



## SAPHNA PROFESSIONAL OFFICER – ROLE DESCRIPTION

**Role:** Professional Officer

**Responsible to:** Chief Executive Officer/Chief Operating Officer

**Accountable to:** Board of Trustees

### Overview of role

The role of Professional Officer provides professional leadership for SAPHNA as well as providing day-to-day operational management and strategic direction. The post holder will influence policy and practice in school and public health nursing across England, Scotland, Wales, and Northern Ireland to support and champion the school and public health nursing workforce and ultimately improve outcomes for children and young people, their families and their communities. The Professional Officer role is integral to ensure that the SAPHNA strategy agreed by the Board of Trustees is implemented and that SAPHNA's aims and objectives are achieved, that all its resources and activities, including staff, budget, programmes and projects, are effectively managed. The Professional Officer role will ensure that the organisation is well-run and in accordance with charity commission law and good governance practice.

### Person Specification

We are looking for a Professional Officer that:

- Is a Registered Nurse (child, adult, MH, LD)
- Has a SCPHN Qualification (School Nursing)
- Has a Leadership qualification at master's level or demonstratable experience
- Is a strong team player with a track record of successful leadership: leading, developing and growing teams and organisations through change
- Has drive, energy and enthusiasm for new challenges
- Is a skilled communicator (interpersonally; public speaking; media; writing)
- Has understanding of public health issues and the political environment
- Is a broad networker with proven influencing skills
- Has management skills, including budget management, IT, and project management skills
- Has analytical skills and strategic thinking
- Is a self-starter, able to work on own initiative and manage a wide range of competing priorities effectively
- Has experience of managing people and other resources
- Has the ability to achieve credibility with key stakeholders (policy makers, health practitioners, potential & existing funders, media)



## Detailed role responsibilities

### **Leadership and strategy**

- Contribute to development of, and lead implementation of, the SAPHNA strategy, ensuring regular review of progress and sign-off by the board.
- Produce annual business plans in collaboration with the CEO/COO.
- Enable the organisation to articulate its corporate philosophy and values and ensure these are consistently applied across the organisation.
- Create, lead, and manage a cohesive and diverse leadership team to take forward and achieve the SAPHNA's objectives.
- Lead and coordinate the Expert Advisory Group members and external consultants.
- Contribute to the production of budget, staffing, and business plans to ensure delivery of the SAPHNA's strategy.
- Maximise cost efficiencies & effectiveness wherever possible.

### **Budget responsibility**

- Support with the development of a draft annual budget, taking account of anticipated income from all sources, for approval by the Board of Trustees.
- With the accountants, support with monitoring the budget regularly to ensure untoward variance is identified and acted upon.
- In collaboration with the CEO/COO, develop and implement a robust and realistic fundraising strategy, diversifying income and exploiting relevant opportunities.
- In collaboration with the CEO/COO, ensure completion, sign-off by the board and reporting to the Charity Commission of the annual accounts.

### **External profile and influence**

- Network nationally and internationally to raise the profile of the SAPHNA, extend its sphere of influence, attract funding, and deliver SAPHNA's objectives.
- Form effective and influential alliances with governments in England, Wales, Scotland and Northern Ireland, to influence healthcare and related policy.
- Form multi-professional alliances and partnerships with voluntary organisations, emerging leaders, new organisations, and other relevant stakeholders, to assist in achieving the SAPHNA's objectives.
- Lead, influence, support and develop the quality of school nursing nationally through SAPHNA, and through an effective communications strategy and campaigns, working in collaboration with the CEO/COO.
- Identify opportunities to initiate and develop effective projects and programmes with all existing supporters and stakeholders and seek out funding and resources to implement them.



- Respond to policies, practices, reports, and events that may impact on the quality of school nursing in England, Wales, Scotland and Northern Ireland, keeping the board and staff informed and incorporating appropriate programmes of action into the business planning process.

### **Governance**

- Ensure the SAPHNA always operates within its agreed budget, and in line with its charitable objects, and its legal obligations as a charity
- Ensure that proper employment, health and safety, and equality and diversity policies and practices are in place.
- Ensure that staff are well managed, supported, appraised and developed appropriately.
- Anticipate and alert the board to any legal or compliance issues that may arise.
- Keep an up-to-date risk register for SAPHNA and ensure compliance with mitigating actions.
- Liaise with the charity's solicitors, auditors, and other advisors as required.

### **Working with Board**

- As agreed with the Chair, develop policy proposals and business plans for discussion and decision by board.
- Ensure appropriate presentation and reporting to the board at its quarterly meetings on the progress of the organisation, and on all matters relevant to the discharge of its responsibilities.
- Contribute to Committees of the board where required and relevant.
- Advise the board on all relevant matters.

### **Key working relationship**

- Chair of Board and all Trustees
- Staff
- Members

### **Key external relationships**

- Departments of Health in England, Scotland, Wales, Northern Ireland
- OHID/UKSHA
- ADPH/LGA
- QNI
- National voluntary organisations for children and families
- Professional, regulatory and representative bodies: Royal Colleges, Nursing & Midwifery Council, health Unions, Nursing charities etc



- Educational institutions and related bodies e.g., Council of Deans for Health, UKSC, Academies, Institutes, NFSHE
- Partner/funder organisations