

OXPIP Head of Clinical Services

Job Description

Introduction

The Head of Clinical Services leads the development and delivery of our parent-infant psychotherapy services. This includes specific responsibility for the recruitment, management and leadership of clinical staff, delivery and development of high-quality services informed by OXPIP's model of psychodynamic/psychoanalytic parent-infant therapy, and for ensuring clinical quality.

The Head of Clinical Services is responsible for ensuring excellent safeguarding practice in the organisation.

This role reports to the CEO directly. There is a Board of Trustees who are responsible for the Governance of the organisation including management of the CEO.

Along with the Head of Training, the Head of Clinical Services may be required to deputise for the CEO from time to time.

About OXPIP

We are a pioneering charity with a national reputation as a specialist in the field of parent-infant psychotherapy. For over 25 years we have helped parents and their babies to build close and loving relationships from the start of life. Our vision is to contribute to a more responsible and empathetic society through an intensive focus on positive early relationships and emotional well-being.

Oxford Parent-Infant Project (OXPIP) is a charity which:

- delivers specialist parent-infant psychotherapy to parents and carers in Oxfordshire, and their babies, who need some help to form a secure attachment. We work with parents and infants from conception up to the age of two.
- provides national and international specialist parent-infant therapy training.
- supports awareness raising and policy change, regarding the importance of parent and infant relationships and mental health, locally and across the UK.
- raise awareness of early intervention and the importance of attachment, and to influence policy and service development around these issues at both local and national level.

Safeguarding

OXPIP is fully committed to safeguarding and protecting the welfare of all children and taking all reasonable steps to promote safe practice and protect children from harm, abuse and neglect. OXPIP recognises its duty of care to safeguard children as detailed under the Children Acts' 1989 and 2004 and Working Together to Safeguard Children 2015. OXPIP acknowledges its duty to act appropriately with regards to any allegations towards anyone working on its behalf, or towards any disclosures or suspicion of abuse. OXPIP supports and adheres to the United Nations Convention on the Rights of A Child (UNCRC).

OXPIP believes that:

- The welfare of all children and young people is paramount. We treat infants as individuals entitled to dignity and respect.
- Every child has the right to equal protection from harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, their parents, carers and other agencies is essential in promoting young people's welfare.
- We are all responsible for raising awareness of best practice.
- Safety is the responsibility of all members of OXPIP.

We adopt and apply safer recruitment practices for all staff, trustees and volunteers.

Please refer to OXPIP's Safeguarding Policies for more details by clicking [here](#).

Equality and Diversity

OXPIP is committed to eliminating prejudice and discrimination in all its work, including in recruiting, promoting and developing staff. We are committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills, free from prejudice, discrimination or harassment, and in which all decisions are based on merit. OXPIP will recruit the person who best matches the requirements of a vacant post.

Please refer to OXPIP's Employment and Diversity Policy for more details by clicking [here](#).

Role Title:	OXPIP Head of Clinical Services
Location:	Oxfordshire, with infrequent national travel
Base	Main OXPIP office, Kidlington, with satellite project bases across the county Flexible hybrid working as appropriate.
Reporting to:	CEO
Type of post:	Permanent, subject to 6-month probation period
Offer subject to:	<ul style="list-style-type: none"> • Enhanced DBS check • Two satisfactory references
Liaison with:	<p>Within OXPIP:</p> <ul style="list-style-type: none"> • Board of Trustees • Head of Training • OXPIP Clinical Team • Office Team e.g. Operations Manager and Administrator • OXPIP Freelance Clinicians <p>Outside OXPIP:</p> <ul style="list-style-type: none"> • Service leaders in relevant Statutory Organisations and Voluntary Organisations • Referring Agencies (GPs, Midwives, Health Visitors, Social Workers, Community Mental Health Team) • Funders, donors and commissioners

