

Sheffield Children's NHS Foundation Trust	Department: Sheffield Diagnostic Genetics Service
Title: Job Description: Deputy Head of Service	Document reference number: 403.024

HR Use only
AFC code:



SHEFFIELD CHILDREN'S NHS FOUNDATION TRUST

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Deputy Head of Service (Oncology or Rare Disease)

Department: North East & Yorkshire Genomic Laboratory Hub (NE&Y GLH)
At a named GLH site with some requirement to travel across all NE&Y GLH sites

Responsible to: Head of Laboratory

Accountable to: NE&Y GLH Lead Scientist

Band: 8b

2. JOB PURPOSE

- Work closely with and deputises for the NE&Y GLH Lead Scientist(s) to ensure NE&Y GLH is at the forefront of National Genomic Testing Service and is underpinned by all appropriate structures (scientific, educational, quality and managerial) to maintain that position.
- Under the professional supervision of the Lead Scientist, develop areas of highly specialist expertise and responsibility in clinical areas.
- Work closely with and deputises for the local Head of laboratory to ensure NE&Y GLH is at the forefront of National Genomic Testing Service and is underpinned by all appropriate structures (scientific, educational, quality and managerial) to maintain that position.
- Under the managerial supervision of the local Head of Laboratory, develop areas of highly specialist expertise and responsibility in managerial areas.
- To contribute to the operational and scientific management of the local laboratory and its staff at a senior level where required.

3. MAIN DUTIES/RESPONSIBILITIES

- The reconfiguration of Genetic Laboratory service provision in England is supporting the creation of a world class resource in the use of genomics and genetic technologies within the NHS. It is based around the consolidation of services in to a network of Genomic Laboratory Hubs (GLHs) to create a genomic laboratory service infrastructure for the NHS in England.
- NE&Y GLH comprises of a partnership arrangement between several organisations (Leeds Teaching Hospitals Trust, Sheffield Children's Hospital FT, Newcastle Upon Tyne Hospitals FT and Sheffield Teaching Hospitals FT).

we care



Date of issue: 09.08.2021	Version number: 4
Author: Richard Kirk	Authorised by: Kath Smith
Page 1 of 10	

Sheffield Children's NHS Foundation Trust	Department: Sheffield Diagnostic Genetics Service
Title: Job Description: Deputy Head of Service	Document reference number: 403.024

HR Use only
AFC code:

Key responsibilities of NE&Y GLH:

- Consolidate services to deliver significant efficiencies
- Operate within a national testing network
- Operate a coherent informatics infrastructure
- Sample collection, processing and logistics
- Technical and analytical platforms
- Bioinformatics, annotation and validation
- Clinical interpretation, reporting and returning of results
- Quality management and assurance of both processes and data
- Plan & develop workforce for now and the future
- Organisational governance and partnership arrangements
- Promotion of research and innovation
- NE&Y GLH will work across defined geographies to:
 - Work with other GLHs to form a national network of genomic laboratories providing a coordinated national genomic laboratory service, which will be part of the planned NHS Genomic Medicine Service.
 - Participate in regular meetings convened by NHS England's Genomic Unit as part of the national network.
 - Deliver genomic testing, as outlined in the National Genomic Test Directory.
 - Provide the genomic testing service for national specialist testing within prescribed GLHs of the national network, and will work with the relevant clinicians and genomic MDTs.
 - Be responsible for establishing and maintaining local networks of any subcontracted laboratories and designated providers for cancer genomic testing providing a coordinated and comprehensive service to deliver standardised outcomes, ongoing consolidation, quality improvement, and adoption of new technologies under a suitable operating infrastructure and partnership agreement.
 - Consolidate the existing specialist genetic laboratories into state of the art, high throughput, high quality and standardised laboratories through the delivery of the majority of genomic tests running through a single laboratory based in Leeds.
 - Operate enhanced working practices to ensure genomic testing services are available to support the delivery of seven day services, and ensure that genomic technology platforms are fully optimised.
 - Be responsible for ensuring quality and the ongoing review of opportunities to further consolidate networked services, based on technological advances, the changing evidence base for genomic testing and the National Test Directory.
 - Be accountable to NHS England's Genomics Unit within an agreed governance and operational framework that will oversee the test repertoire, co-ordinate the provision new national specialised testing services, monitor performance and finance.

