WEST OF ENGLAND ACADEMIC HEALTH SCIENCE NETWORK

(Hosted by Royal United Hospital Bath NHS Trust)

# JOB DESCRIPTION

**JOB TITLE: Enterprise Engagement Coordinator**

**Grade:** Band 5 (Agenda for Change)(£21,909 to £28,462 depending on experience)

**DEPARTMENT:** Enterprise Team

**RESPONSIBLE TO:** Director of Enterprise

**BASE:** West of England AHSN, South Plaza, Marlborough Street Bristol BS1 3NX

**HOURS:** 22.5 - 30 hours (3 -4 days per week)

**ANNUAL LEAVE:** 27-33 days per annum pro rata, depending on length of NHS service if any, plus bank holidays

**NOTICE PERIOD:** 6 weeks

**TYPE OF CONTRACT**:Fixed term secondment (12 months maternity cover)

**JOB SUMMARY:**

The West of England Academic Health Science Network (WEAHSN) is one of 15 AHSNs in England, formed in September 2013. It is hosted by the Royal United Hospital Bath and is a new way of the NHS, industry and universities working together for patient benefit and wealth creation for the UK economy. Further information can be found on our website [www.weahsn.net](http://www.weahsn.net)

The post holder will be the link person between businesses, the public, healthcare and voluntary sectors. The post-holder will also be responsible for managing the delivery of the Design Together, Live Better programme, one of the main projects being delivered by the Enterprise team. It is a citizen-led design project, aimed at capturing ideas for new innovative products from a citizen’s perspective and connecting citizens and innovators in the design of new products and beta-testing new developments.. Further information about the project can be found on [www.designtogetherlivebetter.org](http://www.designtogetherlivebetter.org).

**MAIN DUTIES AND RESPONSIBILITIES:**

* The post holder will be responsible for communicating and engaging with businesses, voluntary and healthcare sectors as well as members of the public including patients and carers to promote initiatives run by the enterprise workstream.
* The post holder will take the lead on managing individual projects within the Design Together, Live Better initiative.
1. **Communication and Relationships**
* Work with the Enterprise Director to identify new potential innovative projects and pursue these leads
* Manage individual projects within set timescales
* Develop working relationships with appropriate external stakeholders to ensure they have assurance over WEAHSN plans and are aware of any barriers and issues.
* Develop working relationships with colleagues within the organisation, identifying the links between the day-to-day problems they encounter and the work of the Enterprise team.
1. **Analysis and Judgement**
* Use a variety of methods to interrogate both quantitative and qualitative complex information and present this information in a meaningful way to a variety of stakeholders including patient groups, operational teams and corporate audiences.
* Track work stream progress within the project work plan, including supporting monitoring interdependencies and escalating associated risks to the relevant team lead.

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**SPECIAL CONDITIONS**

WEAHSN is hosted by the Royal United Hospital Bath NHS Trust. Where WEAHSN has not developed its own policy, it will default to that of our Host.

## POLICIES AND EXPECTED STANDARDS

The postholder is required to familiarise themselves with all WEAHSN and Trust policies and procedures and to comply with these at all times. The Code of Expectations of Employees in particular set out what you as a postholder are required to follow at all times and you should study this carefully. Failure to comply with any of the Trust’s policies may result in disciplinary action up to and including dismissal.

## TRUST RESPECT BEHAVIOURS

All staff are required to follow the Trust’s Respect Behaviours at all times. These have been agreed with staff and Staff Side and are as follows:

* Treat others as you would like to be treated
* Listen to and support others and make time to do so
* Seek, acknowledge and value others’ experience and contribution
* Acknowledge others’ beliefs
* Be courteous and considerate to all
* Treat others fairly and equally
* Be honest and trustworthy and act with integrity
* Encourage others to treat all staff with respect
* Challenge the behaviour of staff who do not show respect to others

**CONFLICT OF INTEREST**

Post holders are required to declare any involvement, either directly or indirectly, with any firm, company or organisation which could be construed as a conflict of interest with WEAHSN or its members. This requirement applies throughout the period of tenure. Failure to disclose a conflict may lead to dismissal, but the existence of such a conflict is not necessarily a bar to employment by WEAHSN. The Director of Enterprise & Translation will be able to advise on this issue.

