

Could you help lead the NHS in your area?

The Leeds Teaching Hospitals NHS Trust

Associate Non-executive Director Candidate information pack

Reference: N1804



collaboration trust respect innovation courage compassion

We value and promote diversity and are committed to equality of opportunity for all and appointments made on merit. We believe that the best boards are those that reflect the communities they serve.

We particularly welcome applications from women, people from the local black and minority ethnic communities, and disabled people who we know are under-represented in chair and non-executive roles.

Our recruitment processes are conducted in accordance with the Code of Governance to ensure that they are made on merit after a fair and open process so that the best people, from the widest possible pool of candidates, are appointed.

Contents

1. The opportunity 4
2. The person specification 4
3. About the Trust 5

Appendix 1: Role and responsibilities

Appendix 2: More information

Appendix 3: Making an application

Appendix 4: Key dates

1. The opportunity

We are recruiting for an Associate Non-executive Director (NED) for The Leeds Teaching Hospitals NHS Trust (LTHT). This is an exceptional opportunity to share your talents and expertise to make a positive difference to the lives of people in your community.

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 candidates 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. You will have clinical and patient safety expertise gained from medical, nursing, allied disciplines or social care experience at a senior level in an academic, research, regulatory or clinically focused role.

You will need to be able to demonstrate you can use your experience to:

- work alongside other non-executives and executive colleagues as an equal member of the board
- bring independence, external perspectives, skills and challenge to strategy development
- hold the executive to account by providing purposeful, constructive scrutiny and challenge
- shape and actively support a healthy culture for the trust

All non-executive directors must **champion the standards of public life** – by upholding the highest standards of conduct and displaying the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

As a future NHS leader, the successful candidate will be able to demonstrate the range of behaviours required to contribute effectively in this board level role. These are outlined in the NHS Leadership Academy's [Healthcare Leadership Model](#).

Applicants should live in or have strong connections with Leeds.

- On average this role will require the equivalent to 2 to 3 days a month.
- The remuneration payable for this role is £6,157 pa.

Given the significant public profile and responsibility members of NHS Boards hold, it is vital that those appointed inspire confidence of the public, patients and NHS staff at all times. NHS Improvement makes a number of specific background checks to ensure that those we appoint are “fit and proper” people to hold these important roles. More information can be found on our [website](#).

3. About Leeds Teaching Hospitals NHS Trust

LTHT contribute to life in the Leeds city region, not only by employing over 17,000 people in a range of different roles, but by supporting the health and well-being of the region and playing a leading role in research, education and innovation. The Trust treats around two million patients a year.

LTHT expertise and specialist services allow the Trust to care for people from all over the country and on some occasions all over the world, but they are also the provider of district general hospital services for the people of Leeds. There are seven hospitals within the Trust; Leeds General Infirmary, St James’s University Hospital, Seacroft Hospital, Wharfedale Hospital, Chapel Allerton Hospital, Leeds Children’s Hospital and Leeds Dental Institute.

Vision and Values

LTHT is committed to delivering the highest quality and safest treatment and care to every patient, every time.

Their vision is to be the best in the United Kingdom for specialist and integrated care - not only for patients in Leeds, but also for those from the wider Yorkshire and Humber region and beyond.

To achieve this vision, the Trust set out their five year strategy for the Trust. Techie staff helped to define the values and behaviours that they all work to and that form the foundations of their culture, their ethos and how they will work for the benefit of patients for years to come. This is known as The Leeds Way.

Our vision	To be the best for specialist and integrated care				
Our values	Patient-centred Fair Collaborative Accountable Empowered				
Our goals	Patients The best for patient safety, quality and experience	Our people The best place to work	Research, education and innovation A centre of excellence for specialist services, research, education and innovation	Integrated care Hospitals that offer seamless, integrated care	Finance Financially sustainable
Our objectives i.e How we will achieve our goals	<p>Drive quality improvement for patients to become the safest healthcare organisation in the country.</p> <p>Involve patients in their treatment and use their feedback on services they receive.</p> <p>Deliver all the mandatory standards in line with the NHS Constitution and all regulatory requirements including improvement of care, capacity and demand management.</p>	<p>Develop a highly engaged, high performing workforce and positive patient centred culture delivering great care for patients.</p>	<p>Ensure the Trust is a leading provider of specialist services.</p> <p>Deliver commissioners' activity and improved patient pathways by widespread deployment of improvement techniques, removing waste and increasing productivity.</p> <p>Be an outstanding research and education organisation.</p>	<p>Improve care and services through integration and collaboration across networks and partners.</p>	<p>Improve financial margins to support the delivery of high quality care.</p> <p>Seek out mutual business development growth opportunities to benefit the Trust, its patients and the Leeds City Region.</p>

Our values: The Leeds Way

Our staff worked together to develop our values. This is known as 'The Leeds Way'. It defines who we are, what we believe and how we will work to deliver the best outcomes for our patients.

