

Date: 17/12/2018

FREEDOM OF INFORMATION REQUEST 014505 – Job description

Please supply the job description, person specification, terms and conditions, and annual salary for the post of Director of Governance

Please see below

The salary would be advertised as very senior manager salary

About the role

We are looking to recruit an experienced and driven governance professional and competent leader keen to help us further develop, operate, embed and continuously improve corporate governance arrangements supporting the Trust on its *Journey to Outstanding*.

As one of the Executive Team, you will lead the Corporate Governance Team ensuring the Trust benefits from evidence-based, best practice progressive approaches to corporate governance. You will have the opportunity to influence and shape corporate governance across the Trust. As such, you will need to be a dynamic leader with extensive experience of corporate governance and supporting the both the Board and Council of Governors.

About you

We are seeking an exceptional candidate to help us achieve our vision of outstanding for the Trust. You will have a strong track record in corporate governance gained in a large acute NHS Trust. Your experience will cover all aspects of corporate governance, including horizon scanning; governance and compliance; membership and council of governors; Trust Secretariat; advisory and support to Chair and Chief Executive. You will also be responsible for FOI, IG both lead by an experienced IG manager and the Trust's clinical negligence claims process again led by an experienced manager.

You will enjoy working in a complex, very fast-paced environment and cope well with pressure, ambiguity, frustrations and politics a corporate role involves. You will be as driven and ambitious as the leadership team of the Trust are, and will be prepared to go the extra mile on a daily basis.

Rewarding you

We will expect a lot of you and will offer a lot in return. You will benefit from support and working in close collaboration with the rest of our committed team. You will get exposure to many areas of the Trust and local health economy, in particular the development of a Dudley MCP. The Trust offers an excellent contributory pension scheme and 27 days annual leave on appointment (increasing with length of service).

About the Trust

Based in the heart of the Black Country, The Dudley Group NHS Foundation Trust is the main provider of hospital and adult community services as well as a full range of secondary care services and some specialist services to the populations of Dudley, significant parts of the Sandwell borough along with a small, but growing group of

communities in South Staffordshire and Wyre Forest. We were also one of the first hospital trusts in the area to be awarded the coveted Foundation Trust status in 2008.

The Trust provides excellent care to our patients who consistently rate us with 4 out of 5 stars on NHS Choices. Of our inpatients who take part in the Friends and Family Test, 94 per cent would recommend us. We have excellent staff engagement and hold regular events throughout the year that put staff at the centre of change and innovation

The Trust currently serves a population of around 450,000 people from three hospital sites at Russells Hall Hospital, Guest Outpatient Centre in Dudley and Corbett Outpatient Centre in Stourbridge. The Trust also provides specialist adult community based care in patients' homes and in more than 40 centres in the Dudley Metropolitan Borough Council community providing excellent generic and specialist care closer to home, thereby proactively avoiding hospital admissions.

Our hospitals are among some of the most technologically advanced in the country, where state-of-the-art equipment and modern, purpose-built buildings combine to create the highest standards of patient care.

Job summary

The Director of Governance will provide direct support to the Trust Chairman and the Chief Executive (to whom they will report), Executive and Non-Executive Directors, and Governors of the Trust. They will develop strong working relationships with representatives of the Regulators (principally NHS Improvement and the Care Quality Commission), external partner organisations, and other stakeholders, on their behalf and provide a central source of guidance and advice within the Trust on matters of business ethics and good governance.

Occupying a key and influential co-ordinating role within the organisation, the post holder will be responsible for facilitating the smooth operation of the Trust's formal decision-making and reporting machinery, and for ensuring the Trust complies with relevant legislation and the Trust's Licence issued by NHS Improvement (Monitor). He/she will also ensure that the meetings of the Board of Directors, the Council of Governors and their Committees run efficiently and effectively and that all such meetings are properly recorded.

