

## Job description

**Job title:** Head of Digital and Data

**Reports to:** CEO

**Worker Category:** Agile Worker

**Primary Location:** Walton, Suffolk

### Job Purpose:

1. Support member practices with best practice and their digital transformation
2. Manage the Federation's digital and data infrastructure and services including:
  - If we are successful with our bid, Suffolk GP IT service contract which commences July 2026
  - The Federation's internal digital, data and reporting function.

The postholder will be a member of the Federation's Senior Leadership Team and represent the organisation and general practice on digital in the wider Suffolk system.

### Responsibilities

#### Strategic Leadership

- Working under the direction of the GP Collaborative/Suffolk GP Board and in collaboration with our ICB and system partners, support member practices to innovate and with their digital transformation to improve patient outcomes, their operational performance and enhance the sustainability of the primary care workforce.
- Lead GP Fed's Digital and Data strategy
  - Ensure alignment of our systems with national NHS priorities.
  - Provide strategic expertise to the GP Fed Board and Senior Leadership Team on digital and data strategy including investment priorities.
  - Identify emerging technologies, data capabilities and innovative delivery models that support GP Fed's strategy, particularly service transformation.

#### Digital Transformation & Delivery

- Work with system colleagues to provide leadership for a portfolio of digital and data programmes, often spanning organisational boundaries.
- Ensure digital solutions are user-centred, interoperable, secure and deliver measurable benefits for patients, clinicians and staff.

- Sponsor or act as Senior Responsible Owner (SRO) for GP Fed digital initiatives, ensuring strong governance, risk management and benefits realisation.

### **Suffolk GP IT contract (if we are successful with our bid)**

- Programme Manager for the complex mobilisation of this service including domain/data/VPN migration.
- Be the overall contract manager for the service from commencement.
- Be part of a team bidding for additional services and the re-tendering of the core contract in 2031.

### **Data & Analytics**

- Lead the GP Fed's data and analytics team including contract reporting
- Promote high standards of data quality, information governance, security and ethical use of data, ensuring compliance with UK GDPR, DSP Toolkit and NHS standards.
- Champion a data-driven culture, improving digital and data literacy across the organisation.

### **System & Partnership Working**

- Build and maintain strategic relationships across our system, collaborating with ICB colleagues, provider collaboratives and wider partners to deliver shared digital and data priorities.
- Provide a primary care provider perspective on GP IT and digital delivery at system, regional and national forums, ensuring member practice operational requirements inform digital strategy, policy, investment and implementation.
- Ensure alignment and integration with shared care records, digital pathways and system infrastructure.

### **Financial & Resource Management**

- Hold responsibility for GP Fed's IM&T budgets (including GP IT contract), ensuring effective financial planning, value for money and delivery of agreed outcomes.
- Lead the development of robust business cases for digital and data investment, including benefits tracking and post-implementation review.

### **GP Fed Workforce Development**

- Lead, manage and develop GP Fed's multi-disciplinary digital and data workforce, fostering a high-performing, inclusive and innovative culture.
- Ensure appropriate workforce planning, succession planning and capability development.
- Model compassionate, inclusive leadership behaviours consistent with Federation values.

**Amending the job description:** It is expected that as the organisation develops and changes it may be necessary to vary the tasks and/or the responsibilities of the post holder. This will be done in consultation with the post holder and it is hoped that agreement can be reached to any reasonable changes.

**Confidentiality:** The post holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with “Caldicott principles”.

**Data Protection:** The post holder must at all times respect the confidentiality of information in line with the requirements of the General Data Protection Regulation. This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

**Policies & Procedures:** The post holder will be expected to comply with all statutory legislation, the organisations governance framework and approved national and local policy. All employees are expected to comply with all of the organisations Policies and Procedures.

**General:** The post holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the post holder. As the organisation develops, the requirements of the job may change and the post holder is expected to adapt to these changes.

**Health & Safety:** Employees must share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy. This includes compliance with The Health Act 2006 Code of Practice for the prevention and control of healthcare associated infection. In addition, be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for themselves, other employees and visitors.

**Infection Prevention:** Employees have a personal obligation to act to reduce Healthcare Associated Infections (HCAI's) and must attend mandatory training in infection prevention and control. You must comply with SGPF Infection Control policies as they apply to your duties, including the Hand Decontamination Policy, Dress Code and Personal Protective Equipment Policy.

**Equal Opportunities Policy and Anti-Harassment:** The post holder will immediately report to their line manager any breach or suspected breach of both equal opportunity and anti-harassment guidelines

**Safeguarding:** Everyone employed by the Organisation regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults and children. When patients and/or their carers use our services, it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow relevant policies in relation to safeguarding vulnerable adults and children. To ensure you are equipped to carry out your duties effectively, you must also attend mandatory safeguarding training and updates at the competency level appropriate to the work you do

## Organisation Structure Chart

