



Hampshire Hospitals
NHS Foundation Trust

Non-Executive Director (NED) Application Pack



**LIFE CHANGING
CHANGING LIVES**

hampshirehospitalscareers.co.uk

Welcome from chairman Steve Erskine



Dear candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester, and Over War Memorial Hospital and in community settings. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £500 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future of the Foundation Trust.

We expect the post holder to uphold the trust's CARE values:

COMPASSION caring about our patients and our staff **ACCOUNTABLE**

and responsible, always improving **RESPECT** for all colleagues,

patients, and their families

ENCOURAGING and challenging each other to always do our best

The following is included in this information pack to help you with your application:

- Job Description
- Person Specification
- Application process

We are really excited to hear from you and look forward to receiving your application.

Yours sincerely



Steve Erskine, chairman

CQC Rating: [Good \(2020\) Annual](#)

[report link](#) – [click here](#)

[Board papers link](#) – [click here](#)

[NHS People Plan](#) – [click here](#)

Our strategy and priorities for 2022/23

Our vision is to provide outstanding care for every patient, and we have four strategic objectives:

Outstanding care for our patients:

- Work to CQC outstanding including implementation of quality priorities
- Deliver our constitutional targets
- Deliver our covid recovery plans

Empower our teams:

- Invest in the health and wellbeing of our staff
- Deliver the People Plan targets
- Achieve objectives set out in the Equality & Diversity strategy - closing the gap between satisfaction of BAME and white staff

Living within our money:

- Achieve expenditure targets in 2022/23 budgets
- Deliver the agreed capital plan
- Deliver the first year of the three-year recovery plan aligned with the Hampshire and Isle of Wight Integrated Care System (ICS)

Innovating for the future:

- Define and deliver improvement and innovation plans
- Deliver the Hampshire Together – Modernising our Hospitals and Health Services programme
- Deliver our transformation programmes including our digital transformation programme and realise benefits

Hampshire Together: Collaborative working to achieve the NHS Long Term Plan

Hampshire Hospitals NHS Foundation Trust delivers acute care and several specialist services to the population in and around North and Mid Hampshire. As an acute NHS Trust, we operate within the Hampshire and Isle of Wight regional healthcare system.

It is one of the largest health and care systems in the country with a long history of working in partnership to make lives better. The ICS has been created to better join up hospital and community services, physical and mental health services and health and social care. As a system, we take collective responsibility for managing resources, delivering care and improving the health of the population we serve. We would welcome applications from anyone who has worked in these areas.

The overarching aim of the ICS is to support you and your loved ones to live a healthier life and get the care and treatment that you need, in the right place and at the right time.

A key aim is to build on and further strengthen local collaboration between partners to address health inequalities, sustain joined up, efficient and effective services that enhance productivity.

Responding to the NHS Long Term Plan

Our response includes commitments to change how our health and care organisations work together, transform patient pathways, address our financial deficit and workforce gap and deliver the significant number of initiatives included within the Long-Term Plan.

Our ambition contains 5 key goals:

- Empower people to lead healthy lives;
- Deliver the future in our plans by implementing a 21st century approach to care;
- Use our resource for the benefit of local people;
- Deliver a quality of care for local people of which we can be proud;
- Create a health and care system for Hampshire and the Isle of Wight within which people want to work.



Hampshire Together: NHS People Promise

More people, working differently, in a compassionate and inclusive culture.

That is the ambition of the NHS People Plan. At Hampshire Hospitals we strive to deliver on that ambition. Our people are driven by providing outstanding care to the patients and communities they serve. It is the common purpose that drives what we do, uniting our vibrant and diverse workforce. We provide this care to patients in a culture that aims to release the potential of our people, centred on our employer brand and CARE values.

Celebrating diversity

Team HHFT is made up of staff from a diverse range of backgrounds and skill, we value the unique contribution that every member of our teams bring. It is one of our greatest strengths.

Culture Change

The Trust is committed to designing initiatives and solutions to develop our culture. Establishing a trust-wide behaviours framework, mentoring programme and management competency framework.

Health and Wellbeing

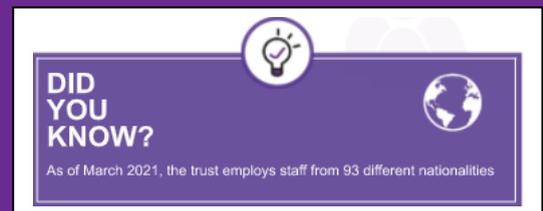
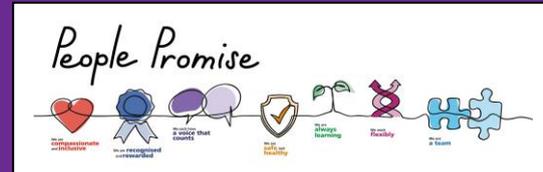
The health and wellbeing of our staff has never been more important. Our Staff Wellbeing Hub has expanded significantly in the past year. It provides direct access to a range of services on-demand for both individuals and teams, whilst also acting as an anchor for related communities of practice.

