

SECTION 1

JOB IDENTIFICATION

Job Title: Team Leader – Health Visiting & School Nursing Service
Garioch

Department(s): Aberdeenshire Health & Social Care Partnership

Location: Inverurie Health & Care Hub, Inverurie

Hours: 37 hours per week (decreasing to 36 hours per week 2026)

Grade: Band 7

Salary: £50,861 - £59,159 pro rata per annum

Contract: Permanent

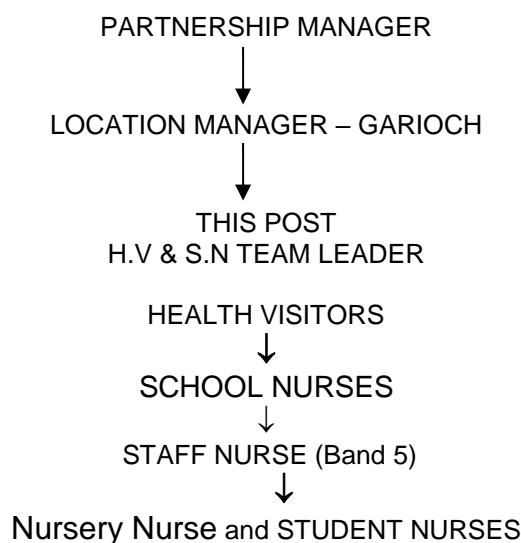
Job Reference: KWG234303

1. JOB PURPOSE:

Responsible for the day-to-day management and co-ordination of the local Health Visiting & School Nursing Team.

Focusing on holistic family health, providing a universal service to families and individuals in the community, working in partnership with the Primary Care Team and external agencies promoting Public Health.

2. ORGANISATIONAL POSITION



3. SCOPE AND RANGE

Health Visiting/School Nurse

- To provide a health visiting/school nursing/public health service to Practices across Garioch.
- Core services include ante natal and post natal care ; Screening, development reviews and health promotion for 0-5 years; Child protection work. Working with partner agencies, both statutory and voluntary, in various community settings.
- Core Services with the school nursing service – immunisations, public health, child protection work

Managerial

- The nursing team comprises Health Visitors, School Nurses, Nursery Nurses. There are always student nurses in place and on occasion a post graduate student. There are clerical officers supporting the team
- Managing team budget within a Locality.
- Team Leader carries continuous responsibility for the health care management of the client group together with the responsibility for the leadership and management of the associated nursing team.

5. MAIN DUTIES/RESPONSIBILITIES

MANAGERIAL

- Provide support to others within the team.
- Demonstrates ability to delegate to staff effectively in order to achieve optimal use of time and resources.
- Manages available resources, how they should be most effectively used – including budgets, human resources, economy in the use of supplies and an awareness of stock control systems.
- Manages the care and maintenance of team stock/equipment
- Recruitment and selection of staff/orientation of all new staff members.
- Professional, Assessment and Development interviews/organisation of training and development of staff.
- Manpower documentation i.e. timesheets/mileage forms for payroll.
- Responsible for sickness and absence.
- Disciplinary procedure.
- Managing stock control.
- Health and Safety, within the building and for ensuring lone working staff are safe working.
- Premises and facilities.
- IT/training issues.
- Budget management.
- Dealing with complaints internally and from external sources.
- Monitoring quality of service provided to clients in their home.
- Attending multi disciplinary meetings as required.
- Providing regular clinical supervision to staff within team.
- Actively contributes to the Locality Management Team

ORGANISTIONAL

- Fully participates as effective team leader and member of the extended team.
- Maintains and develops personal and professional knowledge, demonstrating clinical and professional nursing expertise to an agreed standard based on current available research and evidence, thus acting as a role model.
- Practices and promotes confidentiality at all times.
- Demonstrates ability to listen effectively to other points of view.
- Leads a team and communicates with all colleagues in a professional manner.
- Demonstrates knowledge and proficient in implementing NHS Grampian local policies and procedures.
- Is responsible for ensuring that written communications are accurate, appropriately and neatly recorded, adhering to NMC/NHS Grampian/local policies at all times. Is cognisant of the Data Protection Act.
- Demonstrating ability to address issues arising in a professional and discreet manner whilst knowing their limitations.
- Demonstrates an understanding of an adherence to local and national Health and Safety policies and procedures.
- Practices enhanced negotiation, influencing and conflict management skills.