The post holder will be responsible for establishing and maintaining the highest levels of corporate governance and will manage the interface between the Board of Directors, Council of Governors and Members to ensure that effective relationships are established and maintained. The post holder will also have operational responsibility for the management of an effective governance team supporting effective risk management arrangements across the Trust especially the maintenance of the Trust's BAF and Corporate Risk Register, claims, FOI and Information Governance requirements. **Principal duties and responsibilities**

The post holder will:

1. Have excellent and well-developed communication skills and be able to convey highly complex, sometimes sensitive/contentious information (including financial information) in an effective and persuasive manner
2. Advise Executive Directors, Non-Executive Directors, Governors and senior managers, explaining key policy developments and implementing appropriate strategic responses
3. Lead the coordination of Trust Board meetings and Council of Governors as well as key committees of the Board

Principal Duties and Responsibilities Compliance

1. Maintain procedures to ensure the Trust complies with the requirements of the Health and Social Care (Community Health and Standards) Act 2003 (the Act), the Health and Social Care Act

2012 and its Terms of Authorisation and Licence from NHS Improvement (Monitor).

2. Advise Executive Directors, Non-Executive Directors, Governors and senior managers, explaining key policy developments and implementing appropriate strategic responses

3. Lead the coordination of Trust Board meetings and Council of Governors as well as key committees of the Board

4. Act as a point of contact between the Trust, NHS Improvement, NHS Resolution, CQC, ICO and other regulatory bodies.

5. Co-ordinate and submit relevant information to other regulatory bodies, as required (e.g. the Care Quality Commission).

6. Report to the Trust Board any matters of non-compliance.

7. Ensure arrangements are in place for the selection of the Trust Chairman and Non-Executive Directors and for their appointment by the Council of Governors.

8. In accordance with statutory procedure, ensure arrangements are made for the election of public and staff Governors.

9. Agree with all representative external agencies (as determined by the Trust's Constitution) the arrangements for the appointment of their representatives on the Council of Governors.

10. Agree with partner organisations the arrangements for the appointment of partnership Governors

Corporate Governance

1. Maintain and review procedures for the sound governance of the Trust, and advise on developments in governance issues impacting upon the Trust's business.

2. Ensure the Trust has a robust framework for compliance with corporate governance standards, the *NHS Foundation Trust Code of Governance* and recommended best practice.

3. Ensure the standing orders, including standing financial instructions, a scheme of delegation, and schedule of matters reserved for the Trust Board and associated procedures are reviewed updated and properly discharged.

4. Advise on and facilitate Board performance evaluations and any emergent development matters arising from that activity.

5. Draft corporate governance documents as required, analysing and interpreting Monitor documents, ensuring that these are effectively written to meet the needs of the Trust.

6. Ensure that Trust literature is compliant with the agreed corporate style and to act as one of the points of reference for staff about corporate style

7. Provide advice, support and guidance as necessary to ensure all committee and sub-groups of the Board of Directors and Council of Governors are serviced.

Trust Board and Council of Governors

1. Support the Trust Chair in the effective functioning of the Board of Directors and the Council of Governors and related committees.

2. Ensure that meetings of the Board of Directors, Council of Governors and their committees are properly constituted with clear terms of reference and that business is conducted in accordance with the Trust's Constitution and Standing Orders.
3. Ensure there is proper and appropriate co-ordination of Trust Board, Council of Governors and sub-committees, and an effective flow of information between them.
4. Review committee terms of reference and where appropriate, update them to ensure the effective and efficient management of the Trust's business.
5. Ensure the effective running of the Trust Board's support system, including the management of agendas, production of associated papers and minute preparation and retention.
6. Establish effective arrangements for the induction of directors and governors and provide advice and support regarding the discharge of their duties.
7. In conjunction with the Trust Chair and the Chief Executive, establish arrangements for the evaluation for the effectiveness of the Board of Directors and the Council of Governors.

Membership

1. Maintain (or make arrangements to maintain) the registers of Members, showing the constituency to which each member belongs, members of the Council of Governors, interests of the Council of Governors, Directors, and interests of the Directors.
2. In partnership with the communications team, maintain regular contact with the membership (e.g. through circulars, newsletters, etc) and promote good general relations with members and other interested parties and ensure an annual members' meeting is held in accordance with the requirements of the Act and the Trust's Constitution
3. Ensure that arrangements are made for the election of public and staff governors.

Non-Executive Director and Governor Development

1. Act as a channel of communication and information for Non-Executive Directors and Governors.
2. Establish and manage an appropriate and effective framework for the annual review for individual and collective Non-Executive Director performance, and facilitate any training and development requirements highlighted.
3. Establish arrangements for periodic review of the effectiveness of the Council of Governors, and suggest appropriate development interventions, should these be required.