Recognising our staff

In the last year, our staff have had to overcome challenges in their personal and professional lives as COVID-19 dominated our focus. Our teams have worked harder than ever before showing resilience, dedication and compassion for patients and team members at every turn. Our staff have been recognised through the WOW! Awards.

Recruiting and investing in staff

We aim to attract the best people who share our values to join our Trust. Developing an investing in our existing staff is really important to us. Alongside our internal development programmes we work closely with our education partners to attract and train the best people, providing high-quality learning environments.



Job description

Job Title: Non-Executive Director

Division: Corporate

Accountable To: The Council of Governors, through the chair

THE OPPORTUNITY

We are seeking two Non-Executive Directors to join Hampshire Hospitals NHS Foundation Trust. This is an exceptional opportunity to share your talents and expertise to make a positive difference to the lives of the people served by the Trust. You will need to have a genuine commitment to patients and the promotion of health care services. You will have senior level experience in one of the following areas:

Post 1: Relevant commercial experience in a large and complex organisation

Post 2: An experienced senior HR Professional, with a recognised qualification or relevant experience

For both roles, it would be advantageous to have experience working within a community provision and be able to evidence experience of collaborative working.

JOB SUMMARY

Non-Executive Directors (NED) play a crucial role in bringing an independent perspective to the boardroom in addition to any specific knowledge and skills they may have. They have a duty to uphold the highest standards of integrity and honesty and to foster good relations and should apply similar standards of care and skill in their role as a Non-Executive Director of a Foundation Trust as they would in similar roles elsewhere.

Responsible for providing appropriate oversight, governance and leadership to the trust in the pursuit of its strategies to provide effective and high-quality healthcare services. Non-Executive Directors scrutinise the performance of the trust's executive director team in meeting agreed goals and objectives and monitor the reporting of performance. They should satisfy themselves as to the integrity of financial, clinical and other information and that the financial and clinical quality controls and systems of risk management are robust and defensible.

NEDs are responsible for contributing to the determination of appropriate levels of remuneration of executive directors and have a role in appointing executive directors, and in succession planning.

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 chair when so appointed.

ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire Hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description, but which are commensurate with the role.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.

Job description

Key result areas/responsibilities

As a Non-Executive Director of the Board, the post holder will be one of seven NEDs working with the Chair and six executive directors (EDs) as members of the Board of Directors. You will share responsibility with fellow board directors for the strategic leadership, direction, governance and overall success of the organisation in delivering health care.

The Post Holder will:

- Be a member of, or chair, Board Committees as requested by the Chair.
- Be held to account by the Council of Governors, individually and collectively, for the performance of the Board. Contribute to the development of strategies, business cases and governance processes that will drive delivery of effective management to achieve excellence in quality and financial outcomes and support the provision of a positive patient experience. Ensure that the Board sets challenging goals and objectives for service delivery and achievement of targets and monitor progress towards those goals and objectives.
- Provide insight to, and relevant experience of, organisational development and culture change to aid Board discussions and decisions concerning organisational change programmes.
- Represent the organisation to patients, governors, members, suppliers, government, fellow NHS bodies, regulators, the media and wider stakeholders.
- Ensure effective communication with governors, members and other key stakeholders, ensuring that all directors are aware of the views of those who commission or choose to use the trust's services; Scrutinise the performance of the executive management in meeting agreed goals and objectives; Ensuring the appropriate governance is in place to safeguard patients, staff and standards.
- To participate fully in the work of the Board of Directors and to work corporately with all directors of the trust.
- Uphold the Nolan Principles of Public Life and promote these principles through the organisation; Promote the success of the organisation so as to maximise the benefits for the members as a whole and the public.

As a NED, the post carries corporate responsibility for effective delivery of business objectives, quality standards, probity and governance in all aspects of healthcare provision and will play a key role in determining and implementing strategic aims. All Board Members are expected to work as part of a unified team.

