

## **ROLE DESCRIPTION**

**Job Title:** Non-Executive Director

**Accountable to:** Chairman

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### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Commit to working to, and encouraging, the highest standards of probity, integrity and governance within the Trust and contribute to ensuring that the Trust's internal governance arrangements conform with best practice and statutory requirements;
- Within the context of a Unitary Board, provide independent judgement and advice on issues of strategy, vision, performance, resources and standards of conduct and constructively challenge, influence and help the Executive Board develop proposals on such strategies;
- Meet agreed goals and objectives;
- In accordance with agreed Board procedures, monitor the performance and conduct of management in meeting agreed goals and objectives and statutory responsibilities, including the preparation of annual reports and annual accounts and other statutory duties;
- Obtain comfort that financial information is accurate and that financial controls and risk management systems are robust and defensible;
- Contribute to the determination of appropriate levels of remuneration for Executive Directors;
- To be a member of both the Quality and Audit Committees established by the board of directors to exercise delegated responsibility (as well as contribute to any other Committees deemed appropriate)
- As a member of Board Committees, appoint, remove, support, encourage and where appropriate 'mentor' senior executives.
- Bring independent judgement and experience based on clinical expertise from outside the Trust and apply this to the benefit of the Trust, its stakeholders and its wider community;
- Assist fellow Directors in setting the Trust's strategic aims, ensuring that the necessary financial and human resources are in place for the trust to meet its objectives, and that performance is effectively monitored and reviewed;
- Assist fellow Directors in providing entrepreneurial leadership to the Trust within a framework of prudent and effective controls, which enable risks to be assessed and managed;

- Assist fellow Directors in setting the Trust's values and standards and ensure that its obligations to its stakeholders and the wider community are understood and fairly balanced at all times; and
- Engage positively and collaboratively in Board discussion of agenda items and act as an ambassador for the Trust in engagement with stakeholders including the local Community, dealing with the media when appropriate.

## **Non-Executive Directors – Person Specification (2 posts)**

We are looking for two outstanding individuals to serve as a Non-Executive Directors on the Northwest Boroughs Healthcare NHS Foundation Trust.

We are an NHS provider of specialist mental health and learning disability services as well as general community services based in the North West of England.

Our Trust covers the boroughs across Cheshire and Merseyside including Warrington, Wigan, Halton, Knowsley, Sefton and St Helens and across Greater Manchester of with a budget of approximately £175 million.

This is a strongly performing Trust, we are rated as Good by the Care Quality Commission and maintain the high standards set by our regulator for our management of governance and financial risk.

The Trust prides itself in focussing on the quality and safety of the services we provide, putting patients and service users at the heart of everything we do. We are looking to build our Board's strengths with the appointment of two Non-Executive Directors.

### **Background and experience**

#### **Non-Executive Director Post 1**

- Qualified Accountant plus recent experience gained at a senior level, in a complex, fast-moving public sector environment.
- Experience of holding high levels of accountability.
- Senior level governance experience demonstrating strong strategic planning, financial, risk and performance management.
- Experience of working in an environment with a wide and complex range of internal and external stakeholders

#### **Non-Executive Director Post 2**

- A senior executive in the private sector with strong business experience and commercial acumen.
- Experience of holding high levels of accountability.

- Senior level governance experience demonstrating strong strategic planning, financial, risk and performance management.
- Experience of working in an environment with a wide and complex range of internal and external stakeholders.

### **Skills, knowledge and personal attributes for both posts**

- An understanding of the needs and aspirations of under-represented sections of the community.
- A strong commitment to the NHS.
- Commitment to the public service values of accountability, probity, openness and equality of opportunity.
- Commitment to the needs of the public and patients served by the Trust.
- Excellent communications skills and – through their use - the ability to relate to and understand the staff who provide services and the patients and carers who receive them.
- Ability to work as an effective member of a unitary board all of whose members are equally and jointly responsible for decisions.
- Understanding the components of a complex organisation and the processes of planning, financial control, performance management and assurance that delivers its objectives.

*We value and promote diversity and are committed to equality of opportunity for all and appointments are made on merit. We believe that the best boards are those that reflect the communities they serve.*