



Bradford District Care
NHS Foundation Trust

Candidate brief for the position of Non-Executive Director Bradford District Care NHS Foundation Trust

October 2021



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Welcome from the Chair and Chief Executive

Thank you for expressing an interest in the position of Non-Executive Director at Bradford District Care NHS Foundation Trust. The Trust is recognised locally and nationally for award winning services and leading-edge approach to delivery of high-quality patient centred care.

These two appointments come at an exciting and challenging time. Like all NHS and social care organisations we have been managing our services throughout the COVID-19 pandemic and now need to think differently about how we do things. We are facing increasing challenges and continued financial pressures, but we recognise that the challenges also provide opportunities to drive service improvements, building on our strengths. As a mental health and community services provider committed to providing care at home, or as close to home as possible, our Trust is well placed to respond to the NHS Long Term Plan, that places increasing emphasis on wellbeing, early intervention and caring for people in the community.

Within the context of the NHS Long Term Plan, we have recently refreshed our strategic framework, Better Lives, Together, and have over the past few months been playing a proactive role in the development of Integrated Care plans across West Yorkshire and our local Bradford and Craven place-based system.

If you feel you can help the Trust to realise its ambitions, we will be delighted to discuss the opportunity and receive your application for this vital and rewarding role.

Cathy Elliott
Chair

Therese Patten
Chief Executive



About Bradford District Care NHS Foundation Trust

Where we operate and who we serve

The Trust is located in the heart of Yorkshire, with our headquarters situated in the World Heritage village of Saltaire. The Trust delivers mental health, learning disabilities and community health services to a growing population of almost 600,000 people across a diverse district comprising urban and rural Bradford, Airedale, Wharfedale and Craven. Bradford itself is a vibrant, diverse and entrepreneurial city. It is the youngest city in the UK (29% are 20 years or under). The Trust also provides children's services in Wakefield (population 337,000).

The population we serve is one of the most multicultural and vibrant in Britain with over 100 languages spoken. 63.9% are white British and 20.3% of Pakistani ethnic origin (Bradford Census 2011). By contrast, Wakefield district has 17% aged 65 or over and 92.8% is white British (Wakefield Census 2011). Some localities are amongst the most deprived in the country reflected in a higher than average demand for health services and reduced life expectancy. The Bradford and Wakefield areas are amongst the 20% most deprived districts in England (ONS mid 2016).

Our staff and services

The Trust is committed to embracing diversity and inclusion. This is particularly important to us in providing services to the diverse communities we serve. We have recently developed our new Belonging and Inclusion Plan, which sets out the direction of our equality, diversity and inclusion (EDI) ambitions and work for the coming three years

The Trust has over 3,000 staff covering clinical, corporate and clerical roles. Our skilled and committed colleagues deliver care and clinical expertise in over 50 distinct services across 100 sites covering mental health, community and learning disability services, including two mental health hospital sites.

CQC rating – 'good' for caring and responsive and 'requires improvement' for effective, safe and well led, giving an overall rating of 'requires improvement'. We have just had our core and well-led inspection with the outcome expected in the next few weeks, in March 2020 the CQC's inspection of our acute inpatient services resulted in a rating of 'good' across all five domains.

The Trust has introduced over the last 2 years our Care Trust Way, this is a continuous improvement approach which is based on lean methodology and is ensuring a strong line of sight on quality and safety from Board to front line services.

Having such a broad service offer (as shown below) means that the Trust is likely to have contact with everyone in its catchment population at some stage during their lives.

Inpatient services

- Inpatient services for adults and older people with mental health needs.
- Mental health rehabilitation.



- Psychiatric intensive care unit.
- Low secure inpatient services.
- Assessment and treatment service for people with learning disabilities.

Community mental health services

- Early intervention in psychosis service.
- Intensive home treatment service.
- First Response service.
- Assertive outreach service.
- Community mental health teams for adults and older people.
- Psychological services including improving access to psychological therapies.
- Accident and emergency liaison services.
- Acute and care home liaison services.
- Child and adolescent mental health services.
- Specialist eating disorders and home treatment service for young people.
- Learning disabilities:
 - Behavioural outreach.
 - Clinical liaison team.
- Community based clinical support and health facilitation.
- Perinatal mental health team.

