



ROLE TITLE:	Training Hub Manager	REPORTING TO:	Chief Executive GPN
DIRECTORATE:	Training Hub	ACCOUNTABLE TO:	Chief Executive GPN
Salary Band:	£58-£65K		

Cambridgeshire and Peterborough Training Hub provides learning and development opportunities for clinical and non-clinical staff in GP practices across the Integrated Care System (ICS). It aims to attract, support, and develop the general practice workforce at all career stages.

JOB PURPOSE

The Training Hub Manager works alongside General Practice, NHS England Primary Care School, the Integrated Care Board and workforce leads from across the Integrated Care System to support the recruitment and retention of the General Practice workforce.

The Training Hub Manager will develop and deliver a strategy responding to national policy, regional priorities and the needs of the primary care workforce locally. The strategy will include a comprehensive range of quality assured training and development programmes that meet the professional development needs of the workforce.

The role provides leadership to a team of Clinical Educators, Project Managers and support teams and is responsible for the delivery of contractual obligations whilst also identifying and bidding for new contracts.

This is an exciting time for Training Hubs and this role will be integral to ensuring General Practice has the workforce in place to deliver its part of the NHS 10-year Health Plan.

JOB SUMMARY

1. **Leadership:** Lead and manage the Training Hub team
2. **Strategic Direction:** Develop a forward-looking strategy and associated delivery plans
3. **Change Management:** Design and facilitate change management programmes to improve organizational performance.
4. **Bids & Contracts:** Write bids, tenders, and manage contract negotiations with commissioners
5. **Financial Oversight:** Work with the Finance Department to track budgets, forecast spend, and provide monthly reports
6. **Quality Improvement:** Collaborate with Clinical Leads to enhance the quality and consistency of educational placements
7. **Management Reporting:** Oversee timely delivery of management information, reporting on all aspects of Training Hub activity
8. **Workforce Initiatives:** Develop and present proposals to ICS strategic groups to secure support for workforce initiatives in Primary Care.
9. **Primary Care Training Hubs Delivery:** Coordinate and deliver activities outlined in the NHSE ICS Primary Care Training Hubs contract
10. **System-Wide Workforce Strategy:** Engage in system-wide workforce strategies to ensure the primary care workforce's needs and challenges are considered and help shape the ICS governance structure.

KEY RELATIONSHIPS

- Training Hub team
- General Practice and Primary Care Network teams
- ICB Primary Care & Workforce Team
- The Local Medical Committee (LMC)
- NHSE's Primary Care School
- GPN Board and Senior Management Team
- Integrated Care system (ICS) People Board and Sub Committees

MAIN DUTIES AND RESPONSIBILITIES

- To set the direction and provide leadership for the development and implementation of strategic objectives
- To review and implement national policy into local delivery, providing authoritative advice on the implications for the Training Hub and the GP Practices
- To engage with and support the development of system wide workforce strategies and initiatives, ensuring the needs and challenges of the primary care workforce are considered
- To be responsible for contract negotiations with Commissioners
- To ensure the Training Hub is actively engaged in ICS strategic boards and committees, representing Training Hub at various strategic forums
- To manage the Training Hub finances, agreeing budget allocation, providing detailed forecasts against budget lines, working with the Finance Department to report spend against forecast monthly
- To ensure appropriate financial controls are in place to enable delivery of workstreams within the budget allocated.
- To work with Clinical Leads to facilitate the development and embedding of quality improvement initiatives to raise the quality and consistency of educational placements
- To oversee the delivery of high quality and timely management information on all aspects of Training Hub activity
- To work with Clinical Leads to develop and present proposals to ICS strategic groups seeking investment and/or support for workforce initiatives aimed at supporting General Practice
- To deliver presentations to large groups at internal and external events as required
- To coach, mentor and line manage the Training Hub team
- To ensure that all Training Hub projects are planned and managed effectively
- To produce and present written reports to committees, including the People Board, Primary Care Commissioning Committee and Training Hub steering group & GPN Board
- To engage with GP surgeries, PCNs and other key stakeholders on projects and initiatives
- To analyse workforce and performance data identifying areas for collaborative working and/or improvement
- To manage and serve the monthly Steering Group, working with the clinical chair to plan Agenda Items in advance and provide timely update reports

General Standards

Support the Training Hub to achieve our equality, diversity and inclusion (EDI) commitments.