Fulfil the membership criteria for UKGTN, UKAS ISO accreditation and any additional requirements as specified by the NHS England Genomics Unit.

we care



Date of issue: 09.08.2021	Version number: 4
Author: Richard Kirk	Authorised by: Kath Smith
Page 2 of 10	

Sheffield Children's NHS Foundation Trust	Department: Sheffield Diagnostic Genetics Service
Title: Job Description: Deputy Head of Service	Document reference number: 403.024

HR Use only
AFC code:

Sheffield Children's 
NHS Foundation Trust

Clinical and Professional

Deputise for the NE&Y GLH Lead Scientist(s) where required

Specifically:

- To take clinical responsibility for the services delivered through the service including all clinical and developmental aspects, liaison with clinicians and reporting.
- To ensure that the service is delivered to a standard acceptable to the laboratory accreditation process and in a timely and appropriate manner to the clinical services.
- To ensure that all results and reports from the service are correct, timely and appropriate, including interpretation of highly complex results. This can include complex statistical analysis, probability calculations to provide a risk estimate and use of specialised interpretive software.
- To provide advice and guidance to clinicians and other scientist staff, including issues where the results may be associated with difficult, sensitive, complex or problematic issues and where excellent clinical judgement is required.
- To ensure that all clinical liaison in the section is maintained and appropriate. This will include clinicians, laboratories and organisations at a local, regional and national level.
- To contribute to the Health & Safety assessment of all processes within the service.
- To operate a flexible work practice outside normal working hours, this enables the efficient delivery of pre-natal, predictive or urgent testing.
- To participate in internal and external quality control procedures and to abide by all Codes of Practice, Safety Regulations, Protocols and Operational Policies of the department and the service at a level in excess of that required by Laboratory Accreditation.

Managerial

Deputise for the local Head of laboratory where required

The postholder will deputise for the local Head of Laboratory and participate in the senior management processes in the laboratory under the direction of the Head of Laboratory. The postholder may be delegated specific responsibility in one or more areas, in agreement with the Head of Laboratory and/or NE&Y GLH Lead Scientist.

- Support the business process relating to their section, ensuring that the services are delivered in a cost effective manner.
- Teaching, training and staff development including appraisals
- Management of staff including all aspects of HR process and policy implementation including capability, disciplinary and absence management.
- Participate in workforce planning both for the service and the laboratory as a whole, considering the rotational requirements for staff.
- Together with the Quality Lead and/or Quality Manager in all the areas of responsibility ensuring the service achieves the necessary standards with respect

we care



Date of issue: 09.08.2021	Version number: 4
Author: Richard Kirk	Authorised by: Kath Smith
Page 3 of 10	

Sheffield Children's NHS Foundation Trust	Department: Sheffield Diagnostic Genetics Service
Title: Job Description: Deputy Head of Service	Document reference number: 403.024

HR Use only
AFC code:

<p>to Laboratory Accreditation.</p> <ul style="list-style-type: none"> • To advise the management as to the strategic importance of any development for these services. • Participate in the recruitment and selection process of staff for these services. • Implement departmental policies and contribute to the development of more overarching policies for the department. <p>Teaching, Research and Service Development</p> <ul style="list-style-type: none"> • To participate in the training programme of the department. • Provide training for both clinical services and managerial functions where appropriate. • Participate in the development and validation of new tests of clinical diagnostic and prognostic importance within the section in a co-ordinated, cost-effective and timely manner. • Participate in the income generation of the department including scoping and developing new income generating services in a cost effective and competitive manner. • Participate in and drive research activity within the field in collaboration with clinicians and other scientists, including grant application and publication. • Present the results of service development at local, national and international meetings. • Undergo relevant training and professional development including attendance at relevant national and international meetings, to ensure the continuing development and improvement of the service. <p>The postholder will participate in an annual Personal Development Review process as well as all necessary mandatory training.</p>



Date of issue: 09.08.2021	Version number: 4
Author: Richard Kirk	Authorised by: Kath Smith
Page 4 of 10	

Sheffield Children's NHS Foundation Trust	Department: Sheffield Diagnostic Genetics Service
Title: Job Description: Deputy Head of Service	Document reference number: 403.024

HR Use only
AFC code:

4. SCOPE AND RANGE

Communication and Relationships

- Excellent communication and presentation skills including good negotiating skills in a range of situations.
- Communicate on service development.
- Communicate specialist information to conferences.

Analytical and Judgmental Skills required for the post

- Broad practical and theoretical knowledge of Human Genetics with some areas of high specialist skills and detailed knowledge.
- Knowledge of Health and Safety and Quality Management in a laboratory environment particularly audit, clinical audit and audit processes.
- Excellent skills in the interpretation and reporting of highly complex DNA analysis and/or highly complex chromosome abnormalities.