Community health services for adults and children

- District nursing care.
- End of life and palliative care.
- Long term conditions.
- Tissue viability.
- Continence care.
- Health visiting.
- School nursing.
- Speech and language therapy.
- Podiatry.
- Community dental service and out of hours dental service.



Financial performance

The Trust continues to meet its financial targets despite challenges and demonstrates an excellent record of financial management, including the achievement of cost improvement plans, stretching back a number of years. The Trust had a turnover of £190.1 million in 2020/21 and delivered against its financial plans during COVID-19.

Purpose and vision

Our core: "better lives, together"

Our purpose: To create connected communities and help people to feel as healthy as they can be at every point in their lives.

Our vision: To connect people to the best quality care, when and where they need it, and be a national role model as an employer.

Our values

We Care We act with respect and empathy, and always value difference.

We Listen We understand people's views and respond to their individual needs.

We Deliver We develop and provide excellent services and support our partners to do the same.

Our services touch every part of the wider health and social care sector. We know that for some, the health and care environment can be a complex place to navigate and in conversations with our stakeholders, they have said that we are well placed to help people make sense of this. Our staff and stakeholders have told us everything we do, contributes to a bigger purpose: to create connected communities and help people to feel as healthy as they can be at every point in their lives.

Our staff and stakeholders have told us that they share a vision for our Trust: to connect people to the best quality care, when and where they need it, and be a national role model as an employer.

We are seeking to better co-ordinate and connect people to the right care across the communities we serve. Working seamlessly with others, we will make it easier for people to get services where and when they need them, ideally in the community, to support recovery and wellbeing, and improve experiences and outcomes.

We believe our strategy gives us a strong platform to do this: driving continuous quality improvement, co-ordinating and connecting care with others, underpinned by research evidence so we can wrap care around people and communities.

Ultimately, we are about ensuring people get great care and support. It is crucial that our staff, people who use our services, our stakeholders and communities have all been actively involved in developing our new strategic framework and this signals a new commitment to be bolder, working differently and further strengthening links with our partners, and together, looking to take opportunities, to help people to be as healthy as they can be, with the right support.



Supporting recovery and wellbeing

Our Trust will build on its reputation for being a provider of high-quality mental health, community and learning disability services. Our focus is to work in communities to support recovery and enable wellbeing, and help people to achieve their personal health goals, through:

- our expertise in working with people; and
- the expertise of other high-quality organisations that share our purpose.

Connecting communities

This means improving what we do, creating new ways of working as a Trust and strengthening connections across our communities, through partnerships with people who use our services, their carers and colleagues from other organisations, so that seamless access to the best and most appropriate care becomes the norm.

We believe that the continuing drive to introduce integrated approaches to care will reduce cross agency duplication and identify opportunities to intervene earlier and so reduce the demand on and costs of formal care services.

Our teams already work closely with health, social care, volunteers and voluntary organisations and with diverse local communities. We are active in building relationships with health and local authority commissioners, hospitals, family doctors and emergency services.

The Trust takes an active leading role as a member of the West Yorkshire Mental Health Collaborative, working with other mental health trusts to improve mental health services within the West Yorkshire and Harrogate Health & Care Partnership. We are also a core member of the local Health and Care provider alliances and have taken a proactive role in the development of the Integrated Care Partnership arrangement across Bradford and Craven.

We see our future as a strong, independent but very well connected organisation and believe that only by working together can we provide truly local, sustainable services of high quality that people deserve and need.

Board of Directors

Chair and Non-Executive Directors

- Chair, Cathy Elliott (until 5 December 2021, following appointment as Chair of the West Yorkshire and Harrogate ICS)
- Non-Executive Director, Carole Panteli (and Interim Chair from 6 December 2021 to 31 March 2022)
- Non-Executive Director, Andrew Chang
- Non-Executive Director, Professor Gerrard Armitage (until February 2022)
- Non-Executive Director, Dr Zulfi Hussain MBE (until February 2022)
- Non-Executive Director, Simon Lewis
- Non-Executive Director, Maz Ahmed