Governance, Strategy and Risk

1. Responsibility for governance service development which impacts across the whole organisation, including keeping under review all corporate governance arrangements, which might affect the Trust, to ensure that the Board is fully briefed and has regard to them when taking decisions.
2. To be responsible for ensuring trust readiness for CQC inspection and coordinating any announced inspection
3. To be the contact and coordinator for the preparation of the Trust's Well Led reviews.
4. To coordinate the production and regular updating and review of the Corporate and Directorate Risk Registers and Board Assurance Framework.

Information Governance

1. To be responsible for the establishment of the Trust's systems for Information Governance and Freedom of Information compliance.

Organisational Expectations and Shared Corporate Responsibilities

In the course of their duties, and in the execution of their responsibilities, the post holder is expected to:

1. Significantly contribute to the successful overall performance of the Trust.
2. Act as an advocate for the Trust and its contribution to the Health Service arena, through the creation and maintenance of strong and effective partnerships and relationships with internal and external stakeholders.
3. Set and maintain the highest personal and professional standards.
4. Maintain probity and manage Trust resources in a manner that represents appropriate use of public monies.
5. Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
6. Observe and promote the Trust's policies and procedures, including those in respect of conduct, health and safety, and equality of opportunity.
7. Respect the confidentiality of all matters they may learn relating to their employment and other members of staff.
8. Respect the requirements of the Data Protection Act 1998.

Management Responsibility for:

1. Risk and Standards Team;
2. Claims Team;
3. FOI and Information Governance Team.

There may also be a requirement to undertake other similar duties as part of this post in order to provide a quality service. These will be consistent with the level of responsibilities outlined above. There will be a requirement to participate with on-call duties.

This job description may be reviewed from time to time in light of developments and may be amended in consultation with the post holder.

Location

The Trust provides services from three sites. You may be expected to work at any of the Trust locations. This post will be based at RHH.

Confidentiality

Patient and/or staff information is confidential. It is a condition of NHS employment that you will not use or disclose any confidential information obtained in accordance with the Data Protection Act 1998.

Code of Conduct

All staff are expected to adhere to policies and procedures in the Trust which establish standards of good practice and follow any codes of conduct which are relevant to their own profession.

Privacy and dignity

Staff should respect patients/relatives diversity, cultural needs and privacy. In addition, staff should be compassionate rather than just delivering technical care and treatment. All staff are expected to be knowledgeable about and comply with the Trust's Policy on Privacy and Dignity.

Infection prevention and control

Infection Control is everyone's responsibility All staff both clinical and non-clinical are required to make every effort to maintain high standards of infection control and specifically are required to

- ☑ Attend mandatory infection control training provided for them by the Trust
- ☑ Wash their hands or use alcohol gel on entry and exit from all clinical areas and between patient contact
- ☑ Challenge non-compliance when observed to protect patients or report any non-compliance to their line manager
- ☑ Promote patient safety and act as a role model for other staff

In respect of Infection prevention and control staff need to be familiar with and adhere to the following Trust policies;

- ☑ Infection Prevention and Control
- ☑ Uniform and Work Wear including "bare below elbows" guidance
- ☑ Sickness and Absence

This is not an exhaustive list and staff need to note that policies and procedures are

updated and added to. All staff have a responsibility to familiarise themselves and adhere to all trust policies which can be found on our staff intranet – The Hub.

Safeguarding vulnerable adults and children

All staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults, you have a duty to ensure you are:-

- ☑ Familiar with the Trusts safeguarding policies.
- ☑ Attend the appropriate training for safeguarding
- ☑ Know who to contact if you have concerns about an adult or child's welfare.

Additional help and advice is available from the designated safeguarding leads

- ☑ Designated Paediatrician for Safeguarding Children
- ☑ Named Lead Nurse for Safeguarding Children
- ☑ Designated Lead Doctor for Safeguarding Adults
- ☑ Named Lead Nurse for Safeguarding Adults
- ☑ Named Midwife for Vulnerable Women

No smoking

The Trust has a Smoke Free policy. All Health Service premises are considered No Smoking Zones, other than designated staff smoking areas.

