



Could you help lead the NHS in your area?

**The Princess Alexandra Hospital
NHS Trust**

Associate Non-executive Director

Candidate information pack

Reference: M2314



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 (NED) at The Princess Alexandra Hospital NHS Trust.

The Trust is taking positive action to increase the diversity of its Board members and reflect the diverse population it serves. Applications from people from the local black and minority ethnic communities, women and disabled people who we know are under-represented in chair and non-executive roles will be particularly welcome. The Trust values and promotes diversity and is committed to equality of opportunity for all and appointments made on merit.

This is an exceptional opportunity to share your talents and make a positive difference to the lives of people in your community. The Trust wishes to ensure that the voices of all its diverse communities are heard and seeks to appoint strong team players with excellent interpersonal skills, along with the ability to challenge conventional thinking and champion inclusivity and equality.

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

Essential criteria

You will need to have a genuine commitment to patients and the promotion of excellent health care services.

Lived experience

Personally, you will bring a range of professional expertise as well as community understanding and experience. Your life experience and personal motivation will add valuable personal insights such as: a patient or carer of a service user; engaging with diverse ethnic, cultural, social and economic and cultural groups and communities; experience of gender and women's issues; experiences and challenges of younger people; and those with lived experience of mental health issues and/or living with physical disability. We are actively working towards a diverse and representative workforce and welcome and encourage applications from all parts of our communities.

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, championing inclusivity and equality, change and innovation using a collaborative and engaging leadership style
- bring the voice of the local population in to the Board discussions through well-established links with the local community.
- encourage continuous improvement in outcomes for patients and service users alongside clinical excellence and value for money

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 area served by the Trust, which includes West Essex, East and North Hertfordshire. We particularly encourage applicants who have strong connections with Harlow to apply.

- On average this role will require the equivalent to 2 to 3 days a month
- The remuneration payable for this role is £11,500 per annum. Thereafter the remuneration will be applied in line with the framework for chairs and NEDs. On this basis the successful candidate will receive an increase on 1 April 2021 to £13,000 (standard rate for all NEDs) per annum.

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 England / 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 The Princess Alexandra Hospital NHS Trust

The Princess Alexandra Hospital NHS Trust (PAH) was established in April 1995. It is a small to medium-size hospital with an annual income of circa £225million. It comprises 414 general and acute beds and provides a full range of general acute services, including a 24/7 emergency department, an intensive care unit, a maternity unit and a level II neonatal intensive care unit (NICU).

The Trust currently employs over 3,000 people and operates outpatient and diagnostic services from the Herts and Essex Hospital, Bishop's Stortford, St Margaret's Hospital in Epping and the Cheshunt Community Hospital. The Breast Unit at St Margaret's Hospital is one of the largest breast cancer clinical trials facilities in Hertfordshire, Essex and North London.

The Trust serves a core population of about 350,000 and is the natural hospital of choice for people living in West Essex and East Hertfordshire, with a core population which is centred on the M11 corridor and the towns of Harlow, Bishop's Stortford and Epping. Its extended catchment area (radius of 11 to 13 miles) incorporates a population of up to 500,000 and includes the areas of Hoddesdon, Cheshunt and Broxbourne in Hertfordshire, together with the south of the M25 in Essex being potential areas for growth.

The Trust has sought to maintain the safety of and improve the quality and look of its estate and places. A key aspect of the Trust's future is to develop a new hospital site and through working with partners to develop a strong case for a new build aligned with the development of the West Essex integrated care partnership.

Strategic objectives

There is a significant change agenda ahead, aligned to the Trust's five strategic objectives as follows:

- *Our Patients – we will continue to improve the quality of care and experiences that we provide **our patients**, integrating care with our partners and improving our CQC rating*
- *Our People – we will support **our people** to deliver high quality care within a **a compassionate and inclusive** culture that improves engagement, recruitment and retention and results in further improvements in our staff survey results*
- *Our Places – we will maintain the safety of and improve the quality and look of **our places** and will work with our partners to develop an OBC for a new hospital, aligned with the further development of our local Integrated Care Partnership*
- *Our Performance – we will meet and achieve **our performance** targets, covering national and local operational, quality and workforce indicators*

- *Our Pounds – we will manage **our pounds** effectively and modernise our corporate services to achieve our agreed financial control total for 2020/21 and our local system control total*

Values

The Trust also has a clear set of values that are lived by the staff to provide the best possible care for patients and working environment for the staff. All members of staff are required to demonstrate their commitment to the values.

- **Respectful:** *We treat others as we would want to be treated ourselves*
- **Caring:** *We always put patients first*
- **Responsible:** *We always say what we are going to do*
- **Committed:** *We strive to be the best*

Partnerships

PAH continues to build and develop constructive and positive partnerships with the full range of stakeholders in the local Strategic Transformation Partnership; *“Together, we provide high quality care to patients and the populations we serve”*.

The NED / Associate NED will be expected to support and enhance working relationships with the following partners:

- East of England Ambulance Service
- Essex Partnership University NHS Foundation Trust
- West Essex Clinical Commissioning Group
- East and North Hertfordshire Clinical Commissioning Group
- Stellar Healthcare and Uttlesford Health, group GP practices
- North East London Foundation Trust who provide child mental health services
- Health Education England
- The Anglia Ruskin University
- Hertfordshire Partnership NHS Foundation Trust
- Hertfordshire Community NHS Trust
- East and North Hertfordshire NHS Trust
- West Hertfordshire Hospitals NHS Trust

Challenges

The leadership team at PAH successfully exited Quality Special Measures in the Spring of 2018 and continue to demonstrate improvement with a clear plan and vision.

The delivery of Urgent and Emergency Care continues to prove a challenge but the local health and social care system in partnership are navigating changes and the realignment of services to improve this position.

The Trust is involved in national initiatives and work programmes focussed on recruitment, but like many other NHS providers workforce also continues to be a challenge.

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:

- **Support to prepare candidates to apply for a non-executive vacancy including:**
 - Building your application
 - Sources of information and useful reading
 - Eligibility and disqualification criteria
 - Terms and conditions of chair and non-executive director appointments
 - How we will handle your application and information
- **View all current chair and non-executive vacancies**
- **Sign up to receive email alerts on the latest vacancies**
- **Contact details for the Non-executive Appointments Team**

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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: 11 January 2021 at 5pm.** Please forward your completed application to NHSI.Chairsandneds@nhs.net
- **interview date: 29 January 2021**
- **proposed start date: to be confirmed**

Getting in touch

- For an informal and confidential discussion with Steve Clarke, the Chair of the trust, please contact Heather Schultz on 01279 444455 extension 2555 or h.schultz@nhs.net.
- **NHS England / NHS Improvement** – for general enquiries contact Miriam Walker on 0300 123 2059 or by emailing miriam.walker@nhs.net

NHS England / NHS Improvement

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The Princess Alexandra
Hospital
NHS Trust

NHS England

NHS Improvement