Executive Board Directors

- Chief Executive, Therese Patten
- Chief Operating Officer and Deputy Chief Executive, Patrick Scott
- Director of Finance, Contracting and Estates, Mike Woodhead
- Medical Director, Dr David Sims
- Director of Nursing, Professions and Care Standards, Phil Hubbard
- Director of Human Resources and Organisation Development, Sandra Knight

Associate Directors

- Associate Director of Corporate Affairs, Paul Hogg
- Chief Information Officer, Tim Rycroft

Council of Governors

As a Foundation Trust we have an enthusiastic, committed and diverse Council of Governors to represent almost 10,000 community members and 3,000 staff members. The Governors bring a wide range of experience and a welcome questioning approach to our work. They are a vital link with the communities we serve. The Council of Governors has several statutory responsibilities including holding the Non-Executive Directors to account, the appointment and remuneration of the Chair and Non-executive directors, the appointment of the External Auditors and approval of the Trust's annual plan. The Council of Governors and the Board of Directors work closely together to shape and improve service user care, to review trust performance and ensure the Trust is well governed.

Terms, conditions & eligibility

Remuneration:

£13,000 per annum

Time commitment:

This is a part time non-executive appointment. The time commitment will be at least 3 days per month.

Eligibility

Preference will be given to candidates who have strong affinity and connections within Yorkshire and an understanding of its diverse communities.

We value and promote diversity and are committed to equality of opportunity for all. We believe that the best Boards are those that reflect the communities we serve and therefore applications from all backgrounds are welcomed. However, we want to continue to increase the diversity of our Board including gender balance and particularly encourage applications from minority groups, from people with lived experience of mental health issues and/or physical disability.



Please note that current NHS employees/contractors are not eligible for consideration. This includes honorary or unpaid medical or dental posts, practicing healthcare professionals including practicing GPs, General Dental Practitioners and their employees.

Job Description

Post:	Non-Executive Director
Accountable to:	Trust Chair
Location:	Bradford District Care Trust, New Mill, Victoria Road, Saltaire, West Yorkshire. BD18

Role Summary

As a Non-Executive Director to our Board of Directors you will contribute to the Trust by ensuring we provide effective, safe high quality and sustainable healthcare services for the people we serve via our 'Better Lives, Together' strategy.

You will have significant senior leadership experience at Board level in the public, private and/or voluntary sector(s) in one or more of the following areas:

- Digital and Innovation
- Social care, public health or wider clinical/voluntary sector/social care background leadership experience and an appreciation for whole system working
- Lived experience and strong alignment with the communities served by this Trust

Main Purpose of the Job

Bradford District Care NHS Foundation Trust is led by a Board, comprising both Executive and Non-Executive Directors. The Board is collectively responsible for the exercise of powers and for the performance of the organisation to ensure we provide effective, safe high quality and sustainable healthcare services for the people we serve via our 'Better Lives, Together' strategy.

Responsibilities include:

- promoting the success of the organisation;
- providing leadership to the organisation within a framework of prudent and effective controls
- setting strategic direction, ensuring management capacity and capability and monitoring and managing performance.
- promoting and demonstrating the Trust's commitment to system leadership and effective collaborative working.



The Non-Executive Directors provide oversight, governance and leadership to the Foundation Trust. Non-Executive Directors play a crucial role in bringing an independent perspective to the boardroom in addition to any specific knowledge and skills they may have. The role of the Non-Executive Director consists of several key functions, which together ensure that the Trust is a successful organisation as contracted by commissioning bodies, as required by statute and in accordance with the standards set by NHS Improvement/England and the Care Quality Commission.

Non-Executive Directors are expected to participate fully as members of Committees of the Board of Directors to which they are appointed and to take the role of Committee Chairs when appointed. Non-Executive Directors will meet periodically with the Chair in the absence of Executive Directors to discuss issues of interest or concern in addition to meetings to consider appraisal and objective setting for the Executive Directors and the Chief Executive.