Health and safety

The Trust has a duty of care to employees and will ensure that, as far as is reasonably practicable, adequate training, facilities and arrangements for risk avoidance are in place.

It is the individual employees responsibility, however, to manage their own health and wellbeing.

All Trust employees are required to comply with relevant Health and Safety legislation and the Trust's policies relating to Health & Safety and Risk Management.

Person Specification

The purpose of this specification is to identify the attributes and competencies required for the post holder to perform the duties described in the job description.

These are identified as either essential i.e. those without which the job could not be performed adequately, or desirable i.e. those which, although not essential, could enhance job performance and would be expected to be developed by the successful candidate during their employment in the role.

These criteria should be capable of being measured in some way through the selection process either by information given on the application form and references or by questions or assessments planned for the interview. The specification will be used to shortlist applicants, all of whom will usually need to meet all of the essential criteria and to compare how well candidates match the full specification.

Job title:	Director of Governance
Job band:	VSM (Very Senior Manager)

Factors	Essential	Desirable	How identified
Trust Vision and Values			
Able to provide safe, caring and effective services because people matter	Yes		Interview
We would expect your values and behaviours to reflect the Trust values of Care, Respect & Responsibility	Yes		Interview
Education and qualifications			
Educated to masters level in relevant field or an appropriate professional qualification e.g. accountancy/company secretary	Yes		Application form
Evidence of Continuing professional development	Yes		
ICSA qualification		Yes	

Experience			
Recent experience of working in or with an NHS Foundation Trust			
Experience of identifying organisational risks, and leading senior teams to develop solutions	Yes		Application/ Assessment/ Interview and References
Experience of analysing and interpreting information to identify and manage variances from plan	Yes		
Experience of successfully leading in organisations with challenging financial resource to deliver improvement			
Significant experience of managing the performance and output of senior leaders	Yes		
Experience of successfully operating in and delivering priorities with a governing body			
Experience of influencing senior clinicians to change approach	Yes		
Proven experience of advising Boards on legal issues			
Experience of successfully working with external regulators including NHS I acting as monitor, and CQC and other stakeholders	Yes		
	Yes		
Significant experience in managing complex relationships between Executive Directors, Non-Executive Directors and members	Yes		

Factors	Essential	Desirable	How identified
Skills/personal qualities			
Reputation for building trusted stakeholder relationships and wide support networks	Yes		Application/ Assessment/ Interview and References
Strong communicator with the ability to adapt their style to the relevant audience	Yes		
High degree of influencing skill with the ability to influence and negotiate with the highest levels of leaders in and outside the organization	Yes		
Expert negotiator using behaviors to drive reputation with a high degree of emotional intelligence	Yes		

Yes
Yes
Yes

Intellectual flexibility with the ability to understand operational detail and wider strategic visions and the ability to cope with ambiguity	Yes		
Ability to prepare and produce concise yet insightful communications for a broad range of stakeholders	Yes		
Extensive experience of delivering presentations to large groups of stakeholders in potentially pressured and politically sensitive environments	Yes		
Ability to analyse highly complex issues using data and self generated intelligence to make reasoned decisions	Yes		
Demonstrated capability to act upon incomplete information, using experience to make inferences and decision making	Yes		
Ability to hold a truly strategic view for an organisation considering how to get the best performance out of the business rather than concentrating on granular level services	Yes		
Ability to motivate a team to deliver outstanding service and performance which supports the business to deliver its results	Yes		

Factors	Essential	Desirable	How identified
Motivation and values			
Role models the values of the organisation through their behaviour and leadership of others	Yes		Application, Interview and References
Desire to succeed and make a real impact on the quality of care and the organisations overall performance	Yes		
Committed to achievement of overall trust performance and instils a culture which proactively challenges behaviours that contradict this	Yes		
Sets aspirational standards for themselves and others and their motivation is recognised by those around them	Yes		
Driven by their desire to achieve aspirational performance	Yes		

Motivated by getting people to work together to achieve the best for patients	Yes
Demonstrates ambition for the organisation and how they will translate this into action	Yes
Balanced and controlled in their approach which instils confidence in their teams	Yes
Resilient, and motivated by complex challenges that require resolution through influence rather than instruction	Yes