Planning and Organisational Skills required for the post

- Represent NE&Y GLH at Operational Working Group as and when required.
- Workforce planning to ensure sufficient staffing at the right skill level to deliver the service.
- Manage activity to ensure Genomic Tests are interpreted and reported in accordance with national guidance and the Turnaround Times.
- Ensure NE&Y GLH has, or has access to appropriate technologies with sufficient capacity to meet service needs.
- Demonstrable ability to manage groups of services, including staff.
- Ability to train and develop staff in clinical science.
- Excellent organisational skills including meticulous record keeping.

Physical Dexterity Skills required for the post

- Skills for manipulating specimens.
- Standard keyboard skills.
- Use of scientific equipment.
- Good manual dexterity and hand/eye coordination to make fine adjustments to delicate instrumentation.

7 KEY RESULT AREAS

Patient/Customer Care

- Responsible for the provision of clinical technical services.

Policy and Service Development

- Work closely with and deputises for the NE&Y GLH Lead Scientist to ensure NE&Y GLH is at the forefront of National Genomic Testing Service and is underpinned by all appropriate structures (scientific, educational, quality and managerial) to maintain that position.

we care



Date of issue: 09.08.2021	Version number: 4
Author: Richard Kirk	Authorised by: Kath Smith
Page 5 of 10	

Sheffield Children's NHS Foundation Trust	Department: Sheffield Diagnostic Genetics Service
Title: Job Description: Deputy Head of Service	Document reference number: 403.024

HR Use only
AFC code:

Financial and Physical Resources

Human Resources

- Responsible for the education and training.
- Ensure systems are in place for all aspects in relation to the management, education and development of staff.
- Promote and facilitate professional development of scientific and technical staff.

Information Resources

- Responsible for the operation of information systems within the NE&Y GLH service.

Research and Development

- Initiate, direct and undertake regular research and innovation activity.

FREEDOM TO ACT

- Responsible for establishing the way in which general health and organisational policies are interpreted.

EFFORT & ENVIRONMENT

Physical

- Sit in a restricted position for long periods on a regular basis.

Mental

- Occasional requirement for intense concentration e.g. when analysing data, preparing detailed business plans or reviewing financial information.
- Workload unpredictable and interruptions often require immediate action.

Emotional

- Occasional highly distressing or emotional circumstances e.g. handling difficult staffing issues.

Working Conditions




- Occasional exposure to unpleasant conditions, such as handling contained or controlled hazardous materials.



Date of issue: 09.08.2021	Version number: 4
Author: Richard Kirk	Authorised by: Kath Smith
Page 6 of 10	

Sheffield Children's NHS Foundation Trust	Department: Sheffield Diagnostic Genetics Service
Title: Job Description: Deputy Head of Service	Document reference number: 403.024

HR Use only
AFC code:

<p>5. ORGANISATIONAL POSITION</p> <p>See SDGS Laboratory Organisational Chart Q pulse doc 408.021</p>	
<p>6. JOB DESCRIPTION AGREEMENT</p> <p>Job Holder's Signature:</p> <p>Manager's Signature:</p>	<p>Date:</p> <p>Date:</p>
<p>TRUST VALUES</p> <p>Our Values express what it is like to work in our organisation and our employees should make these a part of everything we do.</p> <p><i>Keeping children, young people and families at the heart of what we do</i></p> <p>Compassion </p> <ul style="list-style-type: none"> We are led by kindness for all – for our patients, their families and our colleagues We will show empathy and understanding, treating everyone with dignity and courtesy We will respect each other and those we care for <p>Accountability </p> <ul style="list-style-type: none"> We always strive to do the right thing We own responsibility for our successes, failures and understand where we need to improve We will create a supportive working environment where everyone takes responsibility for their own actions <p>Respect </p> <ul style="list-style-type: none"> We value differences and treat everyone fairly and consistently We will actively tackle inequality and will foster a culture of inclusion 	

we care




Date of issue: 09.08.2021	Version number: 4
Author: Richard Kirk	Authorised by: Kath Smith
Page 7 of 10	

Sheffield Children's NHS Foundation Trust	Department: Sheffield Diagnostic Genetics Service
Title: Job Description: Deputy Head of Service	Document reference number: 403.024

HR Use only
AFC code:

Sheffield Children's 
NHS Foundation Trust

<p>Excellence </p> <ul style="list-style-type: none"> • We will seek to improve the way we work and deliver a high quality standard of care • We will be open to new ideas, through innovation, partnership, research and education locally, nationally and internationally <p style="text-align: center;">Together we care</p>	
--	--