Patient-centred

- Consistently deliver high quality, safe care.
- Organise around the patient and their carers and focus on meeting their individual needs.
- Act with compassion, sensitivity and kindness towards patients, carers and relatives.

Fair

- We will treat others how we would wish to be treated.
- Strive to maintain the respect and dignity of each patient, being particularly attentive to the needs of vulnerable groups.

Collaborative

- Recognise we are all one team with a common purpose.
- Include all relevant patients and staff in our discussions and decisions.
- Work in partnership with patients, their families, and other providers—they will feel in control of their health and care needs.

Accountable

- Act with integrity and always be true to our word.
- Be honest with patients, colleagues and our communities at all times.
- Disclose results and accept responsibility for our actions.

Empowered

- Empower colleagues and patients to make decisions.
- Expect colleagues to help build and maintain staff satisfaction and morale—more can be achieved when staff are happy and proud to come to work.
- Celebrate staff who innovate and who go the extra mile for their patients and colleagues.

More information is available on the [Trust's website](#), including:

- Annual Report 2017/18
- Corporate Brochure
- 5 Year Strategy

- [Leeds Children's Hospital](#)
- [Research & Innovation Strategy](#)

Please select the following links in blue to find out more about:

- The Trust Corporate Objectives can be found as appendix 1 to the [Chief Executives report](#) (Public Board meeting 30 March 2017)
- Care & Quality – the latest [Quality Account 2016/17](#)
- Finance & Efficiency - [Latest Finance report to Board](#) (Public Board meeting 26 Sept 2018)
- Priority Areas - We aspire to move to an outstanding rating by the [CQC](#), we are currently as good.

Please select the following links below to watch YouTube clips about:

- [Ensuring Sustainable Finances](#)
- [Listening and Learning](#)
- [Meet Our Non-Executive Directors](#)

Appendix 1: More information

For information about the Trust, such as business plans, annual reports and services, visit their [website](#).

Follow the links for more information about:

- [Becoming a non-executive director](#)
- [The non-executive role](#)
- [Advice on applying for the role](#) such as:
 - Building your application
 - Sources of information and useful reading
 - Eligibility and disqualification criteria
 - Terms and conditions of chair and non-executive director appointments

NHS Improvement respects your privacy and is committed to protecting your personal data. We will only use personal data where we have your consent or where we need to comply with a legal or statutory obligation. It is important that you read [this information](#) together with our [privacy notice](#) so that you are fully aware of how and why we are using your data.

Appendix 2: Making an application

If you wish to be considered for this role, please provide:

- a CV that includes your address and contact details, highlighting and explaining any gaps in your employment history
- a supporting statement that highlights your motivation for applying and your understanding of the NHS and the role. You should outline your personal responsibility and achievement within previous roles and how your experience matches the person specification
- the names, positions, organisations and contact details for three referees. Your referees should be individuals in a line management capacity, and cover your most recent employer, any regulated health or social care activity or where roles involved children or vulnerable adults. Your references may be taken prior to interview and may be shared with the selection panel
- please complete and return the monitoring information form which accompanies this pack and is available for download
- tell us about any dates when you will not be available

Appendix 3: Key dates

- **closing date for receipt of applications: 4 January 2019 at 11am.** Please forward your completed application to NHSI.Chairsandneds@nhs.net
- **interview date: the morning of 22 January 2019**
- **proposed start date: TBC**

Getting in touch

- **The Trust** – For an informal and confidential discussion with Linda Pollard, the Chair of the Trust, please contact Joy Murphy on 0113 206 4326 or email joy.murphy1@nhs.net
- **GatenbySanderson** are helping us to identify potential candidates, for a confidential discussion about this post, please contact Robin Staveley on 0113 205 6097 or robin.staveley@gatenbysanderson.com
- **NHS Improvement** – For general enquiries contact Todd Fleming on 0300 123 2922 or by emailing todd.fleming@nhs.net



About NHS Improvement

NHS Improvement is responsible for overseeing Foundation Trusts, NHS Trusts and independent providers. We offer the support these providers need to give patients consistently safe, high quality, compassionate care within local health systems that are financially sustainable. By holding providers to account and, where necessary, intervening, we help the NHS to meet its short-term challenges and secure its future.

NHS Improvement is the operational name for the organisation that brings together Monitor, NHS Trust Development Authority, Patient Safety, the National Reporting and Learning System, the Advancing Change team and the Intensive Support Teams.

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