Key Attributes

We believe the key attributes for being a successful Non-Executive Director include having:

- a passion for the NHS and a genuine commitment to patients and excellent health care services
- a patient and community focus with a strong commitment to working in partnership with patients, carers and the community
- an enterprising approach, someone who is commercially minded and alive to opportunities
- intellectual flexibility, with the ability to think clearly and creatively
- strategic direction as the ability to think and plan ahead, balancing needs and constraints are crucial
- a strong ability to effectively influence, persuade and communicate across a wide range of relationships
- the ability to hold yourself and others to account using a style which is probing and provides constructive challenge
- team working skills, with a commitment to work as a member of a senior leadership team
- self-belief and drive demonstrating the motivation to improve NHS performance and a confidence to take on challenges
- the ability to uphold the standards of conduct set out in "The Seven Principles of Public Life"

Board Accountability

NHS Foundation Trusts have a Council of Governors which represents the interests of members and the public and holds the Non-Executive Directors to account. The Board and Council have a corporate responsibility to uphold, safeguard and promote the Trust's values particularly relating to ethics, integrity and social responsibility.

The Board is accountable for ensuring that the Trust operates effectively, efficiently and economically. The Council of Governors is expected to ensure that the Trust responds to the needs and preferences of stakeholders and local communities and it is also involved in offering advice to the Board about strategic options.

The Non-Executive Directors are accountable to the Chair of the Trust who also chairs the Council of Governors. The Non-Executive Directors play a crucial role in bringing an independent perspective to the Trust, in addition to any specific knowledge or skills they may have. The Council of Governors of an NHS Foundation Trust has specific responsibility for the appointment of the Non-Executive Directors and the Chair and will participate in the annual evaluation of their performance.



All Directors, Executive and Non-Executive have responsibility to constructively challenge in reaching decisions of the Board and to help develop proposals on priorities, risk mitigation, values, standards and strategy.

Non-Executive Directors have a responsibility to:

- Support the Trust Chair, Chief Executive and Executive Directors in promoting the Foundation Trust's values;
- Support a positive culture throughout the Foundation Trust and adopt behaviours in the boardroom and elsewhere that exemplify the corporate culture;
- Contribute to the development of strategy and transformational change; and
- Constructively challenge the decisions of the Board and ensure that appropriate challenge is made.

Non-Executive Directors share a duty to:

- Scrutinise the performance of the executive management in meeting agreed goals and objectives and ensuring that any required action is taken;
- Satisfy themselves as to the integrity of clinical/professional, financial, and other information;
- Satisfy themselves that clinical and professional quality controls, financial and systems of risk management and governance are sound and that they are used effectively;
- Commission and use external advice as necessary; and
- Ensure that they receive adequate information in the form that they specify and to monitor the reporting of performance.

Non-Executive Directors are responsible for:

- Determining appropriate levels of remuneration of Executive Directors;
- Participating in the appraisal of Executive Directors, their fellow Non-Executive Directors and the Chair;
- Appointing the Chief Executive (subject to approval by the Council of Governors);
- Appointing other Executive Directors;
- Where necessary, removing Executive Directors; and
- Succession planning for key executive posts.

Non-Executive Directors should:

- Attend meetings of the Council of Governors with sufficient frequency to ensure that they understand the views of Governors on the key strategic and performance issues facing the Foundation Trust;
- Take into account and respond to the views and suggestions of Governors and other members to gain a different perspective on the Foundation Trust and its performance;
- Give account to the Council of Governors on the progress made in delivering the Foundation Trust's strategic objectives, the financial and operational performance of the Foundation Trust; and



- Receive feedback from the Council of Governors regarding performance and ensure that the Board of Directors is aware of this feedback.

Non-Executive Directors should:

- Participate in the Foundation Trust's induction programme including partnering Executive Directors, attending briefings, meetings and reading induction materials;
- Familiarise themselves with documents set out in the Director's induction schedule particularly the key areas of risk facing the Foundation Trust; and
- Take opportunities to develop and refresh their knowledge and skills and ensure that they are well informed in respect of the main areas of the Foundation Trust's activity and relevant CPD.

