



## Role Description - HWN Task and Finish Group Member

### **Purpose of the role**

Operations and Planning Group Members are invited to join Task and Finish Groups where they have a particular interest. Task and Finish Group members work together in small groups, often with HWR staff members, on time-limited pieces of work to evaluate and assess specific issues. They produce reports, which include recommendations for change where necessary, to commissioners and providers.

### **Main tasks and responsibilities**

- Scope projects and develop a project plan, in consultation with HWR staff
- Identify stakeholders to involve in a piece of work
- Collect and collate information from individuals, groups and organisations
- Analyse data, write draft reports and make recommendations
- Provide regular updates/reports to the HWR Operations and Planning Group

### **Skills and experience needed**

- Interest in health and social care issues
- Ability to work as part of a small team
- Ability to be objective
- Good interpersonal and communication skills
- Basic IT skills
- Demonstrate a commitment to and understanding of equality and diversity
- Willingness to undertake training and develop knowledge/understanding as required
- Understand and respect the need for confidentiality

### **Time commitment**

- Each meeting will last approximately 2 hours. The number and frequency of meetings will depend on the size and complexity of the project
- Additional time may be involved to collect and analyse data and write reports

Approved 19 March 2018