Adhere to GPN's policies and procedures

Treat all information in accordance with the General Data Protection Act 2018

Report any area of concern to the CEO

Health and Safety

Within their own area of responsibility, the post holder will be responsible for assessing the risks to the health and safety of staff, and visitors in line with GPN policies, documents and guidance.

The post holder must ensure that identified risks are reported so that significant clinical and non-clinical risks are included in GPN's Risk Register

The job description and person specification are an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as may reasonably be required by their line manager. The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Training Hub.

Person Specification

Job Title: Training Hub Manager

	Essential Criteria	Desirable Criteria	Measure
Qualifications and Training	Educated to degree level with appropriate management qualification	Appropriate business administrative qualifications and/or equivalent competencies CIPD or coaching / mentoring qualification	Application/ certificate check
Experience	<p>Extensive experience in a complex delivery environment demonstrating delivery of change and operational planning.</p> <p>Experience in the design and delivery of system wide change management programmes</p> <p>Significant Leadership and management experience working with senior management teams and subject matter experts in complex environments.</p> <p>Demonstrated experience of co-ordinating numerous projects in complex and challenging environments</p> <p>Experience of managing and reporting on risks</p> <p>Experience of drafting briefing papers and correspondence at board level</p> <p>Has significant experience as a budget holder for multiple projects managing complex budgets, being an authorised signatory to a certain amount, as well as day to day budget management</p> <p>Understanding and experience of the public sector</p>	<p>Significant and demonstrable management experience in the NHS</p> <p>Demonstrated experience in a Healthcare or GP environment</p>	Application/ Interview

	<p>Significant experience of successfully operating in a politically sensitive environment</p> <p>Experience of tender and bid writing</p> <p>Experience of negotiation with senior stakeholders which may include difficult and controversial issues</p> <p>Experience of managing a large team</p>		
<p>Skills, ability and knowledge</p>	<p>Specialist knowledge in organisational and learning and development.</p> <p>Project and Programme Management methodology</p> <p>Exceptional organisation and administrative skills</p> <p>Excellent oral and written communication skills</p> <p>Able to exercise discretion, high levels of initiative and independent decision making</p> <p>Knowledge and management of complex budgets</p> <p>Ability to prioritise own workload and work to tight time scales</p> <p>Ability to analyse and interpret information, pre-empt, and evaluate issues and recommend an appropriate course of action to address the issues</p> <p>Problem solving skills and ability to respond to sudden unexpected demands</p> <p>High quality relationship management, influencing, facilitation and presentation skills.</p> <p>Strategic thinking, planning and analysis skills, with the ability to develop creative solutions to support the management of change.</p> <p>Presence and credibility to work with the executive team and senior colleagues across the NHS.</p>	<p>A general understanding of the NHS and the way it works.</p> <p>Understanding of education pathways into the NHS</p> <p>Understanding of the training and professional development requirements within the NHS</p> <p>An understanding of primary care and General Practice</p>	<p>Application/ Interview</p>

	Highly organised and able to manage a broad portfolio of activities		
Analytical	<p>Ability to analyse complex issues where material is conflicting and drawn from multiple sources.</p> <p>Demonstrated capability to act upon incomplete information, using experience to make inferences and decision making</p> <p>Numerate and able to understand complex financial issues combined with deep analytical skills</p> <p>Knowledge of Financial Systems e.g. monitoring budget management, processing invoices and procurement</p>		
Personal attributes	<p>Demonstrated capabilities to manage own workload and make informed decisions and working to tight and often challenging timescales.</p> <p>Accepts responsibility and accountability for own work</p> <p>Seeks and uses professional support appropriately</p> <p>Understands the principle of confidentiality.</p>		Application/ certificate check/ Interview
Working within Professional Boundaries	<p>Highly motivated and resourceful</p> <p>Able to maintain high standards of diplomacy and understand the principle of confidentiality.</p> <p>Accepts responsibility and accountability for own work and can define the responsibilities of others</p> <p>Able to establish positive relationships and mutual respect with people at all levels</p> <p>Ability to contribute effectively</p>		Application/ Interview
Self-awareness	<p>Can demonstrate a flexible and adaptable approach</p> <p>Has realistic knowledge of personal strengths and areas for development</p>		Interview

