



JOB DESCRIPTION

JOB DETAILS

Job Title: Lead Community Advanced Nurse Practitioner

Pay Band: 8b

Directorate: Community Ceredigion

Department: Community Ceredigion

ORGANISATIONAL ARRANGEMENTS

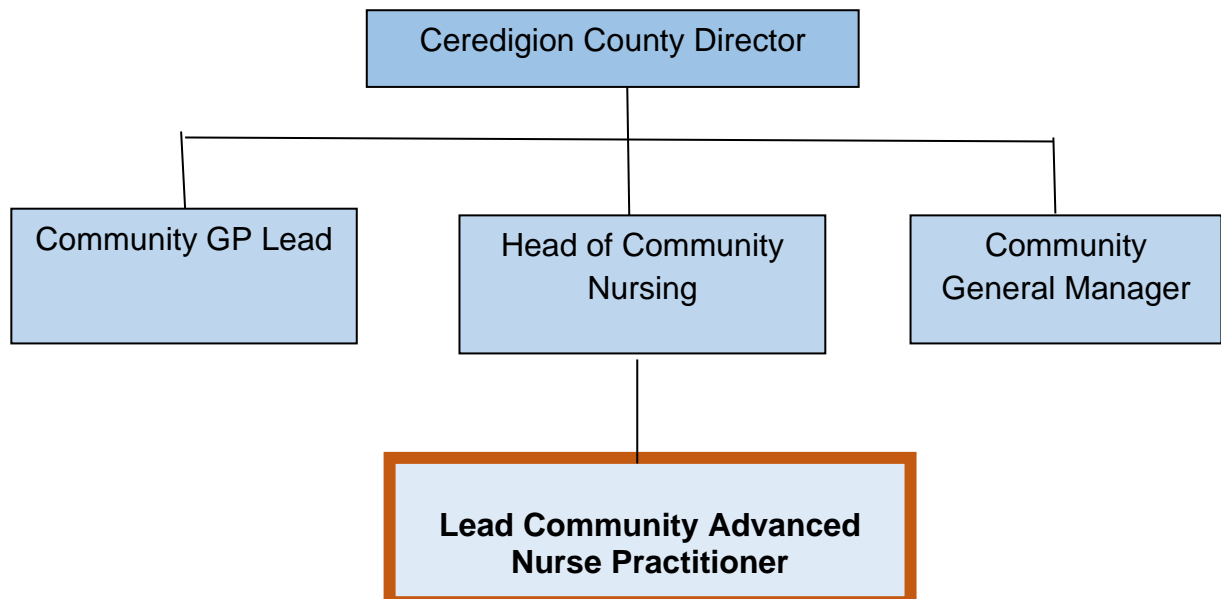
Managerial Accountable to: **Head of Community Nursing**

Reports to: **Community GP Lead**

Professionally Responsible to: Head of Community Nursing

Responsible For: Advanced practice development, education, teaching and mentorship for advanced practice, clinical sessions for frailty in SDEC, non-medical workforce development in practice

Organisation chart:



JOB SUMMARY / PURPOSE

The Consultant Nurse will lead the development and progression of advanced practice across Ceredigion Community in the non-medical workforce. They will lead the redesign in partnership with the medical lead, of the non-medical workforce, developing the roles and competence of non-medical practitioners to meet the needs of patients across the site.

The Consultant Nurse will practice as an advanced, autonomous practitioner providing clinical leadership through the development and delivery of the highest level of clinical practice, providing expert care through direct care, leadership and clinical supervision of practitioners. The post holder will sustain productive partnerships with universities and other training organisations.

They will develop training packages having identified learning needs at individual and specialty level to ensure our non-medical practitioner workforce is developed to meet patient needs. The role will be split between clinical sessions in Same Day Urgent Care (SDUC) and management including leadership, education and service development. This will be agreed in line with annual job planning.

The vision is for an integrated Emergency Care service which utilises clear shared care pathways across the Emergency care system, housed within a dedicated Assessment Unit for either medical or frail elderly patients, Ambulatory care will be the default care setting unless clinically inappropriate. The Consultant Nurse will be pivotal to developing the new multi-disciplinary care pathways. Supervision and mentorship will be provided by a relevant consultant in relation to acute and frail elderly patients.

Practising autonomously at an advanced level, the Consultant Nurse will develop advanced practitioners across the County, supporting the development and expansion of 7 day working.