PROFESSIONAL DEVELOPMENT

- Responsible for provision of skilled and competent high quality care in a community setting.
- Acts as a positive role model for all disciplines of staff.
- Demonstrates commitment to developing clinical skills and expertise.
- Demonstrates an understanding of research.
- Initiates and develops audits of serviced delivery, implements findings to improve patient care.
- Maintains responsibility for own personal development
- Ensures good communication and liaison with Practice Educators and Institutions for Higher Education in order to foster an environment that is conducive to learning, enquiry and research.
- Contributes to the education and development of staff within the service to ensure staff knowledge is maintained to a high standard to enable evidence based care to be delivered.
- Demonstrates willingness to further develop own management skills.

SERVICE DELIVERY

- Ensures the provision of continuity of care for all patients in the service.
- Monitors care delivered to patients/clients against evidence based policies and protocols to ensure maintenance of and where possible improve standards of care.
- Supports senior colleagues in contributing toward the future development of the service.
- Demonstrates positive attitude to suggest changes in practice through the introduction of evidence based care.
- Demonstrates an awareness of future service redesign in accordance with local and national priorities.
- Leads/contributes to relevant focus groups in order that services within the community nursing remit are continually developed and updated.
- Takes responsibility for ensuring staff adherence to the NHS Grampian Risk Management Strategy within own work areas thus ensuring the health and safety of staff and patients.
- Investigate complaints and clinical incidents within the service, making recommendations to prevent recurrence and reports findings to the Locality Manager.

CLINICAL CARE

- Responsibility and management of a clinical caseload including liaison with other agencies and where appropriate delegation of duties
- Continuing responsibility for the assessment of care needs, the development, implementation and evaluation of care plans and the setting of standards of care
- Responsible for the appropriate delegation of work, supervision and support, including training of nursing staff within the team
- Responsible for the supervision, deployment and teaching of staff and/or students as appropriate
- Monitor quality of services
- Assess local Health Visiting needs of patients/clients and implement appropriate care plans
- Responsible for leading the clinical governance agenda as it pertains to the team

PROFESSIONAL LEADERSHIP

- Lead Health Visitor/School Nurse professional within team
- Maintain team activities within NMC, professional and local policy framework and guidelines
- Implement clinical supervision with team
- Ensure all staff meet TURAS objectives by regular appraisal
- Develop and enhance the role of Health Visiting and Public Health in primary care
- Continual redesign of the community team to meet the practice population's needs

6. SYSTEMS AND EQUIPMENT

- IT system is working and staff are trained appropriately for their level of usage
- All items of equipment are regularly serviced to ensure safety for patients and staff.
- Appropriate training given for their use.
- Responsible for the accurate completion of facilitating smooth operational policies.
- Annual leave sheets/parental leave
- Pharmacy, stock and pad orders
- Payroll, timesheets/mileage

7. DECISIONS AND JUDGEMENTS

- The postholder must always work within the NMC Code of Professional Conduct.
- The postholder will have ongoing responsibility for the service delivery
- The postholder works unsupervised and has wide ranging discretion in decision making.
- The postholder will use their own initiative and be able to make sound and rational clinical and managerial decisions and remain focused and directed throughout the process.
- The postholder will remain objective and supportive of others at all times.
- Liaising and working with a range of statutory and voluntary organisations in planning and delivering care in the community.
- Seek to develop multi-skilling and flexibility of role/work undertaken.

8. COMMUNICATIONS AND RELATIONSHIPS

The main focus of communication for the postholder is to be a central point of management contact and knowledge for all members of the multidisciplinary team to ensure that the optimum care is delivered to the patient. The postholder must therefore possess very good interpersonal skills and participate in cross boundary working.

