

Role Profile

Details

Job Title:	Head of Exercise-Based Cancer Pre and Rehabilitation Services (Also to be known as 'Head of Active Together')
Job Grade:	Head Of
Reports to:	Director of Research , Services and Policy
Based in:	Harrogate with regular travel to Yorkshire Cancer Research Centres and partner NHS Trusts in Yorkshire.
Hours:	Full time, 37 hours (with some evening and weekend working)

Overall purpose

Yorkshire Cancer Research has embarked on an exciting programme to transform and improve the survival and the quality of life of cancer patients.

Active Together is a multimodal prehabilitation and rehabilitation service that has been developed by world leading academics and practitioners at the Advanced Wellbeing Research Centre (AWRC) at Sheffield Hallam University (SHU).

The charity funds Universities and NHS Trusts to deliver the Active Together Programme as well as delivering the programme directly at our bespoke Yorkshire Cancer Research Centres. To date the Active Together Programme has been established in South Yorkshire and several sites across West and North Yorkshire.

The Head of Active Together will lead the charity's Active Together team and work in Partnership with the Sheffield Hallam University team to deliver, evaluate, and ensure continuous improvement of all the Active Together services as well as manage further expansion across Yorkshire in line with the charity's strategic aims.

Key responsibilities

Reporting to the Director of Research, Services and Policy, the Head of Active Together will lead on the delivery and growth of the Active Together Programme across Yorkshire. Key responsibilities include:

Leadership

Manage resource levels to deliver the charity's Active Together Services to a consistently high-standard and within budget by:

- Coaching and developing the charity's Active Together team, role modelling the internal personal development and objective setting approach.
- Driving continuous improvement across the team, ensuring learnings from the management and evaluation of the services influences future strategic decisions.
- Acting as an ambassador of the charity's values, challenging misaligned behaviours and ensuring the values are integrated into all aspects of the delivery of the Active Together Service both within our centres and across those services provided with partners.

Roll out of Active Together across Yorkshire with External Stakeholders

Lead the charity to achieve the vision of all patients in Yorkshire having access to Active Together through:

- Collaborating with Sheffield Hallam University to continue to develop and implement new Active Together Programmes across Yorkshire including the quality assurance, evaluation, and continuous improvement of existing services.
- Ensuring public and patient involvement informs development, delivery and continuous improvement of the Active Together services in partnership with Sheffield Hallam University and the charity's internal Public and Patient Involvement team.
- Supporting the Director of Research, Services and Policy on the negotiation of contractual terms with NHS Trusts to deliver Active Together Services.
- Leading the management of contracts with NHS Trusts to deliver Active Together Services.
- Supporting the Policy and Public Affairs team to work with the three local Cancer Alliances and Integrated Care Systems to develop co-funding models of the Active Together services.
- Working in collaboration with key organisations, professional bodies, relevant institutions such as:
 - Patients and service users
 - NHS Commissioners
 - Trusts and Primary Care providers
 - The relevant Integrated Care Systems and Cancer Alliances
 - Local Authorities
 - Community and voluntary organisations
 - Universities and other research institutions and organisations.

Service delivery and Operational Management of the charity's Active Together Programme

Lead and manage our in-house service delivery teams (including Personal Trainers, Dietitians and Counsellors) to:

- Deliver the Active Together service in the charity's first bespoke Yorkshire Cancer Centre in Harrogate.
- Set up and deliver Active Together Services in new Yorkshire Cancer Centres across the region.
- Implement evidenced-based updates to the Active Together Service as provided by the AWRC team from time to time.
- Work closely with the AWRC to ensure the Active Together Programme is implemented correctly ensuring treatment fidelity and to ensure evaluation data is collected.
- Respond and report on safeguarding concerns in line with the Yorkshire Cancer Research safeguarding policy and procedure.
- Ensure Active Together patient materials are created and updated for use across all Active Together Services In partnership with the Brand and Relationships team.