<p>Main Purpose of the Role:</p>	<p>As Head of Clinical Services:</p> <ul style="list-style-type: none"> • To provide clinical and safeguarding leadership to the clinical team so they can deliver high-quality, psychodynamic parent-infant therapy services • To have overall clinical responsibility and be the named safeguarding lead for the organisation • To ensure the efficient delivery and running of clinical services provided by employed and freelance therapists • To lead on all aspects of clinical quality assurance • To recruit, induct and manage clinical staff and implement workforce development • To support the health and wellbeing of clinical staff through a range of mechanisms including caseload management, and facilitation of individual and team reflection • To ensure to effective functioning of the clinical team <p>You will work collaboratively to support the CEO to:</p> <ul style="list-style-type: none"> • Develop and communicate OXPIP’s strategy • Plan workforce and service development • Ensure all our public facing communications are clinically appropriate and high-quality • Write policies and procedures which ensure our services are safe, effective and high-quality • Manage the clinical budget • Develop and manage relationships with commissioners and funders • Represent OXPIP externally on a local and national level • Ensure our routine outcome measurement tools are appropriate and evidence-based <p>You will work collaboratively with the Head of Training to:</p> <ul style="list-style-type: none"> • Ensure clinical quality and appropriate resourcing of OXPIP training <p>You will work collaboratively to support our administration colleagues to:</p> <ul style="list-style-type: none"> • Ensure routine outcome measures are used and the data recorded correctly • Find, assess and organise appropriate clinical venues
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<p>Main Responsibilities:</p>	<p>Clinical Management</p> <ul style="list-style-type: none"> • Ensure a high-quality client journey, including referral, data processing, waiting list, allocation, treatment and discharge, delivered by the Referrals Co-ordinator, other clinicians and clinical administrator • Manage requests for clinical work where the child is on a Child Protection Plan. • Work with the referrals co-ordinator to ensure the waiting list is managed actively, ensuring safety of clients and staff • Manage the delivery of OXPIP consultation and supervision activities • Ensure the delivery and development of clinical services, including line managing employed and freelance clinicians, casework management, and clinician allocation to geographic areas • Lead on all aspects of clinical quality assurance including clinical information recording and governance, outcome measurement, organising high-quality supervision and continuing professional development • Identify, report, and manage clinical risks, escalating as required • Recruit, induct and manage clinical staff to include annual appraisals, continuing professional development plans, and monthly peer group supervision • Work collaboratively with the admin team to ensure clinicians have appropriate, affordable, accessible clinical venues to work from • Collaborate with community partners such as midwives, health visitors and community centres to ensure OXPIP services continue to be well-located, well-understood and well-regarded • Work collaboratively with the Head of Training to ensure clinical quality of and clinician availability for OXPIP's training delivery • Ensure OXPIP clinical policies and procedures are up to date, legally compliant, implemented and audited • Ensure our clinical outcomes are appropriately and robustly measured and reported, our consent processes are exceptional, client feedback and case studies are captured and all clinical practice is based on sound theory and knowledge • Working with the CEO, manage requests for access to clinical notes • Inform organisational strategy development including development of services and staff, fundraising and other relevant strategies <p>In negotiation with the CEO, there may be an opportunity to have a small clinical caseload</p>
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Funding

- Work with the CEO to secure prospective trusts and donors
- Contribute to fundraising applications including ensuring that good case study examples demonstrate how funds help specific individuals
- Manage strong and positive relations with donors/trusts and provide ongoing update reports including clinical data

Organisational Management

- Attend Trustee Meetings, maintain an effective working relationship with the CEO, Chair, Treasurer, and the Board of Trustees, providing the Clinical Report and other information as requested
- Meet regularly with the CEO, Head of Training, Operations Manager and Senior Therapists to ensure the smooth running of the organisation as a whole
- The Head of Clinical Services may be required to deputise for the CEO from time to time
- Collaborate closely with the CEO to lead organisational reviews and developments
- In conjunction with the CEO and Operations Manager, ensure that OXPIP efficiently maintains accurate records, collects statistical data and stores and uses information in accordance with OXPIP's policies and protocols and the Data Protection Act.
- Contribute to the content of OXPIP's Annual Report and other publications
- Lead Clinical Issues and Peer Supervision meeting, and other meetings when required

Communications

- Ensure effective communication amongst the clinical team including by providing regular updates at team meetings
- Ensure clinical resources for external audiences are appropriate and high-quality, including working with the Head of Training to ensure the clinical quality of training materials
- Work with comms and admin colleagues to ensure all our external clinical messaging is appropriate and high-quality.