Ceredigion Community has a commitment to promote positive staff attitudes and encourage interdisciplinary and multidisciplinary working by seeking out and respecting each other's contribution, adopting strategies to promote evidence-based practice and extending the knowledge and skills of staff through continued education and research.

MAIN DUTIES AND RESPONSIBILITIES

To work as a high-level autonomous practitioner, promoting the role of advanced practice within and external to the Division and Health Board.

Provide expert clinical leadership and vision to strategic developments on site that relate to local, regional and national demands.

Responsible for providing leadership, and professional development for the advanced practice workforce, to provide safe, effective and efficient care. This workforce will increasingly be able to manage change and implement evidence based clinical practice within their workplace.

To produce regular reports on the impact of the roles and developments and disseminate within the Health Board as and when required.

Actively work with individual staff to assist them with audit/ research/ study projects and help them prepare and produce finalised reports.

Actively manage and implement change and provide supervision and reflective practice to aid facilitation of change in clinical practice.

Develop staff, across the Health Board, in leadership and professional development through role modelling and mentorship.

Influence other disciplines and the wider specialties across organisational boundaries, to deliver improved services and seamless care.

Be aware of financial and Health Board priorities when planning and developing services.

As an independent practitioner, you will take responsibility for the admission, assessment, diagnosis, treatment and the discharge of patients.

To apply advanced clinical history taking skills to receive, analyse and interpret highly complex medical information to establish a differential diagnosis for patients, as part of the community SCUC service. This will reduce unnecessary hospital admissions and contribute to effective admission avoidance. The role will include discharge or referral of patients using a medical / management model of care and oversee the care provided by junior staff, acting as lead responsible clinician for the service.

Exercise professional autonomy and make critical judgements of the highest order, as an autonomous practitioner to deliver a high standard of patient care to the SDUC / MIU service using autonomous clinical skills and in depth theoretical knowledge base for which they will be accountable for, including the prescribing of medications and initiating relevant investigations.

Provide professional support and clinical advice to other advanced practitioners working within the community service in Ceredigion.

To autonomously request, interpret and act upon investigations to aid differential diagnosis such as Bloods, ECG's and X Rays.

Where required, carry out practical procedures with a high degree of dexterity, for example venepuncture, arterial gas sampling, catheterisation.

Provide highly specialised advice concerning care to other healthcare professionals.

Exercise a high degree of mental concentration.

To work as an independent prescriber ensuring they are working within the Health Board and NMC guidelines and adhering to the Governance process and legalities of prescribing, at all times promoting best practice and showing financial awareness.

Manage, direct and/or co-ordinate the care of patients, involving multi-professional colleagues across the Health Board.

Draw on advanced knowledge and exercise professional skills, working across traditional professional and service boundaries in order to expedite assessment and decision making in relation to the management of patients.

Autonomously access and interpret national and local policies and guidance and apply to patient care.

Contribute to writing of local and national guidance.

To apply highly developed communication skills to assess the patient's level of understanding about their clinical condition and simplify complex medical information for patients giving explanations of the possible diagnoses.

Use advanced skills to communicate specialist and complex clinical information to patients, their carers, family and staff.

Make complex decisions in challenging circumstances in the absence of clear boundaries. Exercises a high degree of personal and professional autonomy and makes critical judgements of the highest order to satisfy the expectations and demands of the role.

To provide short-term cover for colleagues during periods of leave as appropriate.

To ensure that all Health Board standards are maintained and monitored to improve the quality of care to all whom come into contact with services provided by Hywel Dda University Health Board.

To participate in appraisals and personal reviews and work to achieve agreed set objectives.

To participate in appropriate training and development activities.

To participate in team, professional and personal development activities and promote commitment to continuous development and improvement.

Ensure that all staff consciously review mistakes, complaints and incidents/near misses as well as successes to improve performance and the level of customer care.

All employees will have a Health Board and individual responsibility towards safeguarding vulnerable adults, young people and children. Where employees are working with children, young people and families they have a responsibility to cooperate in national safeguarding policy around early intervention activities appropriate to improving health outcomes.

To abide by Infection Prevention and Control policies relevant to their area of work and undertake the necessary level of training. This will be appraised through the KSF review process or other relevant professional review process.