Governance

Ensure the highest levels of good governance within the Active Together team by:

- Working with the Risk, Compliance and Governance team to ensure the governance of the in-house Active Together Services is fit for purpose.
- Ensuring that the charity's Active Together operational policies and procedures are fit for purpose and are continually reviewed and updated as required.
- Leading and managing the process for ensuring all confidential and sensitive information, and/or other important databases continuously meet GDPR regulatory requirements.
- Ensuring the impact and operational KPIs of the Active Together is reported by working closely with the charity's Cancer Insight team and Sheffield Hallam

University evaluation team and report information into the Strategy and Impact Trustee Sub-Committee as required.

- Managing the funding contract budgets and internal operational budgets in line with charity accounting rules and procedures.
- Managing the internal Operational Risk Register for the team.

Qualifications

Essential

- A degree or equivalent qualification in a relevant discipline, *or* proven experience working in a similar role at a similar level.
- Evidence of continued professional development relevant to the role purpose and level.

Desirable

- CIMSPA endorsed Level 3 Personal Trainer Qualification and Level 4 Qualification in Cancer and Exercise Rehabilitation (or the ability to gain Level 4 qualification within the first 6 months of employment).

Knowledge and experience

- Excellent track record of management and leadership, with relevant experience at a senior manager/team leader level in delivering exercise-based, or cancer-related, services in the public or charity sector setting.
- Proven experience of managing internal budgets, risk registers and complying with internal and external governance requirements such as data protection regulations in a public or charity sector setting.
- Proven experience of developing and maintaining strong relationships with a broad range of external senior and operational stakeholders including health service providers and commissioners in addition to patients and service users that is relevant to the role.
- Experience of supporting the development of contracts with external parties.
- Experience of ensuring contract compliance such as KPI reporting and milestone monitoring.
- In-depth knowledge of the benefits of exercise rehabilitation, ideally for cancer patients.
- In the absence of a CIMSPA endorsed Level 3 Personal Trainer Qualification and/or Level 4 Qualification in Cancer and Exercise Rehabilitation an in-depth knowledge of the process and issues in delivering exercised-based services to cancer patients or other patient groups.
- Experience of working with behaviour change frameworks.
- Knowledge of Health & Safety legislation relevant to the role.
- Knowledge of UK data protection regulations including management of sensitive health data.
- Relevant experience working with people affected by cancer.
- An understanding of current cancer treatments and the side effects as relevant to exercise prescription.
- Understanding and awareness of the health services delivery landscape and the necessity to deliver patient impact.

Skills and abilities

- Able to lead the development and delivery of health services with a patient/client service focus.
- Inspiring and empowering leadership and management skills.

- Excellent communication, influencing and negotiation skills with internal and external stakeholders.
- Able to develop and deliver complex projects.
- Excellent financial planning skills.
- Excellent risk management skills.
- Able to develop reports and present complex information to a range of stakeholders.
- Outstanding customer service manner and customer service skills.

Other requirements

- Ability to travel across the Yorkshire region.
- Flexibility to work over weekends and evenings as needed by the Active Together Service.
- Committed to continuing professional development.
- A willingness to complete our pre-employment checks (to be undertaken once the role is offered and accepted) which include:
 - A check on your employment history, by seeking references that cover your previous 5 years of employment and verifying any employment gaps of over 28 days
 - A check on your eligibility to work in the UK as per the Immigration, Asylum and Nationality Act 2006
 - A check on your highest educational achievement(s)
 - A check on your professional qualification(s)
 - A DBS check at the level relevant to your role.

DBS Check Level

- This role requires a DBS check at enhanced with adults barred list level.

Values and Behaviours

- Passionate about the values of Yorkshire Cancer Research (see 'Our Values' below).
- Safeguarding is the responsibility of all employees who must remain aware and vigilant to potential safeguarding breaches and always report any suspicions or incidents following our internal reporting guidelines which will be shared during induction.
- Yorkshire Cancer Research operates a strict 'no smoking' policy throughout our premises, car parks and vehicles. Staff must not smoke whilst wearing charity branded clothing or whilst on duty. If the post holder chooses to, the charity will help and support them to stop completely or temporarily abstain from smoking during their working hours.