These key roles are delivered in the following ways (not all of which are allocated to every Non-Executive Director):

- Membership of the Board of Directors. The Trust currently holds Board meetings on the second Thursday of every month except August, with six Board meetings held in public). The Board also has a programme of development sessions that typically take place on Board days
- Discussion and liaison (outside of meetings) with the Executive Directors and other members of staff and Governors through visits to localities and services;
- Attend as required by the Chair, meetings of the Council of Governors (the Council of Governors currently meets quarterly), and with service users and / or carers;
- Attend relevant seminars and training courses to better enable the performance of their Board role;
- Be designated to oversee serious incident investigations;
- Make appropriate visits to service locations;
- Undergo annual appraisals with the Chair;
- Give mutual support to all other members of the Board of Directors and Council of Governors and in particular the Chair;
- Help ensure the best use of financial resources so as to maximise benefits for service users, carers and the communities we serve;
- Take all reasonable steps to ensure that the Trust operates within its licence conditions as a Foundation Trust and attains the highest level of performance;
- Help ensure that the Trust promotes equality and diversity for all staff, service users, carers and other stakeholders and takes action to tackle health inequalities;
- Represent the Board of Directors as an ambassador of the Trust; and
- Uphold the highest standards of integrity and probity, adhering to the Nolan Principles of public life.



Relations with the Council of Governors

The Health and Social Care Act 2012 provides that the 'Council of Governors are to hold the Non-Executive Directors individually and collectively to account for the performance of the Board of Directors, and to represent the interests of the members of the Trust as a whole and the interests of the public'.

Induction and Refreshing skills

It is essential that all new Non-Executive Directors become conversant with the Trust's business activities, its strategy and the main areas of risk.

The Board of Directors, and in particular the Non-Executive Directors, may reasonably wish to challenge assurances received from the Executive Management Team. They should wherever possible ensure that they have sufficient information and understanding to take decisions on an informed basis. When complex or high-risk issues arise the first course of action should normally be to encourage further and deeper analysis to be carried out, in a timely manner. On occasion, Non-Executive Directors may reasonably decide that external assurance is appropriate.

Person Specification

Requirements	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> ■ A formal and recognised qualification in relation to your field(s) of expertise ■ Evidence of Continuing Professional Development. 	<ul style="list-style-type: none"> ■ Degree or master's qualification or equivalent level of operating in relation to your field(s) of expertise
Experience & Knowledge	<ul style="list-style-type: none"> ■ Experience & knowledge in one or more of the following fields: Public Digital and Innovation; Social care, public health or wider clinical/voluntary sector/social care leadership experience and an appreciation for whole system working; Lived experience and strong alignment with the communities served by this Trust ■ Experience of contributing to or working with committees or boards in complex customer or public facing organisation. ■ Accustomed to a high level of accountability with the capability to hold others to account for the delivery of services. 	<ul style="list-style-type: none"> ■ Experience & knowledge with a proven track record in two or more of the following fields: ■ Experience of applying effective governance and assurance processes. ■ Experience of working across organisational boundaries, within partnerships and across collaborative systems. ■ Senior level governance expertise relating to finance, risk management and performance management. ■ Expertise in risk management and the design, analysis and scrutiny of risk assurance processes



Requirements	Essential	Desirable
	<ul style="list-style-type: none"> ■ Knowledge of the communities we serve and the challenges they face 	
Health & Care	<ul style="list-style-type: none"> ■ An understanding of the work of the National Health Service nationally, regionally or locally. 	<ul style="list-style-type: none"> ■ An understanding of the role of foundation trusts and how services inter-relate and impact on service users, carers, public and staff. ■ Knowledge of health and care sector regulatory compliance frameworks. ■ Awareness of developments and trends in local, regional and national health and care accountability structures and policy.
Skills & Abilities	<ul style="list-style-type: none"> ■ Excellent analytical skills – able to interpret complex information and to identify underlying issues ■ Digital knowledge and experience at a strategic level with an understanding of transformation and change management. ■ Able to work effectively with the Chief Executive, Board members, Public Representatives. ■ Strong interpersonal and leadership skills. Able to shape and lead agendas within a remit, relate to and communicate clearly with people. 	<ul style="list-style-type: none"> ■ Able to support the Trust in developing productive relationships for mutual benefit locally, regionally and nationally. ■ Ability to work professionally at Board level in an industry or nationally regulated or governed environment under public scrutiny. ■ Competent in critically evaluating business plans, investment proposals and contractual arrangements in complex environments.
Personal Qualities	<ul style="list-style-type: none"> ■ Commitment to NHS values and principles and those of the Trust. ■ The motivation to improve NHS and the Trust's performance. ■ Strategic direction; has the ability to think and plan ahead, balancing needs and constraints. ■ Intellectual flexibility, with the ability to think clearly and creatively with independence of judgement. ■ A good listener, able to grasp relevant concepts, demonstrate foresight and insight and summarise effectively. 	<ul style="list-style-type: none"> ■ An enterprising approach, someone who is commercially minded, imaginative and alive to opportunities; ■ A strong commitment to working in partnership with service users, carers and the community



