

# Candidate Briefing Pack

## Non-Executive Director

April 2019



Delivered in  
partnership with:

**NHS**  
*Leadership Academy*

**NHS Executive Search**

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## 1. Welcome

Hello and thank you for your interest in becoming our new non-executive Director.

The NHS has experienced a great number of challenges in recent years, with a marked increase in demand on services and challenging financial circumstances. Against this challenging backdrop, the Dudley Group has responded well, continuing to offer innovative services and deliver effective care for patients.

I have been particularly struck by the commitment, dedication and warmth of our staff, both in the community and our hospitals. This is a place where people matter and our staff are committed to our aim of ensuring that everyone receives high quality, safe and appropriate care.

Notwithstanding our CQC rating of Requires Improvement, Dudley is an award-winning Trust and is seen by many as one of the leading Trusts in the country. The CQC are currently undertaking their planned review of the Trust where we have had an opportunity to demonstrate the excellent work achieved at Dudley.

We are a key player in the local health and social care economy - working closely with a number of partner organisations to develop services for patients. We also maintain a leading role in the arrangements for multi-specialty community provision of services, maintaining a strong vision to enable patients with long-term conditions to manage their care at home rather than in hospital.

We are an exceptional Trust and we are confident we deserve an exceptional non-executive Director to achieve our ambitions.

You must be an achiever who has ambitions that meet the same expectations as our staff and patients. Ideally you should live within Dudley or its surrounding area or have a strong association with Dudley through work, family or other connections.

To be eligible for appointment candidates must meet all the requirements of the 'fit and proper persons' test as set out in the Health & Social Care Act 2008 (Regulated Activities) Regulations 2014.

The closing date for applications is 12.00pm on **Friday, 10th May 2019**.

Interviews will be held on **Friday, 7th June 2019**. Candidates will also be invited to participate in stakeholder panels on the same day.

For a confidential discussion, please contact Jenni Ord, Chairman  
Tel 01384 321012 (Ext. 1012) **Jenni Ord - Trust Chair**

## 2. What we are looking for

The Dudley Group is looking for a talented and ambitious non-executive Director. The position requires an outstanding individual who can work as part of a unitary board to hold the board to account for setting and delivery of its stated ambition within the applicable national frameworks.

As a member of a Board you will share responsibility as part of the team to ensure that the Trust exercises its functions effectively, efficiently, economically, with good governance and in accordance with the terms of its Licence (authorisation).

### **Your role and experience**

This role will see you as a non-executive member of the Trust Board who will bring your unique perspective, informed by your expertise to the full range of matters put before the Board and through its established Committees.

We are seeking a person with a passion for improvement and either

- a clinical background or experience of working in collaboration or third sector

### **Residency Criteria**

It is highly desirable that an applicant lives within Dudley, or has strong connections with the area. However applicants are welcomed from those living in surrounding areas depending on your relevant experience.

### **Appointment Details**

The initial appointment is for a term of three years starting from the date of appointment. The appointment may be renewed for a further two terms of three years subject to a demonstration of continuing competence.

As a non-executive Director your legal status is that of an office holder only and not as an employee of the Trust. You will be engaged via letter of appointment and paid via payroll, in line with HMRC regulations, in order for PAYE and NI deductions and contribution to be applied.

### **Time Commitment**

You will be expected to be available for at least 5 days a month, including some possible evening engagements. However during the first few months you may well need to spend more time building up your knowledge of our services.

The successful candidate must support and role-model the Trust values of 'Care, Respect and Responsibility' and will be comfortable in encouraging others to display these values in their day-to-day work. They will also need to have strong leadership skills to enable them to

build and develop within the Board who can then engage and inspire the workforce. It is also important that they participate fully within the wider health economy.

### 3. Introduction to The Dudley Group NHS Foundation Trust

Based in the heart of the Black Country, The Dudley Group NHS Foundation Trust is the main provider of acute and community services to the populations of Dudley, significant parts of the Sandwell borough and smaller, but growing, communities in South Staffordshire and Wyre Forest. We employ around 4200 staff and have a turnover of around £350m. The Trust 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 and provides the full range of secondary care services and some specialist services for the wider populations of the Black Country and West Midlands region. We also provide specialist adult community based care in patients' homes and in more than 40 centres in the Dudley Metropolitan Borough Council community.