To accept responsibility for the provision of effective infection prevention and control within the Health Board in liaison with the Health Board's Infection Control Team.

To act as a role model in applying good infection control practice and ensures compliance with all Infection Control policies.

To promote and demonstrate implementation of the Health Board's Carbon Management strategy and policy, ensuring team members are fully aware of the policy and are contributing to this.

The above duties and responsibilities 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 reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.

Every employee has a duty to take reasonable care of the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work, and to co-operate with the Health Board to ensure that statutory and site regulations are complied with.

Service Management

Take a lead role in identifying and recommending relevant areas for research and contribute to original thought.

Be involved in research or audit projects in line with their field of work and ensures that the outcomes and standards of those projects are shared and implemented where required.

Proactively contribute to the Research and Development strategy, ensuring practitioners contribute within their specialties.

Produce professional reports using charts and graphs as well as narrative to allow easy reading for all staff.

Publish and present research findings within national forums and nursing/medical conferences.

Lead Development days in relation to training needs and developing practice.

Provide a consultancy role for all registered healthcare staff wishing to develop new roles/ways of working.

Interpret national and regulatory policy and guidance with relation to Advanced Practice workforce and advise Health Board on necessary actions.

Respond externally on behalf of Health Board with regards Advanced Practice roles as required.

Service Improvement

To provide a training framework for the site in relation to the development of the Advanced, Non-Medical Practitioners training and supervision that is required in order to achieve this. To include practice reflection and change management plans to ensure effective change.

Develop policy, standards, protocols, systems and competence for managing evidence-based care utilizing leadership and change management skills through local, regional and national inter-professional liaison.

Based on JD HD2022/0068 matched and approved 30/05/2022

Formulate policies and procedures for the Health Board where appropriate.

Develop protocols, care pathways and guidelines based on evidence-based research for the assessment, management and treatment of patients in a Community Same Day Urgent Care Service.

Establish agreed performance measures to evaluate the effectiveness of Same Day Urgent Care / MIU and implement changes in practice, based on evaluation.

Responsible for identifying, preparing and producing clinical standards and audits to measure those standards, using the most recent evidence base through recognised national guidelines and research.

Participate in operational and strategic planning for the development and delivery of advanced practice across Ceredigion Community.

Be available for all nursing staff on a consultancy basis to aid with complex cases, provide updated clinical knowledge and support and advice. This can be carried out over the phone or face to face.

Attend regular management meetings with the triumvirate to review performance against key performance indicators and objectives.

Attend Governance meetings and participate in the implementation of change.

Contribute to the development of national strategy and policy via membership of appropriate networks.

Develop effective communication channels to share good practice and enhance care delivery across agencies and boundaries.

To carry out investigations at the request of the senior management team, interview staff and produce a report in line with Health Board policies.

Communications

Work across the Health Board with management teams to build and maintain strong influential relationships with colleagues, staff and internal and external stakeholders to enable the development of a culture of collaborative working and a commitment to delivering quality services and outcomes for patients.

Provide expert professional advice to Executive Nurse and Health Board to inform policy and strategy development.

Develops close working relationships with Staff Side representative and professional bodies to ensure the service group delivers on business objectives, modernisation of services and financial targets.

Uses high level negotiation and influencing skills to communicate effectively.
Interpret and communicate highly complex service information at board level
Develops a strategy for user and staff engagement with the sites.

Based on JD HD2022/0068 matched and approved 30/05/2022

Provide training, presentations and information to a range of groups comprising staff, members of the public, senior staff and colleagues from the Health Board or partner organisations and stakeholders. The subject matter may include service changes, modernisation of practice or financial targets requiring negotiation or agreement.

Facilitate and participate in meetings at a variety of locations within and outside the Health Board that support the development and improvement of services.

Provide expert advice to colleagues in relation to Advanced Practice and novel workforce issues and professional practice.

Role model the maintenance of patient advocacy in all situations. Ensures that communication takes place in a manner that is consistent with legislation, policies and procedures and is consistent with the level of understanding required as well as the culture and organisational values.

Foster co-production approaches with patient and service users to guide learning and service development.

Ensure Advanced Practitioners and novel workforce are fully engaged in the development and implementation of local and Health Board improvement plans.

Build relationships on all levels across the Health Board and within individual hospitals to standardise practice and build on core principles.

Provide and receive highly complex, sensitive or contentious information.

