

Job description

Job title	:	Head of Development
Pay Band	:	HTA Pay Band 4
Accountable to	:	Director of Data, Technology & Development
Contract	:	Permanent (open to interim applicants)
Location	:	151 Buckingham Palace Road London, SW1W 9SZ until January 2021 2 Redman Place, Stratford, E20 1JQ from January 2021 Working remotely for the interim

Introduction

The Human Tissue Authority (HTA) is the national independent regulator for organisations that remove, store and use tissue for research, medical treatment, post-mortem examination, teaching and display in public. We also give approval for organ and bone marrow donations from living people. With the interests of the public and those we regulate at the centre of our work, we aim to maintain confidence by ensuring that human tissue is used safely and ethically, with proper consent.

Established under the Human Tissue Act (2004), we are an Executive Non-Departmental Public Body (ENDPB) sponsored by the Department of Health. The Authority's Chair and members are appointed by the Secretary of State for Health. The Chair and half of the members are lay, with the remainder being professionals drawn from some of the groups who are affected by the legislation. The Authority is supported by an Executive team of 50 staff. The HTA's primary goal is to protect public and professional confidence in the safe and ethical use of human tissue.

The HTA has developed an ambitious vision and strategy for the next three years centred on achieving greater sustainability, agility and resilience in our operations. Since the onset of the COVID-19 pandemic, the HTA has brought forward a number of changes already identified in the Development Programme. A key driver of the Development Programme is the HTA's aim to be a data driven regulator strengthening the role data and intelligence plays in our model and the regulatory offer to the sectors and establishments we license.

The HTA is a member of both the Business in the Community Race and Work Charter and the Disability Confident Charter. The HTA is committed to ensuring an inclusive and supportive working environment that is free from any form of discrimination. We recognise that there are real benefits of having a diverse community of staff and the HTA aims for our workforce to be truly representative of all sections of society. Additionally, we adopt a culture that hopes to attract and retain talented individuals that want to work with us.

Our CEO Allan Marriott-Smith states:

We at the HTA, stand together against all forms of discrimination and look to find opportunities for inclusion and collaboration in everything we do. The HTA does not tolerate racism or discrimination in any form, and our organisation is a place where all staff can feel safe, valued and heard.

We are an organisation that is proud of its diversity and how we support the communities we serve. We will listen to, and learn from, our staff and stakeholders as to how we can continue to grow as an inclusive and people-centric organisation.

We are all in this together, and here for one another.

HTA core values

The HTA's values are our shared beliefs about behaviours that are key to how we deliver against our objectives. Our values:

- will help us achieve our vision and strategy;
- shape the way we deliver our regulatory functions;
- are integral to the way we interact with each other, professional stakeholders and the public.

They act as a powerful unifying statement about the way we intend to conduct our business:



Professionalism – the high standards we apply in the conduct of our individual and collective responsibilities.



Respect – a proper regard for the abilities and perspectives of others.



Expertise – the skills, knowledge and experience we apply for the benefit of our stakeholders and each other.



Agility – rapid and positive response to changes in the internal and external environment without losing momentum.

Job purpose

The Head of Development works as part of the Regulation Directorate reporting directly to the Director of Data, Technology and Development. The position will be responsible for line management and cross-sector regulatory and corporate policy and development activities, ensuring that areas of policy and development are identified and implemented as well as advising the Authority on these matters.

The position will work closely with the Board providing secretariat support to the effective operation of the Authority.

Communication and working relationships

Internal contacts

Staff working across the HTA, including those under the line management of other Heads, Senior Management Team and Authority Members.

External contacts

Key stakeholder groups, who require advice and guidance on statutory and regulatory requirements and who will inform our approach to regulated activities and policy development (e.g. professional colleges and associations).

Those regulated by HTA and who are subject to licensing and inspection.

Government and Non-Departmental Government Bodies with whom the HTA works in partnership (e.g. the European Commission, Department of Health, Ministry of Justice, Home Office, Care Quality Commission, Health Research Authority, Human Fertilisation and Embryology Authority, Medicines and Healthcare Products Regulatory Agency), European Union Competent Authorities and other relevant agencies.