Job description

Strategy

- Have input on our equality, diversity and inclusion strategy
- Take individual and collective responsibility for the overall strategic direction, success and viability of the trust.
- Bring independent judgement and experience to the Board based on the expertise defined in the role specification and apply this to the benefit of the trust.
- Contribute positively to debate regarding the strategic development of the trust and any other material and significant issues facing the organisation through the use of constructive challenge and the provision of support to Board colleagues.
- Influence and help the executive directors develop proposals on strategies and long-term healthcare plans for the community.
- Provide advice and support on issues of strategy and establish clear objectives to deliver these and regularly review performance against them.
- Hold the chief executive and the executive directors to account for the effective management and delivery of the trust's strategic aims and objectives.
- Ensure that the decisions taken by the Board of Directors are effectively implemented by the chief executive and senior management team.
- Contribute positively and through their work as a Non-Executive Director support the long term sustainability of the trust.
- Provide vision to the trust to capitalise on the freedoms it enjoys as a result of its Foundation Trust status.
- Support the Chair in building and maintaining close relations between the Foundation Trust's partners and stakeholder groups to promote the effective operation of the trust's activities; Support the Board in improving the performance of the trust by ensuring that challenging performance targets are set, and that performance is monitored against these.

Communication

Non-Executive Directors are required to carry out their duties in a manner which complies with the Nolan Principles of Public Life and have a statutory duty to promote the success of the organisation. Members of the Board are expected to ensure that the trust's licence conditions, and constitution are upheld at all times.

Job description

Compliance

Ensure that the trust complies with all statutory and regulatory requirements, including ensuring compliance with the Terms of Licence and Constitution.

Maintain mandatory services and retain protected property as defined in the Terms of Licence.

- Ensure that financial viability is maintained and report on financial affairs in accordance with the requirements set out by the Department of Health and the Independent Regulator Foundation Trusts (NHS Improvement).
- Ensure that financial controls and systems of risk management are robust and that the Board is kept fully informed through timely and relevant information.
- Ensure the best use of financial and other resources in order to maximise effective treatment to patients and service users.
- Support the Chair in the appointment of the chief executive and other executive directors and senior staff, as appropriate.
- With the assistance of the associate governance director, promote the highest standards of corporate and clinical governance in compliance with the NHS Foundation Trust Code of Governance and other regulatory requirements and best practice, where appropriate; Uphold the values, vision and strategic objectives of the trust by example, and ensure that the trust promotes equality of opportunity, diversity and human rights in the treatment for all its patients, staff and other stakeholders.
- Ensure the trust meets its commitment to patients, targets and Key Performance Indicators for treatment.
- Ensure appropriate mechanisms are in place to provide assurance to the Board in relation to infection control standards

Job description

Board Activities

- Participate fully and collaboratively in the work of the Board, taking responsibility for building constructive relationships with fellow Board members.
- In addition to Board meetings, attend and Chair Board committee meetings and other meetings of the main Board, as allocated by the Trust Chair.
- Participate fully in Board Induction and any training that is provided for Board members; Participate fully in the individual appraisal process and any Board performance appraisal as determined by the Chair and undertake any training or development activity identified as a result.
- Assist and support the senior independent director with the annual performance evaluation of the Chair, in line with the process agreed by the Council of Governors and report back to the Council of Governors.
- Support the Chair in ensuring effective working relationships between the Board and the Council of Governors and have due regard of the opinions of the Governors.

Budgetary and Resource Management

This role does not have any budgetary responsibilities

Trust Values

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the trust to define and develop our culture. The post holder will be:

- Compassionate, caring about our patients
- Accountable and responsible, always looking to improve
- Respectful for all and show integrity in everything
- Encouraging and challenging each other to always do our best

Person specification/role requirements

Essential

Desirable

Training and Qualifications

- Degree level education or demonstrable track record of operating in a business environment at this level
- Recognised HR qualification or equivalent relevant experience

- Significant record of leadership, management of change and personal achievement in a substantial and complex organisation, particularly multi-site and multi-disciplinary
- Understanding of the NHS and the external environment in which it operates

Knowledge and Experience

- Experience operating at a senior level or board level in a public or private sector organisation
- Experience in the field of Human Resources / Workforce
- Able to engage in strategic thinking and developments for organisations
- Able to demonstrate a strong connection to the local community

- Experience of collaborative working
- Experience of strategic planning and decision making
- Previous experience as a NED or equivalent
- Experience of working in community, physical and mental health, or social care services

Skills and Ability

- Effective communication skills with the ability to build Relationships
- Ability to make a positive contribution at Board Level Meetings
- Highly developed listening, influencing and negotiating skills
- Excellent interpersonal skills and ability to form productive Collaborative working relationships
- Strategic thinker – interprets likely change for the organisation and helps set direction for the future
- Demonstrates the strength of resolve to hold others to account For agreed targets and to be held to account for decisions taken

- Evidence of ability to influence and help develop robust corporate governance and risk strategies
- Proven management skills with a large-scale organisation