Annex 1 – Rare Disease

Tasks that are typically expected of the job holder

- To be the local deputy head of rare disease be responsible for delivering that service for the NE&Y GLH
- To deputise for the local Head of Laboratory.
- To be responsible for the accuracy, timeliness and appropriateness of a variety of routine and non-routine genetic tests as determined by the national genomics test directory.
- To have knowledge and expertise of the rare disease services and to further develop specific areas of highly specialised expertise.
- To provide service oversight and guidance to the scientific teams delivering the service, including those staff on other NE&Y GLH sites.
- To provide significant clinical liaison with clinical users of the service, including those from the extended geographical boundaries.
- To correctly interpret and report the results of tests including those carried out by other members of staff. This can include complex statistical analysis, probability calculations to provide a risk estimate, the accurate clinical interpretation of abnormal results and use of specialised interpretive software.
- To provide cover to the other the other deputy head of service where appropriate.

we care



Date of issue: 09.08.2021	Version number: 4
Author: Richard Kirk	Authorised by: Kath Smith
Page 8 of 10	

Sheffield Children's NHS Foundation Trust	Department: Sheffield Diagnostic Genetics Service
Title: Job Description: Deputy Head of Service	Document reference number: 403.024

HR Use only

AFC code:

Annex 2 – Oncology

Tasks that are typically expected of the job holder

- To be the local deputy head of oncology be responsible for delivering that service for the NE&Y GLH
- To deputise for the local Head of Laboratory.
- To be responsible for the accuracy, timeliness and appropriateness of a variety of routine and non-routine genetic tests as determined by the national genomics test directory.
- To have knowledge and expertise of somatic cancer and haemato-oncology services, including molecular and cytogenetics, and to further develop specific areas of highly specialised expertise.
- To provide service oversight and guidance to the scientific teams delivering the service, including those staff on other NE&Y GLH sites.
- To provide significant clinical liaison with clinical users of the service, including those from the extended geographical boundaries.
- To correctly interpret and report the results of tests including those carried out by other members of staff. This can include complex statistical analysis, probability calculations to provide a risk estimate, the accurate clinical interpretation of abnormal results and use of specialised interpretive software.
- To support diagnostic haemato-oncology/oncology laboratories to maintain fully integrated reporting for these disciplines.
- To provide cover to the other the other deputy head of service where appropriate.

Annex 3 – Haemato-oncology

Tasks that are typically expected of the job holder

- To be the local deputy head of haemato-oncology be responsible for delivering that service for the NE&Y GLH
- To deputise for the local Head of Laboratory.
- To be responsible for the accuracy, timeliness and appropriateness of a variety of routine and non-routine genetic tests as determined by the national genomics test directory.
- To have knowledge and expertise of haemato-oncology services, including molecular and cytogenetics, and to further develop specific areas of highly specialised expertise.
- To provide service oversight and guidance to the scientific teams delivering the service, including those staff on other NE&Y GLH sites.
- To provide significant clinical liaison with clinical users of the service, including those from the extended geographical boundaries.
- To correctly interpret and report the results of tests including those carried out by other members of staff. This can include complex statistical analysis, probability calculations to provide a risk estimate, the accurate clinical interpretation of abnormal results and use of specialised interpretive software.
- To support diagnostic haemato-oncology/oncology laboratories to maintain fully integrated reporting for these disciplines.
- To provide cover to the other the other deputy head of service where appropriate.

we care



Date of issue: 09.08.2021	Version number: 4
Author: Richard Kirk	Authorised by: Kath Smith
Page 9 of 10	

SHEFFIELD CHILDREN'S NHS FOUNDATION TRUST

PERSON SPECIFICATION – NE&Y GLH Deputy Head of Service (Oncology or Rare Disease)

Assessment Criteria	Essential	Desirable	How assessed
Qualifications and Training	Degree level education (or equivalent), plus further specialist training, experience, research or study to Master's degree level or equivalent. Registered in appropriate scheme for Healthcare Scientist. Fellowship of the Royal College of Pathologists (FRCPath) or equivalent such as PhD or experience.	A relevant higher degree such as a PhD in an appropriate subject	AF, In
Experience	Experience in Genetics over a wide range of services with substantial experience of service planning, development and delivery. Management experience some of which is at a senior level.	Research experience as evidenced by publication, supervision or successful grant application. Evidence of experience at a national level in Genetics	AF, In
Knowledge and Skills	Good computer skills and familiarity with data analysis packages		AF, In
Personal Attributes			
Demonstrates Trust Values	Compassion, Accountability, Respect and Excellence.		In/REF

Key for How Assessed: AF = Application form, In = Interview, P = Presentation, T = Test, REF= Reference