pre-registration workforce. * Observe organisational policies at all times and support policies and procedures for the operational management of education and development. * Support e-learning and other technologies and contribute to the development and maintenance of appropriate databases. * Support the ICS/organisation in promoting a transparent and open environment to safely report issues of concern in clinical practice. * Work in partnership to ensure that education is embedded in clinical practice across organisation.   **Key working relationships**  The post holder will:   * Be required to maintain constructive relationships with a broad range of internal and external stakeholders. * Develop and establish strong relationships with early career professionals to support them in their work environment * Work in collaboration with preceptorship support team (where applicable), to ensure streamlined and effective practices are adopted * Participate in relevant internal and external working groups/projects, services, and initiatives which may be highly complex, sensitive, political, and contain contentious information with the aim of providing information and analytical advice to the teams. * Work with members of the team to develop and implement project data collection systems that will provide accurate and timely data * Communicate information, risks, issues and dependencies, including briefings and reports to project teams, sponsors and a range of internal and external staff.   **Functional responsibilities**  The post holder will:  **Analytical responsibilities**   * Undertake complex and detailed information analysis of specific projects/reports requiring high levels of concentration * Update, maintain, organise, gather and analyse information to predict/meet future organisational and team needs by identifying best professional practice. * Monitor and tracking risks and issues tracking mechanism and its proactive resolution and escalation processes * Contribute to the information management of performance, taking a lead for specific projects * Provide coordination of and participate in relevant meetings, reporting attendance and providing information advice and support where requested * Ensure that data collected is analysed, reported by the team as appropriate and monitor the processing of data and information, ensuring any feedback and learning is disseminated through the appropriate channels   **Communication**   * Provide relevant and timely specialist advice and guidance on functional and information matters * Work with members of the team and key stakeholders to investigate the causes of any variance from plan/delivery targets and contribute to the implementation of solutions * Support the development of internal and external communications where required by regular contact with the teams, stakeholders and Communications team * Responsible for preparation of correspondence and complex papers, as directed by their manager   **Financial and physical resources**   * Deliver against organisational objectives, achieving quality outcomes, prioritising own workload and working to tight deadlines. * Support and inform teams on the targeting of resources, monitoring, implementing, evaluating and delivery of plans by providing sophisticated, high-quality information and analysis * Continually strive for delivering project/function outcomes, value for money and greater efficiency * Contribute to the financial delivery of the service ensuring it is cost effective and delivered on time * Contribute to commissioning of goods and services, as required   **Staff management**   * Provide specialist training, advice and support on own role/responsibilities where necessary * Support training and induction of new staff * Supervises team as required. * Participate in the recruitment process of support staff.   **Operational Responsibilities**  **Planning and organisation**   * Contribute to the strategic planning making adjustments as necessary. * Support implementation of strategic modernisation/service improvement, public health, workforce or commissioning strategies and any associated action plans, in accordance with the agreed priorities of the team * Contribute to the development of performance and governance strategies and the development and implementation of improvement programmes * Contribute to the formulation of plans of up to three year and strategic direction within the team on issues, taking a lead for specific workstreams. * Deliver against objectives, achieving quality outcomes, prioritising own workload and working to tight deadlines.   **Policy and service development**   * Proposes changes to own project/function, informing policy and making recommendations for other projects delivery * Contribute to the review and development of existing information management systems and contribute to the development of an integrated approach to project management. |
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