Communicates very sensitive, complex condition related information to patients and relatives.

Demonstrates empathy in all dealings with staff, patients and carers.

Key relationships within the role:

- Advanced practice roles including Non-medical Consultant workforce
- Ward managers and staff
- Senior Nurse Managers
- General Managers
- Clinical Directors / Medical Directors
- Service Delivery Managers
- Finance
- Heads of Nursing
- Medical Staff
- AHP leads
- All Wards/departments
- Learning and development
- Mental Health Teams
- Patients
- Carers
- Higher Education facilities
- Health education & Improvement Wales

Based on JD HD2022/0068 matched and approved 30/05/2022

- Regional Faculty for advancing practice
- Regional Advanced Practice forums

Finance and Resources

The postholder will have an awareness of departmental and divisional finances and constraints.

Provide expert advice to local and Health Board managers in relation to financial planning of advanced practice roles, including financial and quality opportunities and risks.

Advise and develop business plans in conjunction with service managers.

Where appropriate act as delegated financial signatory.

Personal and People Development and People Management

Creating a learning culture across the non-medical workforce within the Health Board.

Promote clinical effectiveness by ensuring that the development needs of individual disciplines and teams are assessed through the appropriate professional development review frameworks.

Promote education and training opportunities that are provided to meet mandatory/ statutory/ and individual personal development plans.

Encourage practitioners to use critical analysis and synthesis of knowledge to improve patient care outcomes.

Support practitioners' continuous professional development and be responsible for self-development towards meeting CPD and professional revalidation requirements.

Support others' research and assist other professionals towards publication of work
Lead on development of advanced practice forums locally and nationally to promote group learning and reflection of practice.

Undertake coaching, mentoring, resource planning, standard setting, performance management, team and individual development.

Ensure induction, orientation, mentorship, preceptorship and clinical supervision are in place and effective for the initial preparation of all new staff joining the team.

In conjunction with the corporate professional heads, develop education, training and practice developments to meet the needs of services across the Health Board.

Information Processing

Produce complex reports and presentations, using computer software based on a range of information for a range of groups and key stakeholders.

Will be competent user of computer systems.

Ensure there are robust systems and processes in place for maintenance and removing

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records.

Ensure compliance with policies and procedures and support development of appropriate systems and processes.

Health, Safety and Security

Develop and maintain an environment and culture that improves health, safety and security.

Have a sound understanding and application to practice for risk assessments and completion of appropriate paperwork where risks are identified.

Ensure practice conforms to health, safety and security regulations.

Develop protocols to minimise risk.

Quality

Participate in clinical governance within each hospital by adopting the Health Board principles.

Evaluate service data, complaints and situations in relation to service that can be influenced by Advanced Practitioners or novel workforce provision and make recommendations for change in service delivery and benefits realisation.

Audit services to evaluate the impact of service modernisation and quality.

Research and utilise best practice in proposing service improvements using an evidence-based approach and the outcomes of relevant audits.

Analyse and interpret complex data to help inform the strategic direction of the advanced practice services within the Health Board and/or individual sites.

Equality and Diversity

Support people's equality, diversity and rights by:-

Ensuring all staff act in a way to promote individuals' rights, beliefs and choice.

Act as advocate to ensure these beliefs are respected.

Effort and Environmental

Prepare reports regarding complaints, incidents, disciplinary, quality issues etc.

Travel within and beyond the health board boundaries to promote non-medical practice and other Health Board requirements.

Carry out calculation for staffing, medication, expenditure, costs as and when required.

Provide expert advice when called for both within the Service and across the Health Board as a whole.

Able to work in unpredictable clinical workload and busy work environments and exercise a high degree of concentration and clinical judgement throughout.

Frequently work with critically and/or terminally ill patients.

Breaks unwelcome news to staff, patients/clients sensitively and to a high level.

Contributes to the disciplinary and grievance procedure for staff within their area of responsibility.

Provides / ensures emotional support and ensure adequate mechanisms are in place to provide such support.

Deal with difficult situation such as staff issues, sickness, and patient flow challenges as required by the department managers.

Deal with relatives who may want to complain.

Able to frequently move or reposition patients for examination, delivery of clinical needs and/or comfort.

Deal with frequent exposure to clinical risk e.g., blood/body fluids.

