



**Anna Freud**

# Job Profile

<b>Job title</b>	Head of Clinical Services
<b>Reporting to</b>	Co-Director - Clinical Division
<b>Employer</b>	Anna Freud Centre
<b>Salary</b>	£79,000 FTE per annum, plus 6% contributory pension scheme
<b>Location</b>	Hybrid (a mixture of home/onsite working): staff are working onsite for at least 20% of their working hour at our London site (4-8 Rodney Street, London N1 9JH)
<b>Working hours</b>	Full-time (35 hours per week): usual working hours are Monday to Friday, 09:00-17:00. Flexible working is possible.
<b>Holidays</b>	27 days plus Bank Holidays FTE
<b>Term of contract</b>	Permanent

## About Anna Freud

We are a world-leading mental health charity for children, young people and their families. Our purpose is to take everything that we have learned over the last 70 years, and to transform the mental health of current and future generations of children and young people, to close the gap between mental illness and mental wellness - and to create a more compassionate society for everyone. Our vision is a world where all children and young people are supported effectively to enable them to develop their emotional and mental health, build on their strengths and achieve their goals in life. Our mission is to close the gap in wellbeing and mental health by advancing, translating, delivering, and sharing the best science and practice with everyone who impacts the lives of children, young people and their families.

## **Purpose and overview of the role**

The Anna Freud Clinical Division is renowned for creative thinking, clinical innovation and improving outcomes for children, young people and families. Clinical practice and innovation are central to developing new ways of closing gaps in mental health provision and practice and we are looking for an innovative, experienced mental health operational leader to join us in this new role.

The Head of Clinical Services will be responsible for overseeing the operational functioning of the Clinical Divisional work within Anna Freud. They will provide both clinical and managerial supervision, support and guidance to staff within the service supported by the Co-Directors of the Clinical Division.

The post-holder will be also be responsible for ensuring that services meet the agreed key performance indicators (KPIs) and is operating in line with Care Quality Commission (CQC) guidance and ensure that services are effectively monitored and delivered in a cost-effective manner while ensuring that the care given is of the highest standard. They will be responsible for ensuring appropriate information is readily available as required and that this information is maintained and up-to-date.

## **Main responsibilities of the role**

- To work closely with the Co-Directors to establish the appropriate future direction of the service and agree relevant KPIs;
- To provide clinical leadership and line management for senior clinical staff. This will include day-to-day guidance and support to the team, management supervision, performance management, and monitoring service delivery;
- To ensure there is a clear structure and protocol for both managerial and clinical supervision, ensuring all staff have access to support and guidance as required;
- To ensure clinical staff are efficiently and appropriately planning care and deploying their clinical hours effectively;
- To ensure that IAPTUS and Pod databases are up to date and accurate, and able to generate reports/figures/statistics/performance/flow rates and data on clinical outcomes for Anna Freud's leadership team as required;
- To collaborate closely with other Divisional staff, particularly the Schools Division, in the development and delivery of Anna Freud's clinical offer;
- To engage with a wide range of stakeholders, including young people and parents/carers, and ensure service users and carers are fully engaged in the development and delivery of mental health projects and services;
- To ensure the ongoing development and delivery of safe and leading edge clinical practice and governance protocols that reduce risk for service users, carers and staff, and improves experience of the service and leads to better outcomes;

- To work closely with the Head of Operations and other relevant staff to create, update and maintain systems in order to comply with reporting requirements, including CQC;
- To manage the divisional budget with the Co-Directors. This will include supporting Clinical Division staff with the development of cost improvement plans and ensuring that projects and services are delivered within budget;
- To take an active part in clinical meetings and where appropriate to act as chair;
- To take responsibility for and address any professional or practice issues that are detrimental to service user care, give cause for concern or require further consideration or action;
- To work with the team in ensuring that the service provided is culturally sensitive and positively responsive to diversity.

All employee responsibilities:

- To maintain an awareness of and actively follow and promote Anna Freud's policies, including Equal Opportunities, Health and Safety, Safeguarding and Information Governance;
- To complete all Anna Freud mandatory training, including but not limited to Safeguarding, Health and Safety, Equality and Diversity and Information Governance, within the required timescales;
- The welfare of the children, young people and vulnerable adults who come into contact with our services either directly or indirectly is paramount and all staff have a responsibility to ensure that best practice is followed, including compliance with statutory requirements.

### **To be noted**

This is not an exhaustive list of tasks; the employee will be asked to undertake other ad hoc tasks relevant with the scope and purpose of this role. This job description reflects the present requirements of the role, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.

# Person Specification

Before starting your application, please read the below in full to understand the requirements of this role. The key criteria which will help us to assess candidates are listed below. There is guidance to highlight at which stage the criteria will be assessed. **Please ensure all criteria listed to be assessed at application stage are evidenced in your supporting statement.**

Criteria	Assessment Method (Application/Interview)
<b>Qualification/training, experience and/or knowledge</b>	
Postgraduate qualification (mental health related).	Application/Interview
Experience of managing a mental health service, providing leadership and clinical supervision.	Application/Interview
Extensive experience of working clinically with children, young people and families with mental health needs.	Application/Interview
Evidence of continued professional development.	Application/Interview
<b>Skills and/or abilities</b>	
Financial budgeting skills.	Application/Interview
Well-developed interpersonal skills especially when handling conflict and change.	Application/Interview
Excellent administrative and organisation skills.	Application/Interview
Ability to solve practical problems.	Interview

During the interview(s), candidates will be asked at least one question regarding our values, and one question regarding equity, diversity and inclusion (EDI). We expect everyone to actively demonstrate our values and inclusive behaviours in all areas of their work. **Our values and EDI statement can be viewed [here](#).**

## Equal opportunity

We ask our people to share their diversity dimensions with us as it helps us to identify, tackle and prevent any bias appearing across the employee lifecycle at Anna Freud. Monitoring this information allows us to understand how well our efforts to improve diversity, equity and inclusion are working. Your responses will be held securely by our HR team in accordance with our privacy policy and will not be seen by recruiting managers or the interview panel at any stage of recruitment, therefore your responses will not form part of our selection process.

## Further support

We want to ensure all candidates can access and apply for our vacancies equitably, if you require any additional assistance to apply or would like to find out more about the role, please contact us on [recruitment@annafreud.org](mailto:recruitment@annafreud.org). We aim to provide reasonable adjustments where operationally possible for the work that we do.

**Post-interview**

If successful after interviewing, you will be notified verbally with a job offer and pre-employment checks will be initiated.