

## Job description

**Service:** London (with travel across WDP services)  
**Job Title:** Deputy Medical Director  
**Reports to:** Medical Director

### About WDP

- Our mission is to change lives by freeing people from addictions by providing the best advice, support and treatment to those affected by drug and alcohol use via an evidence-based approach.
- We are passionate about helping people affected by problematic drug and alcohol use and seek to innovate and inspire positive change. We are committed to diversity and working with integrity in partnership to improve the lives of those who are socially excluded.

### Job summary

- **The main purpose** of this role is to provide dynamic, hands-on medical leadership to WDP's medical and nursing staff supporting the Medical Director; up to four sessions per week of direct clinical care to patients; to work collaboratively with the SMT and others to support the development and expansion of WDP clinical services; to share responsibility for the quality of service and financial wellbeing of WDP; to develop and support a culture of innovation, transparency and effectiveness that facilitates the achievement of the highest standards of clinical care; to take responsibility for the maintenance and development of professional standards of all medical staff within WDP; to provide expert medical advice to the Medical Director, CEO and SMT colleagues as well as the Board of Directors; to ensure that improving long-term recovery outcomes and providing value for money delivery is at the heart of everything we do; to build clinical success based on measurable results, evidence-based outcomes and continuous improvement.

## AREAS OF RESPONSIBILITY

### Inspirational leadership

1. The Deputy Medical Director is jointly responsible for WDP's medical / clinical care, overseeing and achieving high quality and cost-effective clinical service delivery and related performance objectives including but not limited to:
  - To ensure the clinical safety of WDP's services and the clients within them.
  - Develop processes that ensure the optimisation of medical leadership, and full engagement and commitment of all clinicians to deliver improvements to patient accessibility and clinical outcomes.
  - Facilitate the development of a culture that encourages personal development and learning; encourages and supports innovation; team building and creative partnerships and a commitment to patient safety.
  - Establish clear lines of accountability and ensure that all relevant clinical staff are managed, supervised and trained appropriately with regard to clinical services, managing through a strong governance framework and in accordance with regulatory requirements.

- Provide advice on medical staffing issues, having regard to statutory requirements and national and local policy and guidance. This includes the implementation of national policy directives and the use of clinical indicators, to ensure safe and appropriate standards in medical practice.
  - Contribute to medical workforce planning and review implementation of job plans
  - Contribute to recruitment processes for Consultants and other senior medical staff.
  - Work with the HR Director to ensure appropriate systems are in place for the appointment, performance management and appraisal to maintain the highest level of staff morale and effectiveness, participating in the process of the allocation of any performance element within Consultants' contracts.
  - Work with the Lead Nurse to ensure infection control standards are met in all WDP services.
  - Work with the Finance Director to ensure effective clinical and managerial structures are in place to achieve the financial and corporate objectives set for WDP, ensuring the effective, efficient and economical use of resources in achieving planned activity and delivery of all required performance targets.
  - Motivate all clinical staff to benchmark services continuously against best practice evidence, research and audit, to ensure high quality standards of patient care and foster a culture which embraces and recognises the opportunities for the effective use of new clinical and service technologies.
  - Work effectively with the Director of Operations and Governance to ensure innovative recovery-focused clinical services in community and residential treatment settings for individuals affected by drug and alcohol misuse as well as their families and carers.
  - Work with the Director of Operations and other colleagues to ensure meaningful service user involvement in the development, delivery and evaluation of our services.
2. To build and maintain excellent relationships with current and potential purchasers, commissioners, and partner agencies; generating opportunities that enhance WDP's reputation and increase opportunities for future business activities.
  3. Participate fully, as a senior member of WDP, attending relevant meetings and sub-committees, in the corporate decision-making process and in identifying and implementing the future strategic direction of the WDP.

#### **Safeguarding, governance and clinical priorities**

4. Work closely where relevant with the Head of Compliance and Governance (WDP's named safeguarding lead), understanding and ensuring our commitment to safeguarding best practice and ensuring that the safeguarding and well-being of children and vulnerable adults is at the forefront of our: strategy; policy development; practice; core competency and continuing professional development; information governance; reporting within required timeframes; and that all safeguarding cases are regularly reviewed in supervision.
5. Contribute to strategic service development, particularly relating to national or regional initiatives from NICE and the Care Quality Commission, ensuring they are in line with relevant National Service Frameworks and that all Consultant staff comply as required.
6. Provide medical advice and guidance to WDP's senior staff including priorities in clinical resource allocation and new developments.
7. Chair organisational clinical quality governance meetings in partnership with the Lead Nurse.
8. In partnership with the CQG performance lead, work on the development of patient related outcomes tools improving patient related outcome measures and patient related experience measures.