Requirements	Essential	Desirable
	<ul style="list-style-type: none"> ■ The ability to hold self and others to account using a style which is probing and provides constructive challenge. ■ Commitment to promoting diversity, inclusion and equality of opportunity, within the Trust. ■ Committed and able to uphold the standards of conduct set out in "The Seven Principles of Public Life". 	
Other Requirements	<ul style="list-style-type: none"> ■ Eligible to be a registered member of the Foundation Trust. ■ Ability to make a commitment to engage for a sufficient amount of time, which will vary according to demands. (at least 3 days per month) 	

The Seven Principles of Public Life - The Nolan Principles.

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.



Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

Fit and Proper Persons Requirement

The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 – Regulation 5 and Schedule 4 play a major part in ensuring the accountability of directors of NHS bodies and outline the requirements for robust recruitment and employment processes for board level appointments. As part of the assurance against the fit and proper person requirements for board members, you are required to address questions relating to topics including misconduct or mismanagement, bankruptcy and convictions

General duties for all Trust employees

Managing Self

- Participate annually identifying, developing and agreeing your own development plan using the Trust Appraisal process.
- Complete all mandatory training.
- Comply with all Trust policies, procedures and protocols.
- Pay regard to materials and equipment.
- Carry out duties with due regard to the Trust's Equal Opportunity Policy.

Supervision and Support

There is no requirement for formal supervision within this role however you will be expected to seek advice and support from your peers.

Financial Responsibility

- Ensure that Standing Financial Instructions and other statutory responsibilities are adhered to.
- Ensure the Trust's scheme of delegation and standing financial instructions are adhered to.
- Ensure that the Trust's financial planning and management is robust and delivery is in line with plans and best value.
- Ensure that procurement, operational and disposal processes are followed to create best value and minimise waste, whilst meeting all legal and statutory requirements.



Safeguarding

You have a duty to report any concerns you have about the safety or wellbeing of service users, members of their families, including children. Employees should be aware of their roles and responsibilities to both prevent and respond appropriately to abuse. You should undertake any relevant safeguarding training required for your post.

Core Values

The Trust has a set of core values that all Board members should aspire to role model:

We Care - We act with respect and empathy, and always value difference.

We Listen - We understand people's views and respond to their individual needs.

We Deliver - We develop and provide excellent services and support our partners to do the same.

Infection Control

Responsible in respect to your area of work, for ensuring so far as is reasonably practicable and in accordance with Trust policies that you are aware of your individual responsibilities in regard to infection prevention and control this requires you to:

- Maintain safe infection prevention and control environment for yourself and others.
- Be familiar with and comply with current infection prevention and control, guidelines, policies and procedures.
- Raise matters of non-compliance.
- Attend infection prevention and control mandatory training.
- Be appraised in relation to infection prevention and control.

Risk Management

All staff needs a basic working knowledge of risk management. They all have a responsibility to identify and report risks, hazards, incidents, accidents and near misses promptly, in accordance with Trust Policy. All staff must be familiar with emergency procedures, risk management systems and incident management in their workplace.

Health and Safety

All employees have a responsibility under the Health and Safety at Work Act 1974 for their own health, safety and welfare and to ensure that the agreed safety procedures are carried out to provide a safe environment for other employees and anyone else that may be affected by the carrying out of their duties. Employees must co-operate with the Trust in meeting its statutory obligations with regard to health and safety legislation and must report any accidents, incidents and problems as soon as practicable to their immediate supervisor. The Trust has a written health and safety policy which employees have a general duty to read in order that they are fully conversant with its requirements.



Patient care

Bradford District Care NHS Foundation Trust is committed to ensuring the highest standards of care and treatment and expects that all staff employed within the organisation will treat service users, their carers, relatives and friends with dignity and respect at all times during their contact with services we provide.