Key tasks and responsibilities



1. Operational management

- To line and performance manage two Policy Managers
- To work closely with an identified team of regulation managers who work on policy and development areas and to matrix manage other HTA staff.
- To coach, train and support their team so that they are motivated and competent to take personal responsibility for carrying out their functions effectively.
- To ensure corporate and regulatory policy and development activities are led effectively and efficiently and that policy and development decisions made are evidence based, proportionate and defensible and are documented appropriately.
- To oversee and manage development projects undertaken across the HTA.
- To respond to policy issues and consultations from other organisations, in collaboration with relevant Heads of function, including the Department of Health, other government departments, health regulators, professional bodies and other stakeholders.
- To set the budget for the Regulatory Policy and Development team and monitor spending against forecast budget.

2. Strategy and policy development

- Take a leadership role in the development of the three-year strategy with a focus on the development of our regulatory policy. This includes leading the HTA board through an annual strategic planning process and ensuring that the strategy remains relevant in a changing external environment.
- To work with the Senior Management Team to develop, implement and manage developing strategic objectives and monitoring progress against these.
- To work closely with the Head of Planning & Performance to ensure that the HTA's strategy translates into an effective annual business plan

- To work with the relevant Heads of Regulation to develop and implement regulatory strategy and associated policy and development across all sectors.
- To facilitate smooth delivery of key development activities, including ensuring all parties have appropriate knowledge of aspects, which affect their work and expediting decision making where necessary.
- To liaise with the necessary external agencies and organisations to achieve effective regulatory policy and development.
- To provide written and verbal expert advice and guidance to the Senior Management Team, Authority Members and external stakeholders.
- To ensure that the HTA has appropriate horizon scanning mechanisms in place to adequately inform regulatory policy and development activities.
- To develop and implement effective means of disseminating information on development activities both externally and internally.
- To manage professional relationships with key stakeholders, including chairing working groups and representing the HTA on external groups and at external meetings.

3. Problem Solving

- To assist in finding solutions to complex policy and enquiry issues in collaboration with other Heads
- To create a culture of promoting new ideas
- To instigate cross-directorate ideas and initiatives and ensure that teams across the HTA integrate and retain a single corporate approach.

Other responsibilities

- To be a proactive member of the HTA's management team working collaboratively with other Heads and the SMT.
- To support the Director of Data, Technology & Development as required including undertaking work delegated by the Director.
- To represent the HTA on relevant matters as and when required



The Prince's
Responsible
Business Network

Race at Work Charter signatory

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HTA CORE VALUES

Our Blueprint for Success



Person specification

Criteria

Education / qualifications	
Masters level qualification in relevant scientific discipline or equivalent experience	Desirable
Experience, training and skills	
Ability to line manage and performance manage staff including coaching, developing and motivating a team	Essential
Ability to work across boundaries to deliver personal, team and corporate goals using project management techniques	Essential
Ability to work effectively under pressure	Essential
Ability to apply knowledge and understanding of the principles of better regulation	Essential
Ability to set and implement strategic direction	Essential
Ability to draft well argued, influential, evidence-based papers dealing with complex topics for consideration by Authority Members, Departmental Ministers and external stakeholders.	Essential
Ability to turn legislative requirements into practice	Essential
Ability to develop and maintain good working relationships with all stakeholders	Essential
Ability to demonstrate good judgement	Essential
Experience of identifying and analysing issues and providing clear advice and recommendations to a range of different audiences	Essential
Ability to apply a systematic and organised approach to work	Essential

Ability to communicate effectively with service users and professionals at all levels and in a variety of formats	Essential
Ability to demonstrate initiative and a proactive approach to work	Essential
Have an understanding of the impact of behaviour on others by a proven commitment to treating all colleagues and stakeholders fairly and with respect, without stereotyping or bias	Essential
Flexible and able to work alone or as part of a team	Essential
Experience of at least one of the HTA's regulated sectors	Essential
Experience of regulation	Desirable
Experience of chairing meetings	Desirable
<i>Personal attributes</i>	
Excellent interpersonal skills	Essential
Ability to handle disagreements tactfully and positively	Essential

To view live opportunities please view our [website](#). If you are interested in this role, please send your CV to Recruitment@hta.gov.uk and reference the job title before the closing date 22 November 2020. Interviews will be held week commencing 23 November 2020.

Please note whilst we wish we could respond to all applicants, only those shortlisted will be contacted.