

# HEAD OF CANCER SERVICES

## Candidate Pack



## Job Summary

*\*\*This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone\*\**

- The Head of Cancer Services leads and improves cancer care across the Trust.
- They make sure the Trust meets national cancer standards and provides safe, high-quality care.
- They plan and develop services so patients are seen faster and have a better experience.
- They manage performance, budgets, staff, and resources to keep services running well.
- They work closely with doctors, nurses, managers, and outside partners to improve cancer pathways.
- They help shape long-term plans for cancer care across the region and represent the Trust in system meetings.

## Job Description

<b>Job title:</b>	Head of Cancer Services
<b>Grade:</b>	Band 8C
<b>Site:</b>	The Royal Shrewsbury Hospital with cross site working at The Princess Royal Hospital, Telford
<b>Accountable to:</b>	Associate Chief Operating Officer
<b>DBS required:</b>	No

## Job Purpose

- The Head of Cancer Services is a senior operational and strategic leader responsible for the delivery, performance, quality, and continuous improvement of Cancer Services across The Shrewsbury and Telford Hospital NHS Trust.
- The post holder will provide visible, credible leadership across tumour sites and cancer pathways, ensuring delivery against national cancer standards, NHS Long Term Plan ambitions, and Integrated Care System (ICS) priorities. They will lead transformation of cancer pathways to improve access, experience, outcomes, and productivity, while maintaining the highest standards of safety and governance.

- The role requires strong system leadership, effective partnership working with the West Midlands Cancer Alliance, commissioners, primary care, and voluntary sector partners, and the ability to lead complex change at scale

## **Key Responsibilities**

### **Strategic Leadership & Service Development**

- Provide strategic leadership for Cancer Services, translating national policy, NHSE guidance, and ICS priorities into deliverable local plans.
- Lead the development and implementation of a Trust-wide Cancer Strategy, aligned with the NHS Long Term Plan and Cancer Alliance priorities.
- Drive service transformation across cancer pathways, including early diagnosis, faster diagnosis standards (FDS), personalised care, and recovery.
- Represent the Trust at Cancer Alliance, ICS, and regional forums, acting as the senior operational cancer lead.

### **Operational Performance & Delivery**

- Hold overall responsibility for operational performance across cancer pathways, including delivery of:
  - Faster Diagnosis Standard (FDS)
  - 31- and 62-day standards
  - Waiting time and pathway efficiency
- Use data and intelligence to proactively manage demand, capacity, and flow across complex, multi-disciplinary pathways.
- Lead recovery and resilience planning, including backlog reduction and sustainable performance improvement

### **Quality, Safety & Governance**

- Ensure robust clinical governance arrangements are in place across Cancer Services, including incident management, risk registers, and audit.
- Work closely with Clinical Leads, Lead Cancer Clinician, and MDTs to ensure evidence-based practice and continuous quality improvement.
- Ensure patient safety, patient experience, and equity are central to all service decisions.
- Support CQC readiness and compliance with regulatory and assurance requirements

## Financial & Resource Management

- Be accountable for the effective management of Cancer Services budgets, ensuring delivery of financial plans and efficiency programmes.
- Identify and deliver cost improvement and productivity opportunities without compromising quality or safety.
- Lead business case development for service investment, workforce expansion, and capital bids.

## Workforce Leadership & Culture

- Provide inspirational leadership to the cancer services team, senior managers, cancer and administrative and operational teams.
- Foster a culture of compassionate, inclusive, and accountable leadership, aligned with Trust values.
- Support workforce planning, recruitment, retention, and development across Cancer Services.
- Promote multidisciplinary working and strong relationships between clinical and operational teams

## Partnership and System Working

- Build strong collaborative relationships with:
  - o West Midlands Cancer Alliance
  - o Integrated Care Board (ICB)
  - o Primary care and community services
  - o Voluntary and third-sector organisations
- Contribute to system-wide cancer initiatives, pathway redesign, and population health approaches.
- Act as a senior Trust ambassador for cancer services internally and externally

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to Master’s degree level or equivalent experience</li> <li>• Evidence of continued professional development</li> <li>• Leadership or management qualification (or equivalent senior leadership experience)</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in healthcare leadership, service improvement, or quality improvement</li> <li>• Coaching or mentoring qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant senior management experience (Band 8b/8c or equivalent) within the NHS</li> <li>• Proven experience of leading cancer services or complex clinical pathways</li> <li>• Demonstrable success in delivering performance against national targets and standards</li> <li>• Experience of leading large-scale service transformation and change programmes</li> <li>• Experience of managing complex budgets and delivering financial balance</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with a Cancer Alliance or at regional/system level</li> <li>• Experience of leading digital or pathway redesign initiatives within cancer services</li> <li>• Experience of CQC inspection and regulatory assurance processes</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of system-level working across organisational boundaries</li> </ul>	
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• In-depth understanding of: <ul style="list-style-type: none"> <li>o National cancer policy and performance standards</li> <li>o NHS Long Term Plan and cancer priorities</li> <li>o Cancer pathways, MDT working, and diagnostics</li> </ul> </li> <li>• Strong analytical and data interpretation skills, with the ability to use insight to drive improvement</li> <li>• Excellent leadership, influencing, and negotiation skills</li> <li>• Ability to manage complexity, ambiguity, and competing priorities</li> <li>• Highly developed communication skills, both written and verbal</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of population health approaches to cancer</li> <li>• Experience of improvement methodologies (e.g. QI, Lean, PDSA)</li> <li>• Understanding of digital transformation in cancer services</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Credible, visible, and compassionate leader</li> <li>• Values-driven and committed to equity, diversity, and inclusion</li> </ul>	

	<ul style="list-style-type: none"> <li>• Resilient, adaptable, and able to lead under pressure</li> <li>• Politically astute with strong system awareness</li> <li>• Patient-centred, with a clear focus on improving outcomes and experience</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to travel across Trust sites and partner organisations</li> <li>• Willingness to work flexibly to meet service needs</li> </ul>	

## General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

## Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself;
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff;
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development;
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

## Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential and sensitive nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.

- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

## Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

## Safeguarding Children and Vulnerable Adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
  - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
  - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

## NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity

and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

## **Social Responsibility**

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

## **Continuous Improvement**

The Shrewsbury and Telford Hospital NHS Trust aims to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

## **Equal opportunities and diversity**

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and

dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

