

Job Description

Appendix A

Job Title:	Chief Executive
Grade:	Executive Director
Accountable to:	Chairman, the Trust Board and the Council of Governors
Reports to:	Chairman

Purpose

The Chief Executive will provide strategic leadership and management to the whole organisation with an emphasis on high quality patient care, and efficient and effective use of resources. He/she is the accountable officer responsible for ensuring that the Trust meets its statutory and service obligations and complies with our Monitor licence to deliver care and meet the Care Quality Commission standards of care. The Chief Executive will play a key role in developing strong partnerships especially with our commissioners and local authorities, sharing a joint vision for the health and wellbeing of our communities. Key to this role will be the ability to maintain current contracts in a competitive environment and develop new services and income streams and real growth.

Main Duties and Responsibilities

Provide vision, direction and leadership to enable the Trust to achieve its strategic goals and objectives and deliver long term and sustained growth.

Work with the Chairman and the whole Board to provide effective leadership to the Trust, ensuring the Board has the right skills and experience to meet its vision and strategic objectives.

Support the Chairman and Non Executive Directors to work with Governors in order that they may fulfil their statutory duties and that they have a good understanding of the Trust's business and performance and have the opportunity to influence decision making.

Lead and effectively performance manage the Trust's Executive Management Group ensuring their professional development needs and objectives are discussed, agreed and effectively monitored, dealing with poor performance in a timely manner.

Lead and work with a range of local partners to have a shared vision and strategy for the health and wellbeing of our residents.

Maintain high performance meeting all targets set by our regulators and commissioners and provide assurance to the Board.

Lead the transformation of the delivery of care maximising cost efficiencies whilst maintaining high quality and safe care for our patients and families. Manage change across the organisation and develop an innovative and open culture where our people are able to make decisions, ideas flow and solutions are welcomed.

Lead with the implementation of strategies to secure income growth and the development of new business and services. Work with a wide range of agencies and build new partnerships to maximise additional income streams.

Build and develop strong positive relationships with a range of partners, stakeholders and MPs to improve the Trust's reputation and increase confidence.

Build on patient and public involvement to ensure we listen and are responsive to the needs of our customers.

Implement strong strategies, positive working relationships and communication to promote the Trust, its staff and our services using a wide range of media.

As accountable officer to take responsibility for clinical governance and standards of clinical care and ensure appropriate assurance and management processes are in place to fully comply with our regulators and commissioners.

Ensure that sound financial management and corporate governance systems and processes are in place to enable Trust objectives and local and national duties are met. Continue to implement strong systems to monitor organisational learning from untoward incidents and the development of a "no blame" culture.

Secure ongoing efficiencies through transformation and managing change across the organisation with effective and innovative use of management systems and processes.

Develop partnerships within the national arena – Chief Executives, Foundation Trust Network, Mental Health Network, Monitor, Care Quality Commission, NHS Confederation MPs and the Department of Health.

Adhere to the standards of conduct expected of all NHS employees as set out in the Code of Conduct.

Standard requirements

- **Trust's Values:** Promote and demonstrate the Trust's 6 values: Compassion, Respect & Dignity, Commitment to the quality of care, improving lives, Working together for patients, Everyone counts.
- **Confidentiality:** Confidentiality/data protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours) in accordance with professional codes of conduct and relevant legislation such as the Data Protection Act. The post holder should ensure that they are familiar with and adhere to all Trust Information Governance policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action may be taken.
- **Equal Opportunities:** Promote the concepts of equality of opportunity and managing diversity Trust wide.
- **Health and Safety:** Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors and employees.
- **Infection Prevention and Control:** Employees must be aware of their responsibilities to protect service users, visitors and employees against the risks of acquiring health care associated infections, in accordance with Trust policy.
- **Professional standards and performance review:** Maintain consistent high professional standards and act in accordance with the NMC code of professional conduct. Employees are expected to participate in the performance review process.
- **Service/Departmental standards:** Support the development of performance standards within the Service/Department to ensure the service is responsive to and meeting the needs of its customers.
- **Finance:** All Trust staff will comply with financial processes and procedures.
- **Safeguarding Children:** Employees must be aware of the responsibilities placed on them under the Children Act 1989, 2004.

Summary

This job Description is an outline of the key tasks and responsibilities of the post and the post holder may be required to undertake additional duties appropriate to the pay band. The post may change over time to reflect the developing needs of the Trust and its services, as well as the personal development needs of the post holder.

Person Specification

Appendix B

Assessment criteria	Essential	Desirable
Qualifications/ training	<p>Degree or proven graduate level ability, supplemented with level of specialist training or equivalent level of senior management experience</p> <p>Evidence of on-going professional development</p> <p>Five Years experience as a Board Level Director</p>	<p>Relevant business or management qualification</p> <p>Relevant post graduate qualification or Masters degree</p>
Knowledge and experience	<p>Substantial demonstrable experience of working at board level and evidence of significant achievement in leading and delivering transformational and cultural change</p> <p>Evidence of securing new contracts and delivering business growth within a shrinking economy</p> <p>Track record of delivering innovative solutions and service improvement</p> <p>A thorough understanding of current national policy and the ability to lead within a demanding and changing environment</p> <p>Business acumen and commercial awareness geared to the risks and opportunities provided as a Foundation Trust</p> <p>Ability to scan the environment and develop strategy accordingly</p> <p>Strategic thinker and very strong communicator at every level</p> <p>Excellent regional and national networks and a track record of developing and maintaining successful partnership working with a range of partners,</p>	<p>Understanding of a wide range of income streams</p> <p>Experience of establishing subsidiary companies</p> <p>Knowledge, understanding and success of tendering for new business</p>

Assessment criteria	Essential	Desirable
	stakeholders, patients and the public	
Organisational skills	<p>Ability to lead the strategic vision and achievement of key objectives through strong performance management of Executives and senior management</p> <p>Able to gather, analyse and interpret highly complex and conflicting information and see the bigger picture</p> <p>Able to interpret and lead the implementation of national policy and lead transformational change throughout the organisation</p> <p>A good business leader who is financially astute</p> <p>Ability to maximise information technology and flexible working</p>	
Personal qualities	<p>Very strong communicator with a reputation for building strong internal and external working relationships</p> <p>Strong leader and motivator within a changing environment</p> <p>Well developed negotiation and influencing skills with the ability to motivate and engage people at every level</p> <p>Focus on and commitment to the delivery of high quality patient care developed through frequent feedback and improvement</p> <p>Self belief and self awareness – knows own emotions, strengths and limitations</p> <p>Personal integrity and a commitment to openness, inclusiveness and high standards</p>	