

The following Supplementary Information is applicable to all roles within Hertfordshire Community NHS Trust (HCT):

Job Description

The duties and responsibilities outlined in a Job Description are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other duties and responsibilities commensurate with the job banding. Any changes to a Job Description, to take account of changing service needs, will be made in discussion with the post holder.

Vision, Values, Diversity and Inclusion

HCT expects staff to demonstrate behaviours at all times which reflect the Trust's Vision and Values and to demonstrate the Trust's commitment to equality, diversity and inclusion as detailed in the Herts and West Essex Integrated Care System (HWE ICS) Joint Statement on Equality, Diversity and Inclusion, so that our workplaces are free from harassment and/or unlawful discrimination and where diversity is actively valued and celebrated.

The Trust believes that fairness for people is fundamental to providing good care. We want to ensure that those who work with us and for us, share this core value.

We are committed to equality, diversity and inclusion for all job applicants, staff, patients and the wider community. We are continuing to develop the strength of our inclusive approach and creating a workforce which represents the diverse communities we serve is an important part of this.

Across the Herts and West Essex Integrated Care System (HWE ICS), we have agreed to:

- Work together to learn, celebrate and embrace diversity, end unfairness, discrimination and racism, and embed these changes into our everyday work.
- Strive towards being an exemplar group of organisations for equality, diversity, inclusion, fairness and belonging.
- Commit to value all people and promote a culture of zero tolerance to all kinds of harassment, bullying, discrimination and racism in the workplace.
- Pro-actively champion national and local policies and initiatives to address health and workforce inequalities.
- Work in partnership with other professional and health and care organisations to embed these principles Work in partnership with other professional, health and social care organisations, trade union and voluntary sector organisations to embed these principles.



- For all non-supervisory roles – an understanding of, and commitment to, equality, diversity and inclusion.
- For all supervisory /management/policy roles: experience and evidence of engagement around equality, diversity and inclusion issues in relation to policy, service development and service delivery in respect of both services to users and the management of staff.
- For all Senior Manager roles: experience and evidence of engagement around the equality, diversity and inclusion agenda. Able to actively support the development of a culture that recognises and promotes equality, values diversity, and actively leads by example in deploying these qualities. Understands the impact on equality, diversity and inclusion issues in all aspects of service delivery and planning.

Flexible Working

We are committed to supporting flexible working options for staff, wherever possible, including remote hybrid working and welcome discussions on flexible working patterns to support our staff to maintain a healthy work life balance.

Mobility

The normal place of work for the post is as on the Job Description but, as a term of employment, post holders may be required to work from any of the Trust's establishments.

Health and Safety at Work

In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities and to co-operate in meeting statutory requirements.

Infection Control

Employees must be aware that preventing healthcare acquired infections and infection control is the responsibility of all staff. Clinical procedures should be carried out in a safe manner by following best practice and infection control policies.

Data Protection and Confidentiality

Employees must maintain confidentiality when dealing with sensitive material and information and be aware of the Caldicott principles, the General Data Protection Regulations (GDPR) and the Human Rights Act. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and individual may be prosecuted. Disciplinary action will be taken for any breach.



Safeguarding

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines, all of which can be found on the Trust's intranet.

Staff Networks

HCT has many staff networks to give staff the opportunity to raise awareness, work together to make a difference and actively influence Trust policies and strategies. These networks include LGBTQ+, BAME, Disability and Long Term conditions, Health and Wellbeing, Menopause to name a few.

General

All staff are required to be eligible to live and work in the UK.

If applicable to the role, staff are required to hold a full, valid, UK driving licence and have access to a car to use with business insurance (unless the member of staff has a disability as defined by the Equality Act 2010).

If the job satisfies the Disclosure and Barring Service criteria, a satisfactory clearance from the DBS is required.

We are proud to be an armed forces friendly employer and support the employment of the armed forces community, including veterans, spouses and partners. For more information, contact hct.armedforcesrecruitment@nhs.net.

The Care Quality Commission (CQC) confirmed HCT's overall rating as 'Good'.

The Trust operates a smoke free policy which means that smoking is not allowed anywhere on Trust sites including buildings, car parks and entrances.

February 2023