## CONFIDENTIALITY & INFORMATION GOVERNANCE

The post holder must maintain the confidentiality of information about patients, staff and other health service business and meet the requirements of the Data Protection Act (1998) at all times. The post holder must comply with all Trust Information and Data Protection policies at all times. Post-holders may be given access to confidential information which must only be disclosed to parties entitled to receive it. Information obtained during the course of employment should not be used for any other purpose other than that intended.. Failure to comply with any of these policies may result in disciplinary action up to and including dismissal.

### SAFEGUARDING ADULTS & CHILDREN

All Trust staff have a responsibility to safeguard adults & children which includes an understanding of the relevant Trust & Local Safeguarding Adults & Children’s Board Policies.

## HEALTH AND SAFETY

Employees must act at all times in line with relevant Trust Policies & the Health and Safety at Work Act (1974) to ensure a safe environment for patients, visitors and staff.

## HEALTHCARE ASSOCIATED INFECTIONS (HCAIs)

All Employees are responsible for ensuring that:

* your practice so far as is reasonably practicable, protects patients, staff and other persons against risks of acquiring HCAIs;
* where patients present with an infection or acquire an infection during treatment, that they are identified promptly and managed according to good clinical practice to treat the infection and reduce the risk of transmission.
* you follow all Trust policies, procedures and processes to meet the dutiesset out in the NHS Hygiene Code and assist in their full compliance by all staff within your department.

**HEALTH & WELLBEING**

WEAHSN is committed to promoting the Health & Wellbeing of its staff. South Plaza is a smoke free site; smoking is not permitted anywhere in the grounds. The Trust has a Stress Management Policy, which staff should familiarise themselves with to ensure that they have adequate support for the management of their own, and their colleagues stress. The Trust has an onsite Employee Assistance Programme (EAP) which is available to all staff, offering support to staff & their families.

## EQUALITY & DIVERSITY

WEAHSN has an Equality and Diversity Policy covering all of its staff and it is the responsibility of all staff to comply with these requirements at all times. Failure to comply with these policies may result in disciplinary action up to and including dismissal.

**FLEXIBILITY**

This job description is intended to provide a broad outline of the main responsibilities only. The postholder is required to be flexible in developing their role in agreement with their designated manager. In addition they may be required by their manager to carry out any other duty commensurate with their banding and expertise.

**DIMENSIONS**

The post-holder will be expected to build and maintain excellent working relationships with WEAHSN staff, stakeholders, members of the public and life science and healthcare sector companies.

 **PERSON SPECIFICATION**

**JOB TITLE: Enterprise Engagement Coordinator**

**BAND:** 5

**DEPARTMENT:** Enterprise Team

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| **CRITERIA REQUIRED** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Training** | * Educated to graduate level
* Excellent standard of English, both written, spoken and grammar
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| **Knowledge & Experience** | * Knowledge of the life science industry sector
* Experience in using a variety of communication channels and engagement techniques eg newsletters, websites, social media
* Experience in organising events.
* Gathering information on commercial organisations
 | * Knowledge of project management methodologies
* Knowledge of the NHS and current priorities.
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| **Specific Skills** | * Excellent Keyboard skills with knowledge of Microsoft Office – Word, Outlook, Excel, Powerpoint, Access plus software for developing & managing web based communications & social media
* Excellent communication skills – verbally and written.
* Ability to collect, manipulate and present complex data for relevant audiences.
* Ability to work with colleagues across healthcare, life science industry and university sectors.
* Attention to detail and accuracy.
* Ability to train operational colleagues in business processes.
* Knowledge of administrative procedures.
* Ability to work under pressure and problem solve.
* Able to work on own initiative to meet tight deadlines.
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| **Physical Skills & Effort****Emotional Effort**  | **Physical Skills** * The post-holder will be required to sit for extended periods of the day
* The ability to travel offsite for meetings & events

**Physical effort** None**Emotional effort** **& Key stressors** * Concentration required for checking documents, writing reports and protocols and analysing statistics
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| **Requirements due to Working Environment** | * Long periods of time spent at PC.
* Office Based.
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