Our Values & Behaviours

Our Values

<p>Here for Yorkshire</p>	<p>United by the cause</p>	<p>Think big and bold</p>	<p>Make it happen</p>
<p>The needs of people in Yorkshire come first.</p> <p>They are at the heart of everything we do.</p>	<p>We collaborate with each other and with other organisations; united by the need to <i>Give Yorkshire More Life to Live</i>.</p>	<p>We deliver world-leading research and services.</p> <p>We dare to think differently.</p>	<p>We create and build solutions.</p> <p>We approach our work with positivity, energy and drive.</p>

Our Behaviours

	Behaviours
<p>Here for Yorkshire</p>	<p>The needs of people in Yorkshire come first</p> <p>Yorkshire Cancer Research exists to prevent diagnose and treat cancer in Yorkshire. The needs and interests of people in Yorkshire are at the forefront of what we do, how we think and how we act.</p> <p>People are the heart of everything we do</p> <p>When we develop new plans, projects and activities, we actively seek patient, supporter and/or customer input to inform our approach and decision-making.</p>
<p>United by the Cause</p>	<p>United by the need to <i>Give Yorkshire More Life to Live</i></p>

	<p>We are transparent and open in what we do and what we say, uniting to support one another in achieving our shared goals.</p> <p>We collaborate with each other and other organisations</p> <p>We work to build relationships based on trust and collaboration. We seek to understand the needs and objectives of others to establish the common ground and agree how we can work together to benefit people in Yorkshire.</p>
<p>Think Big and Bold</p>	<p>We deliver world-leading research and services</p> <p>We evaluate worldwide research and we test and we learn in order to drive the greatest advances and impact in cancer research and services. We promote a culture of continual improvement and innovation.</p> <p>We dare to think differently to Give Yorkshire More Life To Live</p> <p>We are ambitious and not afraid to try something new or difficult when it comes to achieving our goals.</p> <p>Nor are we afraid to make difficult decisions when they are in the best interests of those we exist to serve; the people of Yorkshire.</p>
<p>Making it Happen</p>	<p>We create and build solutions</p> <p>We are focused on understanding the impact of our work and the difference it is making. We ensure we are always pushing forward the achievement of our charity's vision.</p> <p>We approach our work with positivity, energy and drive</p> <p>We see every challenge as an opportunity to provide a solution.</p> <p>When it comes to preventing, diagnosis and treating cancer, we deliver pioneering solutions <i>To Give Yorkshire More Life To Live</i>.</p> <p>We pursue our goals with enthusiasm and commitment; always asking 'Can I, and can we, do more?'.</p>

YORKSHIRE CANCER RESEARCH

Job Applicant Privacy Notice

Data controller: Yorkshire Cancer Research (the charity)

As part of any recruitment process, the charity collects and processes personal data relating to job applicants. The charity is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the charity collect?

The charity collects a range of information about you. This includes but is not limited to:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The charity collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The charity will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The charity will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the charity process personal data?

The charity needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the charity needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The charity has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the charity to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The charity may also need to process data from job applicants to respond to and defend against legal claims.

Where the charity relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The charity processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the charity processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

The charity is obliged to seek information about criminal convictions and offences. Where the charity seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the charity will keep your personal data on file in case there are future employment opportunities for which you may be suited. The charity will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment process. This includes members of the HR and senior executive teams, interviewers involved in the recruitment process, managers in the charity's team with the vacancy and IT staff if access to the data is necessary for the performance of their roles.

The charity will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The charity will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The charity will not transfer your data outside the United Kingdom.

How does the charity protect data?

The charity takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. The charity has a Data Protection Policy and an ICT Acceptable Use Policy which apply to all its employees.

For how long does the charity keep data?

If your application for employment is unsuccessful, the charity will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the charity will hold your data on file for a further period of 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new employee privacy statement.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the charity to change incorrect or incomplete data;
- require the charity to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the charity is relying on its legitimate interests as the legal ground for processing; and
- ask the charity to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the charity's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the charity's Company Secretary, Joanne Mornin (joanne.mornin@ycr.org.uk)

You can make a subject access request by contacting the Company Secretary.

If you believe that the charity has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the charity during the recruitment process. However, if you do not provide the information, the charity may not be able to process your application properly or at all.

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