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.

#### **Vision**

Our vision is to be a healthcare provider for the Black Country and West Midlands which is: Trusted to provide safe, caring and effective services because people matter – care better every day.

#### **Values**

- Care
- Respect
- Responsibility

## Objectives



## **The Board**

The Dudley Group NHS Foundation Trust is managed by a Trust Board that consists of executives and non-executive directors overseen by the chair.

The role of the Trust Board is to manage the Trust by:

- Setting overall strategic direction within the context of the NHS priorities
- Ensuring high-quality, effective and patient-focused services through clinical governance are delivered
- Regularly monitoring performance against objectives
- Providing financial stewardship through value for money, financial control and financial planning
- Ensuring high standards of corporate governance, personal conduct and compliance with statutory duties
- Promoting effective dialogue with the local communities served

The work of the Board of Directors is supported by the following Board committees, chaired by our non-executive directors, which are aligned to our six strategic objectives

- Remuneration & Nomination Committee
- Audit Committee
- Finance & Performance Committee
- Clinical Quality, Safety and Patient Experience Committee
- Digital Trust Committee
- Workforce and Staff Engagement Committee
- Charitable Funds Committee.

The Council of Governors hold the non-executive directors, both individually and collectively, to account for the performance of the Board of Directors and to represent the interests of NHS foundation trust members, our staff and of the public.

The work of the Council of Governors is supported by the following Council of Governors committees:

- Governance
- Strategy
- Experience & Engagement
- Appointments and Remuneration

As a Non-Executive Director of an NHS Foundation Trust, the successful candidate would be a voting member of the Board of Directors. The Non-Executive Directors are accountable to the Council of Governors.

**Useful information can be found at:**

- Trust website:  
<http://dgft.nhs.uk/>
- HSJ Local:  
<https://www.hsj.co.uk/hsj-local/providers/The-Dudley-Group-NHS-Foundation-Trust>
- Black Country and West Birmingham STP:  
<https://www.england.nhs.uk/integratedcare/stps/view-stps/the-black-country-and-west-birmingham/>
- CQC Inspection:  
<https://www.cqc.org.uk/provider/RNA>
- Trust Annual Report:  
<http://dgft.nhs.uk/about-us/publications/annual-report/>
- Trust Quality Report:  
<http://dgft.nhs.uk/about-us/publications/quality-report/>

**4. Supplementary information:**

**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 Russells Hall Hospital, Guest Hospital and Corbett Hospital.

**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:** 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 Trust's safeguarding policies.
- Attend the appropriate training for safeguarding
- Know who to contact if you have concerns about an adult's 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:** On the 3<sup>rd</sup> June 2019, the Trust is introducing a smoke free policy with no smoking allowed on Trust grounds.

**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 employee's 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.

## 5. Remuneration

Remuneration is set at £13,190 per annum.

## 6. Expected recruitment process and timetable

Milestone	Date
Advert live	Friday, 5th April 2019
Closing date	12.00pm on Friday, 10th May 2019
Shortlist meeting	Friday, 24th May 2019
Visits to the Trust & other informal meetings	To be agreed with potential candidates
Interview	Friday, 7th June 2019
Stakeholder Panels: <ul style="list-style-type: none"> <li>• Board</li> </ul>	

## 7. How to apply

The closing date for applications is midday **on 12.00pm on Friday, 10th May 2019.**

To apply please send:

- a) **A full CV** which demonstrates your ability to meet the criteria contained in the Role Description and Candidate Specification.
- b) **A supporting statement of no more than 2 pages (A4)** highlighting your motivations for applying, the aspects of the Role Description and work of the Trust that particularly attract you to the post, how you will meet the challenges of the role and how you, as a member of the Board team, you will contribute to our future.
- c) **Please also provide details of two referees**
- d) **Please send your CV and supporting documentation in word format only (not converted from .pdf)**

**Apply here:**

<http://jobs.dudleygroup.nhs.uk/job/v1666450>

All applications will be acknowledged.