Internal

With immediate primary care team, colleagues in wider nursing team, junior staff and students. With patients/clients and their families. The postholder will be required to utilise all appropriate communication skills to defuse situations as required.

External

The postholder is required to communicate verbally and through writing/meetings with hospital liaison services, wide core team, other hospitals out with NHS Grampian, external organisations and bodies e.g. Higher Educational Institutions, professional bodies. External will encompass private, public and voluntary agencies.

Staff spokesperson within the GP practice.

9. PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE JOB

- Moderate physical effort
- Lone worker
- Ability to work in a sustained and focused manner
- Adaptability and flexibility in order to balance clinical and managerial commitments from the same desk
- Moving and handling skills
- Violence and aggression awareness
- Driving
- Keyboard skills

10. MOST CHALLENGING / DIFFICULT PARTS OF THE JOB

- Management of budget to meet the needs of the service whilst making financial savings
- Using own initiative in managerial situations and generation of ideas in order to meet the strategic needs of the service
- Acting as a change agent in terms of organisational issues and future strategy and service redesign
- Conflict resolution and assisting in dealing with complaints.
- Balancing and prioritising 2 different roles.
- Balancing and prioritising own accountability within the priorities of
 - a) Self (ultimately the NMC)
 - b) Patients/clients
 - c) Colleagues
 - d) NHS G
 - e) The need of general practice
 - f) External statutory and voluntary agencies
- Child protection work and involvement in cases of domestic abuse
- Unpredictable work environment that can be both physically and emotionally demanding.

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- The postholder is required to be a registered nurse with current Nursing and Midwifery Council registration.
- Health visitor / public health post registration qualification at degree level
- Masters degree or demonstrable equivalent experience
- Extensive knowledge and participation in NHS Grampian policies and procedures relevant to the management and clinical area
- Evidence of well developed written and verbal communication skills.
- Commitment to lifelong learning and personal development plan.
- Ability to work with own initiative.
- Evidence of ability to adapt with changing service needs.
- Demonstration of evidence-based practice based on research and audit.
- Mentorship abilities
- Nurse prescribing qualification
- Adaptability and flexibility
- Community experience in chosen specialty
- Community management experience at Band 6 or above
- Evidence of effective management and leadership skills
- Computer literacy
- Car Driver/Owner or access to a car

PERSON SPECIFICATION

POST/GRADE: Team Leader – Health Visiting & School Nursing Service

LOCATION: Garioch Locality

WARD/DEPARTMENT: Inverurie Health & Care Hub, Inverurie

GENERAL REQUIREMENTS

Factor	Essential	Desirable
Qualification & Experience	<p>Registered Nurse, Public Health/Health Visiting degree</p> <p>Post holder should be able to demonstrate expert clinical and professional practice developed through experience and theoretical knowledge.</p> <p>Knowledge of GIRFEC process</p> <p>Evidence of previous Management skills and decision making</p> <p>Leadership experience</p> <p>Practice Supervisor/Practice Assessor</p>	<p>Experience in case supervision</p> <p>Evidence of Operational competencies.</p> <p>Working towards or having a masters degree</p>
Circumstances & flexibility	<p>Excellent Interpersonal skills</p> <p>Ability to motivate others with reference to Policies, Procedures and Legislation.</p> <p>Ability to take lead role and assist others to manage their workload. Able to appraise and develop other staff, using Knowledge and Skills framework.</p> <p>Ability to maintain professional and personal credibility across all staff groups</p> <p>Ability to lead teams, lead practice and continuous professional development, work effectively as part of a multi-professional / multi-agency team.</p>	

	Ability to undertake clinical duties within each service Computer and information literacy	
Particular requirements of the post	Reliable, organised, calm under pressure. Ability to address and manage conflict. Able to motivate self and others. Personal motivation and enthusiasm for the development of nursing, patient care and the enhancement of the patients experience of care	
Level of Disclosure check required	Full PVG	