

1. Job Description

Job Title: KMPT Deputy Peer Lead

Grade: Band 5

Hours: 17 hours (part time)

Department: KMPT Peer Workforce Support Services

Location: Kent & Medway

Reports to: Peer Support Lead

Responsible for: Support and Development of KMPT Peer Workforce

Accountability to: Trust Professional Lead for Allied Health Professions

2. Job Purpose:

- i. To carry out deputised Peer Lead activities in line with wider Peer Workforce Leadership, Peer Workforce Development and directly support current Peer Workforce.
- ii. To have some responsibility for the delivery of peer support and uphold the value of a person centred approach for people accessing KMPT services.
- iii. To contribute to and co-facilitate recruitment of peer support workers (PSWs) alongside direct line managers and service managers.
- iv. To review, update and deliver initial PSW training package to new recruits.
- v. To provide high quality supplementary support for PSWs in the form of regular group supervision.
- vi. To address ad-hoc concerns and queries from PSWs, line managers and other stakeholders at all levels.
- vii. To maintain timely and professional communication with the peer workforce, in order to continually review development needs and aspirations.
- viii. To devise and deliver an ongoing programme of quarterly peer training workshops (East & West localities), in order to support ongoing development.
- ix. To review feedback and reflect on peer workforce outcomes in all settings to inform future outcomes.
- x. To support PSWs to undertake service user interventions in line with their role to a standard that ensures safe and effective care and complies with KMPT codes of conduct and all relevant Trust policies and procedures.

- xi. To work effectively across care groups and throughout the organisation at all levels of practice.

1) Key Responsibilities:

a) Communication.

- i) To demonstrate a comprehensive range of communication skills with PSWs, service users and carers, team members, colleagues and external agencies.
- ii) To effectively work as a member of a diverse and widespread team and contribute to decisions with regard to the peer workforce.
- iii) To actively promote relationships with colleagues that support open communication and supportive working, taking personal responsibility for one's contribution to the process of effective team working.
- iv) To maintain a high standard of written & verbal communication, including formulation of specific reports and project work.
- v) To maintain confidentiality of information in accordance with Trust policies and Codes of Conduct.
- vi) To work alongside wider team members in providing thoughtful, flexible and responsive leadership.
- vii) To make use of all available technologies (telephone, email, call conferencing, skype etc.) to communicate with all relevant stakeholders.

b) Leadership, supervision and appraisal.

- i) To review, reflect and change practice approach through effective use of operational supervision and appraisal.
- ii) To contribute to the supervision and appraisal of PSWs as required.
- iii) To apply leadership skills through the safe management of dedicated projects.
- iv) To demonstrate an ability to identify areas for personal development to improve and enhance knowledge and skills.
- v) To demonstrate an awareness of the effects of one's own limitations in fulfilling some aspects of the role on the mental well being of oneself, and demonstrate ability to seek assistance and guidance from colleagues and to show self-awareness and an ability to reflect and discuss emotions and thoughts in relation to the role.

c) Training.

- i) To initiate, plan and implement the induction, training and education of PSWs and other Trust staff.
- ii) To prepare teams and settings in which new peer support posts are developed.
- iii) To participate in inter-professional training within the service as part of the teams' training and development initiatives.
- iv) To undertake all mandatory training as identified in the matrix pertaining to the role.
- v) To undertake additional training offered in line with professional development plan and continuing professional development needs.

d) Professional ethics and development.

- i) To comply with the code of ethics, values and conduct and national and local procedures and guidelines.
- ii) To respect the individuality, values, cultural and religious diversity of PSWs and service users and contribute to the provision of a service sensitive to those needs.
- iii) Demonstrate an ability to apply increasingly complex skills and knowledge commensurate with establishing higher level leadership practice and demonstrate ongoing personal development through participation in internal and external development opportunities and recording learning outcomes.

e) Service Development and delivery.

- i) To participate in the operational implementation of peer workforce development.
- ii) To participate in service evaluations, research and audit activities and to contribute to implementation of service modernisation and improvement projects.
- iii) To contribute to meeting the Trust's strategic targets and the service needs of the locality which may include financial, workforce development, demand and capacity and outcome monitoring issues.

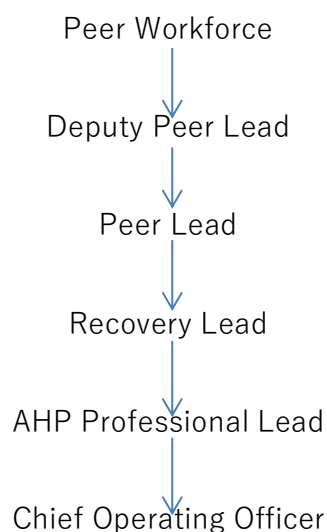
f) Line Management, staff and budgets.

- i) To exercise good time management, punctuality and consistent, reliable attendance.
- ii) Co-ordinate day-to-day meetings with a range of stakeholders, while keeping travel time and expenditure to a minimum.

g) Research and practice development.

- i) To engage in research depending on particular areas of interest to peer workforce development.
- ii) To support any team based research or evaluation activity and to undertake audit work themselves as needed.
- iii) To demonstrate an ability to evaluate current research, apply it to practise and disseminate findings at a local and national level.

Organisational Management & Reporting Structure



Other Information:

Confidentiality

Confidentiality/data protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours) in accordance with professional codes of conduct and relevant legislation such as the Data Protection Act. The post holder should ensure that they are familiar with and adhere to all Trust Information governance policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action may be taken.

Equal Opportunities

Promote the concepts of equality of opportunity and managing diversity Trust wide.

Health and Safety

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors and employees.

Infection Prevention and Control

Employees must be aware of their responsibilities to protect service users, visitors and employees against the risks of acquiring health care associated infections, in accordance with Trust policy.

Professional standards and performance review

Maintain consistently high professional standards and act in accordance with the relevant professional code of conduct. Employees are expected to participate in the performance review process.

Service/Department standards

Support the development of performance standards within the Service/Department to ensure the service is responsive to and meeting the needs of its users.

Finance

All Trust staff will comply with the financial processes and procedures.

Safeguarding Children & Vulnerable Adults

Employees must be aware of the responsibilities placed on them under the Children Act 1989, 2004 and the Trusts Safeguarding Vulnerable Adults Policy.

Code of Conduct

The post holder is required to adhere to the standards of conduct expected of all NHS managers set out in the Code of Conduct for NHS managers. This job description will be subject to regular review and adjustment.

SUMMARY

This job description is an outline of the key tasks and responsibilities of the post and the post holder may be required to undertake additional duties appropriate to the pay band. The post may change over time to reflect the developing needs of the Trust and its services, as well as the personal development of the post holder.