

# Could you help lead the NHS in your area?

## Maidstone and Tunbridge Wells NHS Trust

### Non-executive Director

### Candidate information pack

**Reference: S1935**



**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

We are recruiting a Non-executive Director (NED) for Maidstone and Tunbridge Wells NHS Trust (MTW). In addition to being a member of the Trust Board, the appointee will chair the Trust's Audit and Governance Committee (which meets quarterly) and Charitable Funds Committee (which meets 3 times per year), as well as being a member of the Finance and Performance Committee (which meets monthly). This is an exceptional opportunity to share your talents and expertise to make a positive difference to the lives of people in your community.

MTW is a large acute hospital trust in the south east of England. The Trust was legally established on 14 February 2000, and provides a full range of general hospital services and some areas of specialist complex care to around 560,000 people living in the south of West Kent and the north of East Sussex.

## 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 finance experience gained within in a large and complex organisation, preferably with a financial qualification.

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 ideally live in West Kent or have strong connections with the area.

- 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](#). The Trust will also undertake its own checks.

### **Responsibilities of Audit Committee chairs**

Audit Committee chairs should have recent and relevant financial experience. They share the functions of the other non-executives, and in addition have responsibilities to:

- bring independent financial acumen to the work of the Audit Committee across its governance, risk management, assurance and internal control functions
- provide leadership to the Audit Committee to ensure that it is effective in its role and that internal control systems are in place and operating
- ensure that the Audit Committee is well informed and has timely access to all the information it requires
- facilitate the contribution of all members of the Audit Committee, auditors and other invited participants
- ensure that the Board receives sound advice, assurance and useful and timely reports from the committee

### **3. About Maidstone and Tunbridge Wells NHS Trust**

Maidstone and Tunbridge Wells NHS Trust (MTW) is a large acute hospital Trust in the south east of England. The Trust was legally established on 14th February 2000, and provides a full range of general hospital services and some areas of specialist complex care to around 560,000 people living in the south of West Kent and the north of East Sussex.

The Trust’s core catchment areas are Maidstone and Tunbridge Wells and their surrounding Boroughs and it operates from 3 main clinical sites: Maidstone Hospital, Tunbridge Wells Hospital at Pembury and Crowborough Birth Centre. Tunbridge Wells Hospital is a Private Finance Initiative (PFI) hospital and the majority of the site provides single bedded en-suite inpatient accommodation. In addition, the Trust provides specialist Cancer services to circa 1.8 million people across Kent and East Sussex, via the Kent Oncology Centre, which is sited at Maidstone Hospital and Kent

and Canterbury Hospital in Canterbury. The Trust also provides Outpatient and outreach clinics across a wide range of locations in Kent and East Sussex. The Trust employs over 5,000 full and part-time staff.

The Trust is a key stakeholder in the Kent and Medway Sustainability and Transformation Partnership (STP), and the Chair of the Trust Board is a member of the recently-established STP Non-Executive Director Oversight Group.

#### 4. The Trust's vision

To deliver kind, compassionate and sustainable services for their community, through being improvement driven and responsive to the needs of their patients and staff, making MTW a great trust to visit and work in.

Objectives:

##### Caring organisation

- Our patients & carers
- Our staff
- Our partners
- Our community

##### Sustainable services

- Configuration of services
- Productivity of services
- Cost of delivering services

##### Improvement driven

- Engaging staff
- Empowering staff
- One team, one plan
- Clinical leadership

Values:



Patient First



Respect



Innovation



Delivery



Excellence

## 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:

- [Becoming 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: 4 March 2019 at 11am.** Please forward your completed application to [NHSI.Chairsandneds@nhs.net](mailto:NHSI.Chairsandneds@nhs.net)
- **interview date: March 2019 (exact date TBC)**
- **proposed start date: As soon as available**

## Getting in touch

- We strongly recommend an informal and confidential discussion with David Highton, the Chair of the Trust Board (although Mr Highton will only be available for such a discussion on 1 March 2019). Please contact Kevin Rowan, Trust Secretary, on 01622 228 698 or via [kevinrowan@nhs.net](mailto:kevinrowan@nhs.net). Mr Rowan is also available to respond to any practical queries about the role.
- **NHS Improvement** – for general enquiries contact Miriam Walker on 0300 123 2059 or by emailing [miriam.walker@nhs.net](mailto:miriam.walker@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.

## Contact us

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