General

Ensure that regular reading and updating knowledge is an integral part of the role to be able to advise staff on new innovations or updated practices.

Maintains an effective and valid NMC registration through fulfilling PREP and revalidation requirements.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Knowledge	<p>Registered Nurse.</p> <p>Master's degree in advanced clinical practice or equivalent.</p> <p>Post graduate teaching qualification.</p> <p>Advanced Health Assessment Qualification.</p> <p>Post graduate leadership qualification or substantial experience.</p> <p>Independent prescribing qualification.</p>	<p>Doctorate or willingness to work towards.</p>	<p>Application form</p>
Experience	<p>Substantial post-registration experience as a senior clinician.</p> <p>Experience of writing research protocols and analysis of clinical research data.</p> <p>Demonstrable knowledge, skills and audit experience.</p> <p>Must be able to disseminate information in both written format and in public speaking forum.</p> <p>Advanced theoretical and practical knowledge of a wide range of approaches to the patient's management, demonstrated by advanced clinical reasoning.</p> <p>Experience of teaching/ assessing and developing</p>	<p>Evidence of publications and conference presentations</p>	<p>Application form and interview</p>

	<p>professional staff students in academic and clinical settings.</p> <p>Evidence of innovative practice developments and significant achievements gained.</p> <p>Evidence of change management experience to produce innovative practice and service development to improve patient outcomes.</p> <p>Understanding of the role of specialist area within the current health environment and the impact of current government/regional policy developments.</p> <p>Knowledge of all aspects of healthcare governance including previous experience of quality issues, audit and risk management.</p> <p>Ability to contribute at national level and be involved with Trust wide projects and initiatives.</p> <p>Ability to initiate, sustain and evaluate change.</p>		
Language Skills		<p>Welsh Speaker (Level 1) <i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i></p>	Interview
Aptitude and Abilities	<p>Be a positive role model with the ability to demonstrate a credible and professional approach.</p> <p>Ability to work as a team and form professional relationships with colleagues.</p> <p>Ability to hold a clear strategic vision and develop</p>		Interview

	<p>implementation plans.</p> <p>Ability to work under pressure.</p> <p>Diplomatic and calm.</p> <p>Continues to advance your specialist knowledge & understanding.</p> <p>Ability to reflect, question & evaluate own practice.</p> <p>To be flexible and approachable.</p> <p>Ability to work and communicate effectively within a multi-disciplinary forum and with other professionals.</p> <p>Highly developed physical skills.</p>		
Values	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> • Dignity, Respect and Fairness • Integrity, Openness and Honesty • Caring, Kindness and Compassion <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> • Working together to be the best we can be • Striving to develop and deliver excellent services • Putting people at the heart of everything we do 		Interview
Other	<p>Ability to travel between sites in a timely manner.</p> <p>Flexible approach to needs of the service.</p>		Interview

	Proficient in use of I.T.		
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Level 1 Welsh

(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)

Listening/Speaking: Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

Reading/Understanding: Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

Writing: Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

GENERIC STATEMENTS

NHS CODE OF CONDUCT FOR MANAGERS

** For Managers only:

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB. The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

REGISTERED HEALTH PROFESSIONAL

** For Registered Health Professionals only:

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

HEALTHCARE SUPPORT WORKERS

** For Healthcare Support Workers only:

All healthcare support workers should be familiar with and must comply with the Code of Conduct for Healthcare Support Workers in Wales.

COMPETENCE

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate on-going continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

OUR VALUES

Hywel Dda University Health Board is a values driven organisation. The post holder is expected to uphold our values of dignity, respect, fairness, integrity, honesty, openness

and caring, kindness & compassion underpin a behaviour framework which are supported by our organisational values of

- Putting people at the heart of everything we do
- Working together to be the best we can be
- Striving to deliver & develop excellent services

TEAM BRIEF

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

RISK MANAGEMENT/HEALTH & SAFETY

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

HARRASSMENT & BULLYING

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

RECORDS MANAGEMENT

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

FLEXIBILITY STATEMENT

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

CONFIDENTIALITY

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

EQUAL OPPORTUNITIES

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

ENVIRONMENTAL

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

SMOKE FREE POLICY

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients*, visitors and the public.

SAFEGUARDING ADULTS AND CHILDREN

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

INFECTION CONTROL

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

GENERAL

The postholder needs to ensure they are familiar with their terms and conditions of service.