

Could you help lead the NHS in your area?

**Nottingham University Hospitals
NHS Trust**

**1 Associate Non-executive Director
Candidate information pack**

Reference: M1781



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

We particularly welcome applications from women, people from the local black and minority ethnic communities, and disabled people who we know are under-represented in chair and non-executive roles.

Our recruitment processes are conducted in accordance with the Code of Governance to ensure that they are made on merit after a fair and open process so that the best people, from the widest possible pool of candidates, are appointed.

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1. The opportunity

There is a vacancy for an Associate Non-executive director at Nottingham University Hospitals NHS Trust. This is an exceptional opportunity to share your talents and expertise to make a positive difference to the lives of people in your community.

The Associate Non-executive director will provide additional support to the Board and will contribute to a range of Board committees including the People Committee and the Audit Committee.

The Associate Non-executive director role is used successfully in the NHS to support Board succession strategy and achieving a balance of Board level skills. Associate Non-executive directors cannot participate in any formal vote at Board.

The successful candidate for the Associate role will be appointed by the Trust but may also be considered for appointment as a Non-executive director of the Board in future, should a vacancy arise and they have the appropriate skills.

2. The person specification

Essential criteria

You will need to have a genuine commitment to patients and the promotion of excellent health care services. You will have senior level Human Resources (HR) and Organisational Development (OD) experience.

You will need to be able to demonstrate you can use your experience to:

- work alongside other non-executives and executive colleagues as an equal member of the board
- bring independence, external perspectives, skills and challenge to strategy development
- hold the executive to account by providing purposeful, constructive scrutiny and challenge
- shape and actively support a healthy culture for the trust

All non-executive directors must **champion the standards of public life** – by upholding the highest standards of conduct and displaying the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

As a future NHS leader, the successful candidate will be able to demonstrate the range of behaviours required to contribute effectively in this board level role. These are outlined in the NHS Leadership Academy's [Healthcare Leadership Model](#).

- Applicants should live in or have strong connections with Nottingham.
- On average this role will require the equivalent to 2 to 3 days a month.
- The remuneration payable for this role is £6,157 pa.

Given the significant public profile and responsibility members of NHS Boards hold, it is vital that those appointed inspire confidence of the public, patients and NHS staff at all times. NHS Improvement makes a number of specific background checks to ensure that those we appoint are “fit and proper” people to hold these important roles. More information can be found on our [website](#).

3. About Nottingham University Hospitals NHS Trust

With a turnover of over £900m NUH is one of the biggest and busiest acute teaching trusts in Europe, providing an exceptional range of patient care, teaching and research, and many regional tertiary services. It is one of the most research active trusts in the country and in partnership with the University of Nottingham, was recently selected as a Biomedical Research Centre. The Trust is based in the heart of Nottingham and provides services to over 2.5 million residents of Nottingham and its surrounding communities. It also provides specialist services for a further 3-4 million people from across the region.

The Trust is also one of the largest employers in the region, employing around 15,000 people at Queen’s Medical Centre (QMC), Nottingham City Hospital, Ropewalk House as well as in the provision of services within the community. QMC is where its Emergency Department (A&E), major trauma centre and the Nottingham Children’s Hospital are located. It is also home to The University of Nottingham’s School of Nursing and Medical School. Nottingham City Hospital is the Trust’s planned care site, where its cancer centre, cardiac centre and stroke services are based. Ropewalk House is where a range of outpatient services, including hearing services are provided.

The Trust has recently refreshed its long-term strategy and has developed a vision, mission and six strategic objectives or promises.



NUH has 90 wards and around 1,700 beds and on average it cares for approximately:

- 68,888 outpatient appointments a month
- 15,897 outpatient appointments a week
- 3,167 outpatient appointments a day
- 65 elective patients a day
- 1,981 elective patients a month
- 305 day case patients a day
- 6,640 day case patients a month
- 2,064 patients pass through the doors at QMC a day
- 528 Emergency Department patients a day

The Trust also has a national and international reputation for many of its specialist services, including stroke, renal, neurosciences, cancer services and trauma and is at the forefront of research and new surgical procedures. In partnership with The University of Nottingham NUH hosts a Biomedical Research Centre carrying out vital research into hearing, digestive diseases, respiratory, musculoskeletal disease, mental health and imaging.

As a teaching trust, NUH has a strong relationship with its colleagues at The University of Nottingham and other universities across the East Midlands, including Trent and Loughborough Universities, the latter being where the Trust is part of the Olympic Legacy project. It plays a vital role in the education and training of doctors, nurses and other healthcare professionals

Over 1,000 NUH staff contributed to the development of a set of values that underpin NUH's desire to continue to provide the highest quality of care to patients and each other and improve the services it provides. They are shared across the whole of NUH and inform every action taken by the Trust and its staff, every decision made and the behaviours of everyone involved with the Trust. The Trust is currently undertaking a piece of work with staff to refresh the values following the work on the long term strategy.

