

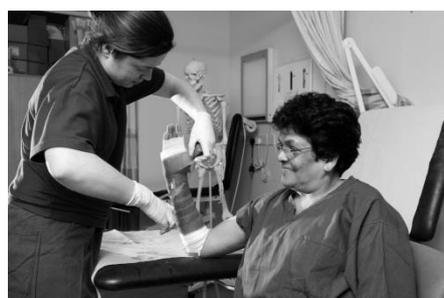
# Could you help lead the NHS in your area?

**St Helens & Knowsley Teaching  
Hospitals NHS Trust**

**Two Non-executive Directors and  
one Associate Non-executive  
Director**

**Candidate information pack**

**Reference: N1944**



collaboration trust respect innovation courage compassion

**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.**

## Contents

1. The opportunities 4
2. The person specification 4
3. About the Trust 6

Appendix 1: Role and responsibilities

Appendix 2: More information

Appendix 3: Making an application

Appendix 4: Key dates

---

## 1. The opportunities

England's Chief Inspector of Hospitals has rated St Helens and Knowsley Teaching Hospitals NHS Trust "Outstanding" making it the only acute Trust in Cheshire and Merseyside to achieve the highest possible rating in a CQC inspection and one of only nine in the entire country.

There are vacancies for two Non-executive Directors (NEDs) and an Associate NED at St Helens and Knowsley Teaching Hospitals NHS Trust. This is an exceptional opportunity to share your talents and expertise to make a positive difference to the lives of people served by this *outstanding* Trust.

The Associate NED role is used successfully in the NHS to support Board succession strategy and achieving a balance of Board level skills. Associate NEDs 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 NED of the Board in future, should a vacancy arise and they have the appropriate skills.

## 2. The person specification

You will need to have a genuine commitment to patients and the promotion of excellent health care services. You will have senior level experience in the following areas:

- **NED Post 1:** Recent, relevant finance experience with the capacity to Chair the Audit Committee, preferably, with a financial qualification
- **NED Post 2:** Clinical and patient safety expertise gained from medical, nursing, allied disciplines or social care experience at a senior level in an academic, research, regulatory or clinically focused role. We would particularly welcome candidates with primary care or community services experience.
- **Associate NED post:** you will have senior board level experience or equivalent experience in a large or complex organisation. You may bring particular expertise including governance, strategic planning, financial management, risk management, organisation performance management, HR/OD or service development

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 the St Helens, Knowsley or Halton areas.

- 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](#).

## **Responsibilities of audit committee chairs**

Audit committee chairs should have recent and relevant financial experience and expertise. 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.

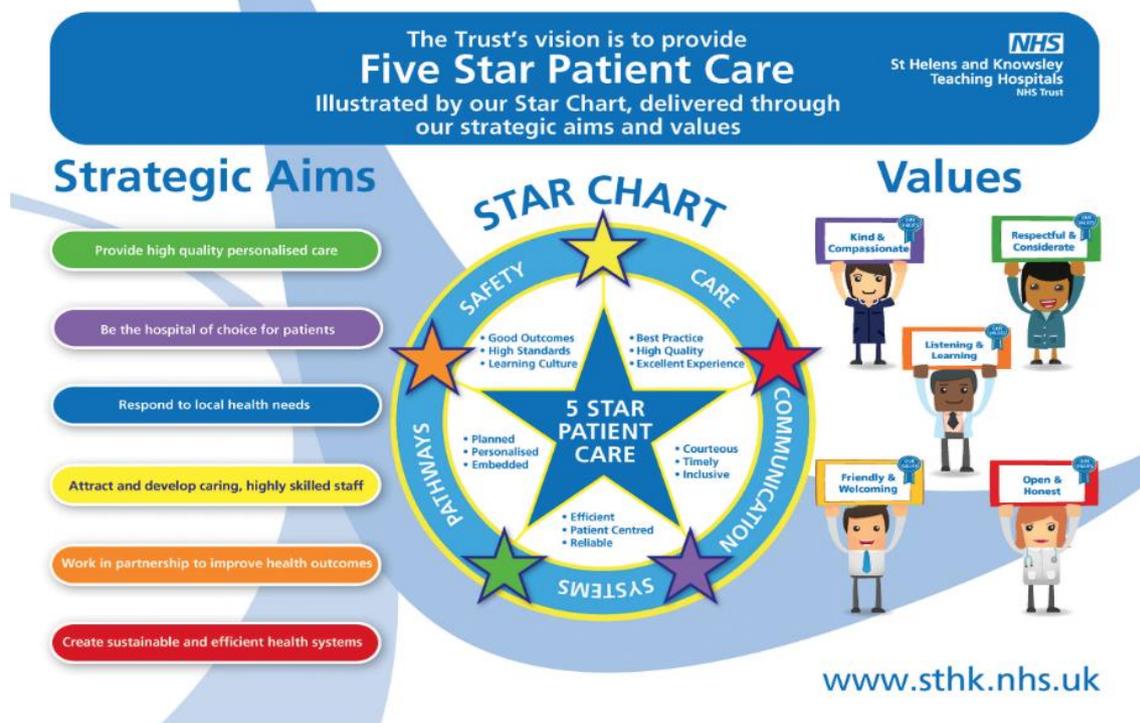
### 3. About St Helens & Knowsley Teaching Hospitals NHS Trust

St Helens and Knowsley Teaching Hospitals NHS Trust (StHK) is a large general acute hospital providing the full range of acute services, including Accident and Emergency, Maternity Services and Paediatrics. The Trust also delivers Adult Community Nursing services for St Helens CCG. The Trust operates from three hospital sites; Whiston Hospital and St Helens Hospital are both modern build PFI funded facilities and Newton Hospital is a modern Community Hospital. Whiston Hospital is the acute site. St Helens Hospital provides elective and day case surgery, outpatient services and clinics and hosts the neuro-rehabilitation unit for mid-Mersey. Newton Community Hospital houses Community Intermediate Care.

The Trust has an excellent track record for providing high standards of care to a population of approximately 350,000 people across St Helens, Knowsley, Halton, Liverpool and further afield. In addition, the Mersey Regional Burns and Plastic Surgery Unit provides treatment for patients across Merseyside, Cheshire, North Wales, the Isle of Man and other parts of the North West, serving a population of over 4 million.

The Trust's valued workforce of over 7,000 staff are dedicated to providing the best possible care. Their staff are guided by the Trust's vision to provide '5 star patient care', striving to meet the best standards of professional care whilst being sensitive and responsive to the needs of individual patients.

The Trust's aims and objectives have been captured in the below chart:



## 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: 30 April 2019 at 11am.** Please forward your completed application to [NHSI.Chairsandneds@nhs.net](mailto:NHSI.Chairsandneds@nhs.net)
- **interview date: 22 May 2019**
- **proposed start dates:**
  - The first NED role (finance) will start on 1 September 2019.
  - The second NED role (clinical) will start on 1 January 2020. However, the successful candidate will be invited to join the board in an associate capacity until this date.
  - The Associate NED will start on 1 June 2019, or as soon as possible thereafter.

## Getting in touch

- We strongly recommend an informal and confidential discussion with Richard Fraser, the Chair of the trust. Please contact Cathy Duffy on 01514301242.
- **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

NHS Improvement  
Non-executive Appointments Team  
Room 2C18  
Quarry House  
Leeds LS2 7UE

E: [NHSI.Chairsandneds@nhs.net](mailto:NHSI.Chairsandneds@nhs.net)  
W: [improvement.nhs.uk](http://improvement.nhs.uk)