- In collaboration with the CEO, represent OXPIP externally, communicating effectively with a wide range of stakeholders and partners at events and in local media as appropriate

Strategy and Policy

- To support the CEO to understand, influence and develop policy at local, regional and national levels to further the emotional wellbeing of babies
- To assist and advise the board of trustees and CEO in the development of strategic plans
- To inform OXPIP policies and procedures which ensure all staff consistently act in the best interests of OXPIP, comply with good risk management and all relevant legislation (including charity law, company law, employment law, HSAW and data protection law), and regulations including requirements in respect of safeguarding children and vulnerable people

Finance

- Work with the CEO to ensure the appropriate setting, management and review of clinical budgets and the delivery of cost control activities

Human Resources

- Provide effective line management for all clinical staff including all aspects of appraisal, performance management and disciplinary action if necessary
- Ensure clinical staff are regularly updating their knowledge and skills and applying these to deliver high-quality clinical work
- Ensure relevant opportunities are provided for appropriate professional development, and support and monitor their uptake
- Liaise with the CEO to ensure these procedures are in line with the performance management and development of non-clinical staff
- In collaboration with the CEO and Operations Manager, oversee the development and ongoing maintenance of all OXPIP's HR policies and procedures and ensuring that they are fit for purpose
- Oversee the recruitment and management of all clinical staff
- Maintain personal CPD and professional training including safeguarding
- Complete all mandatory training as required

	<p>Other</p> <ul style="list-style-type: none"> To provide such other activities as may be required from time to time in relation to this post.
<p>Conditions of employment:</p>	<p>Salary £62,215 (full-time equivalent for a 37.5 hr/week post) on a pro rata basis</p> <p>Annual leave 30 days per annum pro rata + statutory holidays as per the Booking Leave Policy</p> <p>Pension, employer contribution 6%</p> <p>Safeguarding and other mandatory training is provided. Further CPD opportunities are also available.</p>

Person Specification

Requirements	Essential / Desirable	Method of Assessment
Qualifications		
Hold a degree or equivalent relevant to the practice of parent-infant psychotherapy	Essential	Application
Accreditation with a relevant professional body, e.g. BACP, UKCP, BPC, ACP, BPS, HCPC or equivalent	Essential	Application
Infant Observation	Essential	Application
Recognised psychodynamic/psychoanalytic supervision training	Desirable	Application
Knowledge		
An excellent knowledge and appreciation of psychodynamic and psychoanalytic approaches as well as an openness to other therapeutic interventions, e.g. Video Interaction Guidance	Essential	Interview/Application
An understanding of the importance of relationships in early life	Essential	Interview
Understanding of infant mental health, attachment, and child development	Essential	Application/Interview
A completed CPD record which demonstrates good commitment to continuing professional development	Desirable	Application
Experience		
Managing and working with safeguarding and child/vulnerable adult protection issues	Essential	Application/Interview
Minimum of two years post-qualification therapeutic work with parents and infants under 2	Essential	Application/Interview
Supervision of skilled professionals	Essential	Application/Interview
Caseload management of skilled professionals	Desirable	Application/Interview
Consultation and training for professionals	Desirable	Application/Interview

Requirements	Essential / Desirable	Method of Assessment
Line management of skilled professionals	Desirable	Application/interview
Managing teams	Desirable	Application/Interview
Clinical leadership role	Desirable	Application/interview
Working in the voluntary sector	Desirable	Application/Interview
Experience of developing and maintaining clinical standards, policies and procedures	Desirable	Application/interview
Contribution to fundraising applications or reporting	Desirable	Application/Interview
Qualities		
Ability to work in a way that promotes the safety and wellbeing of children and young people	Essential	Application/Interview
Commitment to OXPIP's psychodynamically informed approach of working with babies and their families	Essential	Application/ Interview
Affable, calm, caring, diplomatic, collaborative	Essential	Interview
Can strike a balance between thoughtful consideration and working at pace	Essential	Interview
Driven by a desire to protect and strengthen children's rights and wellbeing	Essential	Application/interview
Can attend to detail and the bigger picture	Desirable	Interview
Skills		
High standards of written and spoken communication; an articulate and confident public speaker	Essential	Application/interview
Able to quickly build rapport and relationships, good negotiation and conflict resolution skills	Essential	Interview
Able to champion and promote OXPIP's work within the early intervention field	Desirable	Application/interview

Requirements	Essential / Desirable	Method of Assessment
Understanding and ability to talk about the impact of psychotherapeutic interventions to a range of non-clinical people such as funders and commissioners	Essential	Interview
Additional Skills		
Computer literate i.e. Microsoft Office applications (word/excel) and email; ability to learn to use clinical management system (OASIS)	Essential	Application
Familiar with professional communications practices such as social media	Desirable	Application
Other		
Able to work Wednesdays, for a 8.45am start in Kidlington plus flexibility to attend face-to-face meetings in Kidlington as required	Essential	Application
Able to travel to main office in Kidlington and other venues around Oxfordshire	Essential	Application
Able to work from home or off-site	Essential	Application