Values:
Thoughtful patient care

Values:
Continuous improvement

CARING AND HELPFUL



- **Polite**, respect individuals, thoughtful, welcoming
- **Helpful**, kind, supportive, don't wait to be asked
- **Listening**, informing, communicating

ACCOUNTABLE AND RELIABLE



- Reliable and happy to be **measured**
- **Appreciative** of the contributions of others
- Effective and supportive **team-working**

SAFE AND VIGILANT



- **Clean** hands and hospital so patients are safe
- **Professional**, so patients feel safe
- **Honest**, will speak up if needed, to keep patients safe

BEST USE OF TIME AND RESOURCES



- **Simplify processes** to find more time to care
- Eliminate **waste**, investing for patients
- Make **best use of every pound** we spend

CLINICALLY EXCELLENT



Best outcomes through **evidence-led** clinical care

- **Compassionate, gentle**
- **Treat the whole person**
- **See other people's time as valuable**

INNOVATION FOR PATIENTS



- Empowered to act on **patient feedback**
- Improvement led by **research and evidence**

Our behavioural standards

1  **POLITE & RESPECTFUL**
Polite and respectful of every individual in our team. Not bullying, discounting or ignoring.

2  **COMMUNICATE & LISTEN**
Find the time to listen and value others views, ask open questions and keep people informed.

7  **INFORMATIVE**
Involve colleagues in the service you deliver with, or for them, so they know what's happening.

8  **TIMELY**
We see other people's time as valuable and strive to provide a timely service.

3  **HELPFUL & KIND**
We should all be someone our colleagues can rely on (whoever they are/whatever their role).

4  **VIGILANT (PATIENTS ARE SAFE)**
Contributing to a safe and tidy work environment; not expecting others to tidy up after us.

9  **COMPASSIONATE**
Consider our colleagues, patients, visitors, carers' feelings. Think how it would feel in their shoes.

10  **ACCOUNTABLE & APPRECIATIVE**
Take responsibility for your own actions and results.

5  **ON STAGE (PATIENTS FEEL SAFE)**
We imagine anywhere, anyone can see, hear us, is 'on stage'. Always look and behave appropriately.

6  **SPEAK UP (PATIENTS STAY SAFE)**
Speak up for our standards when colleagues don't follow them, and appreciate them when they do.

11  **MAKE THE BEST USE OF TIME & RESOURCES**
Simplify processes and eliminate waste, while improving quality.

12  **ALWAYS IMPROVING**
Working in teams to innovate and to solve patient frustrations.

Appendix 1: More information

For information about the Trust, such as business plans, annual reports, and services, visit their [website](#)

Follow the links for more information about:

- [Become a non-executive director](#)
- [About the non-executive role](#)
- [Advice on applying for the role](#) such as:
 - Building your application
 - Sources of information and useful reading
 - Eligibility and disqualification criteria
 - Terms and conditions of chair and non-executive director appointments

NHS Improvement respects your privacy and is committed to protecting your personal data. We will only use personal data where we have your consent or where we need to comply with a legal or statutory obligation. It is important that you read [this information](#) together with our [privacy notice](#) so that you are fully aware of how and why we are using your data.

Appendix 2: Making an application

If you wish to be considered for this role please provide:

- a CV that includes your address and contact details, highlighting and explaining any gaps in your employment history
- a supporting statement that highlights your motivation for applying and your understanding of the NHS and the role. You should outline your personal responsibility and achievement within previous roles and how your experience matches the person specification
- the names, positions, organisations and contact details for three referees. Your referees should be individuals in a line management capacity, and cover your most recent employer, any regulated health or social care activity or where roles involved children or vulnerable adults. Your references may be taken prior to interview and may be shared with the selection panel
- please complete and return the monitoring information form which accompanies this pack and is available for download
- tell us about any dates when you will not be available

Appendix 3: Key dates

- **closing date for receipt of applications: 3 September 2018 at 11am.**
Please forward your completed application to NHSI.Chairsandneds@nhs.net
- **interview date: 12 September 2018**
- **proposed start date: TBC**

Getting in touch

- For an informal and confidential discussion with Eric Morton, the Chair of the trust, please contact his PA, Janine Barrowcliffe on 0115 970 9121 or at Janine.barrowcliffe@nuh.nhs.uk
- **NHS Improvement** – for general enquiries contact Helen Barlow on 0300 123 2038 or by emailing helen.barlow2@nhs.net

About NHS Improvement

NHS Improvement is responsible for overseeing Foundation Trusts, NHS Trusts and independent providers. We offer the support these providers need to give patients consistently safe, high quality, compassionate care within local health systems that are financially sustainable. By holding providers to account and, where necessary, intervening, we help the NHS to meet its short-term challenges and secure its future.

NHS Improvement is the operational name for the organisation that brings together Monitor, NHS Trust Development Authority, Patient Safety, the National Reporting and Learning System, the Advancing Change team and the Intensive Support Teams.

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