Information Management

All members of staff are bound by the requirements of the General Data Protection Regulation 2018 and any breaches of this or of the confidential nature of the work of this post could lead to dismissal. The post holder is responsible to learn about information governance, to help ensure that best practice guidelines are followed and personal information is managed to benefit patients, clients and members of staff. The post holder is required to sign the declaration form to confirm they have read and understood the booklet and leaflet regarding information governance, which will be kept by the HR team in the post holder's personnel file.

How to Apply

Bradford District Care NHS Foundation Trust has engaged the services of Odgers Berndtson, to whom applications should be sent by the closing date of **midday on Friday 19 November 2021**.

Selected candidates will be invited for preliminary interview with Odgers Berndtson during **w/c 22 November 2021**, following which a shortlisting meeting will be held. Shortlisted candidates will be invited to attend stakeholder panel discussions during **w/c 6 December 2021** and final interviews during **w/c 13 December 2021**.

Applications:

In order to apply, please submit a comprehensive CV along with a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include the names and addresses of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.

The preferred method of application is online at: www.odgers.com/84299

If you are unable to apply online please email: 84299@odgersberndtson.com

All applications will receive an automated response.

Any postal applications should be sent direct to Victoria Graham, 82 King Street, Manchester, M2 4WQ.

Applications Should Include:

- A covering letter explaining why the appointment interests you, how you meet the appointment criteria and what you specifically would bring to the post.
- A Curriculum Vitae (CV) with education and professional qualifications and full employment history. It is also helpful to have daytime and evening telephone contact numbers and e-mail addresses, which will be used with discretion. The



CV should include names and contact details of three referees. References will not be taken without applicant permission.

- All candidates are also requested to complete an Equal Opportunities Monitoring Form which will be available upon submission of your online application. If you submit your application via email you will receive the Equal Opportunities Monitoring Form via email link during the process.
- This will assist Bradford District Care NHS Foundation Trust in monitoring their selection decisions to assess whether equality of opportunity is being achieved. The information you give us will be treated as confidential and is for monitoring purposes only; it will not form part of the application process.
- The successful applicant will be subject to Occupational Health and Disclosure and Barring Service checks and is subject to the Fit and Proper Persons Requirement (FPPR).
- All organisations regulated by the Care Quality Commission need to ensure that successful candidates meet the Fit and Proper Persons Requirement (Regulation 5, The Health and Social Care Act 2008 (Regulated Activities) Regulations Act.
- This means that the care provider must not appoint a director unless:
 - The individual is of good character;
 - The individual has the qualifications, competence, skills and experience which are necessary for the relevant office or position or the work for which they are employed;
 - The individual is able by reason of their health, after reasonable adjustments are made, to properly perform tasks which are intrinsic to the office or position for which they are appointed or to the work for which they are employed;
 - The individual has not been responsible for, been privy to, contributed to or facilitated any serious misconduct or mismanagement (whether lawful or not) in the course of carrying on a regulated activity or providing a service elsewhere which, if provided in England, would be a regulated activity; and
 - None of the grounds of unfitness specified in Part 1 of Schedule 4 apply to the individual (e.g. bankruptcy, sequestration and insolvency, appearing on barred lists and being prohibited from holding directorships under other laws)
 - Good character is measured by the criteria set out in Part 2 of Schedule 4 of the Regulations:
 - Whether the person has been convicted in the UK of any offence or been convicted elsewhere of any offence which if committed in any part of the UK would constitute an offence; and
 - Whether a person has been erased, removed, or struck off a register maintained by a regulator of a health or social work professional body.

Personal Data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.



Contact Details

For a conversation in confidence, please contact:

Peter Mason – peter.mason@odgersberndtson.com

Gillian Powell – gillian.powell@odgersberndtson.com

We are committed to ensuring everyone can access our website and application processes. This includes people with sight loss, hearing, mobility and cognitive impairments. Should you require access to these documents in alternative formats, please contact victoria.graham@odgersberndtson.com.

Also, if you have any comments and/or suggestions about improving access to our application processes please do not hesitate to contact us response.manager@odgersberndtson.com.