Person specification/role requirements

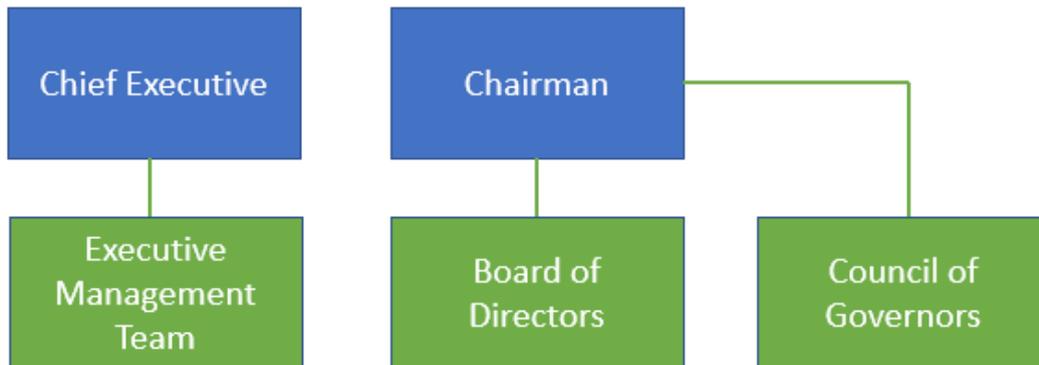
Essential

Desirable

Other specific requirements

- A strong understanding of the importance of exercising independent judgement
- Integrity and high ethical standards
- Politically astute, able to grasp relevant issues and understand complex relationships between different individuals and organisation
- Able to meet the requirements of the Fit and Proper Persons Test and the standards in the HHFT Constitution
- Sufficient time and commitment to fulfil the role

Organisational Structure



How to apply

To make this process as easy as possible, we ask that you provide the following:

- A CV that includes your address and contact details, highlighting and explaining any gaps in your employment history
- A supporting statement outlining your suitability against the essential criteria in the person specification with an explanation as to why you are applying and what you can bring to the role.
- Shortlisted candidates will be expected to meet the Fit and Proper Persons Test – further information can be found [here](#)
- Please send your CV and supporting statement to kylie.canning@hhft.nhs.uk closing date for applications is 19th May 2022.

Interviews will take place on 9th and 10th June 2022.

We will only use personal data where we have your consent or where we need to comply with a legal or statutory obligation. For more information about our privacy policy, please see our privacy notice. We understand that protecting your privacy is essential to building a lasting relationship with you, and we're committed to doing the right thing with the information you've shared with us. If you have any queries or feedback or wish to withdraw your consent at any time, please get in touch by emailing.

We positively encourage applications from all sections of the community, and we are committed to developing a workforce fully representative of our communities at all levels.

Closing date: 19th May 2022

Interview date: 9th and 10th June 2022

Appendix A

Additional information applicable to all posts

Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

- Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal. These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

Equality and Diversity

The post holder must comply with all trust policies and procedures designed to ensure equality of employment

- and that services are delivered in ways that meet the individual needs of patients and their families. The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust. The

- post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the trust. They must attend all

- mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

Appendix A

Additional information applicable to all posts

Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the trust has the most robust system possible

- for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offence for someone Barred from regulated activity working with vulnerable adults or children to

- seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

Infection Control

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their

- environment.

Governance and Risk

Adhere to all trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

Duty of Candour

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm.

It is aimed at helping patients receive accurate, truthful information from health providers achieving a

- wholly transparent culture.

Safeguarding

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the trust's policies, also taking in to account relevant legislation including the Children Act 1989 and Care Act 2014. Employees are expected to

- report concerns where they have a reasonable belief that a child or adult is at risk of or has been abused or neglected.

Appendix A

Additional information applicable to all posts

MCA

- All employees are required to have regard for the Mental Capacity Act Code of Practice, regardless of their role within the organisation. Employees are responsible for ensuring that they use the Act as appropriate in the course of their day-to-day duties. Training is available to staff, as are materials to help support employees to embed the provisions of the Act.

Training & Personal Development – Continuous Professional Development

- There is a requirement for all trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan. The post holder must take responsibility in agreement with his/her line manager for his/her own personal
- development this includes attending all trust Statutory and Mandatory training allocated for the role. In addition, the post holder must be aware of their education responsibilities within their area of work.
- All Healthcare Professionals have a responsibility to support and educate students/ trainees and other learners in practice.

Sustainability and Carbon Reduction

Every member of staff is encouraged to take responsibility for energy consumption and carbon reduction and is expected to incorporate the agenda of sustainability, carbon, and health in their daily work.