### **Clinical performance and organisational governance**

9. Work closely with the Medical Director, Director of HR and relevant others on action to be taken if poor performance issues arise with the medical workforce.
10. Oversee the processes for the re-validation of medical staff and ensuring all required elements of re-certification and relicensing are met. To drive WDP's registration as a designated body
11. Represent WDP as an ambassador for excellence in clinical service delivery both internally and externally.
12. Ensure Consultants and relevant others are fully aware of new policies and structures, e.g. NICE, that will impact upon their service or working lives.

### **Resource management**

13. To work closely with the Director of Finance and relevant others to deliver clinical services within budget and to ensure that WDP's clinical service delivery budgets are proactively based on full cost recovery, making use of added value activities wherever possible.
14. To help manage the medical directorate within agreed budgets.
15. To ensure that all resources are used effectively, taking advantage wherever possible of the potential for economies of scale and scope.

### **General accountabilities**

- To be an active and positive member of the Senior Staff Team.
- To participate constructively and positively in staff and other meetings to promote and support communication channels within the organisation.
- To comply with WDP's policies and procedures.
- To comply with all health and safety policies and guidelines, taking responsibility for your own safety, that of colleagues and others as applicable.
- To observe professional integrity in relationships with all stakeholders.
- To treat all information acquired as a result of your employment at WDP as confidential, complying with all relevant policies and procedures.
- To work to develop WDP's IT capabilities and improve the quality and ease of use of Nebula
- To participate actively in designing, implementing and monitoring the performance of services
- To participate actively in transforming WDP into a learning organisation and to help disseminate good practice

### **Commitments**

- Actively promote WDP's vision, mission, values and diversity and equality policies.
- Consistently uphold WDP's position as a recovery-focused organisation by ensuring that WDP service user needs are listened to and kept at the forefront of all relevant activities and that they have every opportunity to improve their health and wellbeing and become free from dependency.
- Demonstrate a commitment to safeguarding best practice in all relevant activities.
- Facilitate your own continuous professional development as well as that of others at WDP: demonstrating a curious and learning-focused approach that encourages knowledge and skill development, exchange and transfer.

## PERSON SPECIFICATION

The below are all tested at application and may be explored further at interview.

	E/D
<b>Education and knowledge</b>	
1. Medical qualification, GMC registration with licence to practice and specialist accreditation (CCT)	E
2. Professional or business qualifications such as Social Work and/or MBA	D
<b>Work and other experience</b>	
3. Experience of leadership within a team that led to successful service development and/or quality improvement.	E
4. Demonstrable track record of success against targets: managing a large team within a complex/dispersed organisation.	E
5. Significant organisational change experience / managing difficult and complex change	E
6. Extensive experience gained as a consultant	E
7. Medical management experience	E
8. Knowledge and experience of clinical governance	E
9. Evidence of cross professional working	E
<b>Skills and abilities</b>	
10. Resilient and able to work with challenges and change: innovative, hands on and proactive leadership skills; strategic vision that translates to operational delivery.	E
11. High level communication and influencing skills, appropriate to a variety of settings and audiences, using a variety of media.	E
12. A high degree of personal ICT competency.	E
13. The ability to build and maintain productive alliances, partnerships and relationships at senior level together with excellent negotiation and facilitation skills.	E
14. Effective interpersonal skills with the ability to engage successfully with internal and external stakeholders at all levels.	E
15. Ability to deal with the media if required	E
16. Budgetary control skills.	E
<b>Key competencies</b>	
17. Seeing the bigger picture: opportunities and risks	E
18. Organisational change management	E
19. Making effective decisions: evidence-based planning	E
20. Inspiring, leading and communicating with clarity, conviction and vision	E
21. Working collaboratively and building effective partnerships	E
22. Building capability and developing personal responsibility	E
23. Achieving commercial outcomes	E
24. Embedding a culture of value for money delivery	E
25. Managing safe services focused on quality	E
26. Delivering at pace: building a performance culture to deliver outcomes	E
<b>Equality, diversity, vision, mission and values</b>	
27. An empathy for and understanding of our mission, vision and values.	E
28. A belief in and commitment to overcoming barriers to diversity and equality.	E
<b>Circumstances</b>	

29. Ability to travel across the UK	E
30. Attend meetings and other activities outside office hours	E
31. A flexible approach to workload	E

