

Job Description: Associate Non-Executive Director

Job Title:	Associate Non-Executive Director
Responsible to:	Chair
Location:	Cheltenham General Hospital, Gloucestershire Royal Hospital and other Trust sites, as required

Main Purpose of the Job

Gloucestershire Hospitals 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, including:

- 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.

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 organisation'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.

The Associate Non-Executive Director (Associate NED) role is used successfully in the NHS to support Board succession strategy and achieve a balance of Board level skills.

The Associate NED role is a 'step up' role aimed to attract potential Non-Executive Director candidates who do not yet have (sufficient) Board-level experience, or currently do not have the required availability – but have the ability and potential to succeed in a Trust Board-level role.

This is a developmental post for someone from a Black or Minority Ethnic (BME) community looking to take the next step in their career in strategic business management. We are looking for someone who can help us to make decisions which better support the diverse communities we serve.

For the avoidance of doubt, Associate Non-Executive Directors are not Directors of the Trust or Board members and do not have the associated rights or liabilities.

Main Responsibilities and Accountabilities of an Associate Non-Executive Director:

Strategy and Accountability

1. Assist in the setting of the Trust's strategic aims, ensuring that the necessary financial and human resources are in place.
2. Ensure that the Trust manages risk effectively and that all risks taken can be managed.
3. Ensure that services are run for the people using them, with particular attention to alignment to the Trust's Vision, Mission, Strategy and Values.
4. Promote safety and quality in all aspects of services and ensure that the Trust's Clinical Governance Strategy is adhered to.
5. Ensure the long-term sustainability of the Trust.
6. Analyse and contribute positively to the strategic development of long-term healthcare plans for the community.
7. Build and maintain close relations between the Foundation Trust's constituencies and stakeholder groups to promote the effective operation of the Trust's activities. Act as an ambassador for the Trust in engagement with stakeholders.

Compliance

8. Ensure the Foundation Trust meets its commitment to patients and targets for treatment.
9. Ensure the Trust establishes and maintains the highest standards of clinical and environmental hygiene to assure robust infection control standards.

Specific Responsibilities of Associate Non-Executive Directors

10. Prepare for, attend and contribute to the monthly Board of Directors' meetings, bi-monthly Council of Governors' meetings, and Board development activities.

11. To the extent that the required time commitment allows, participate in those activities where it has been agreed that Associate Non-Executive Directors involvement would bring an external and independent perspective.
12. Ensure effective stewardship through planning, strategy, control and value for money.
13. Work in conjunction with the Council of Governors to promote public sector values and the interests of Foundation Trust members through good corporate governance.
14. Attend the Annual Members' Meeting, the annual joint meeting between the Board and Council of Governors, and attend the Board committees, as agreed with the Chair.
15. Have an on-going dialogue with the Council of Governors on progress in delivery of the Trust's strategic objectives and high level financial and operational performance. To this end, participate in formal and informal Governors' meetings.
16. Participate in ward/departmental visits and occasional external stakeholder meetings.
17. Participate in an annual review and appraisal of own performance with the Chair and contribute to both the annual appraisal of the Chair and Executive Directors, and periodic reviews of the performance of the Board.
18. Support the Chair, Chief Executive and Executive Directors in the governance and stewardship of the Trust.
19. Provide advice and guidance on issues relevant to their own skills, expertise and experience.
20. Through own behaviours, model the Trust values in all interactions with internal and external stakeholders.
21. Work corporately with the Non-Executive Directors, Executive Directors and Governors of the Foundation Trust.
22. Bring their diversity of thought to the Board with the aim of improving services for all communities and staff

Key Terms and Conditions:

Term of office –	Initial Term 2 years, with a review at the end of year 1 (option to terminate appointment, if performance development not satisfactory); Possibility of extension at the end of year 2, subject to a formal process of extension, if no suitable NED vacancies at the time <i>Please note: when a NED vacancy arises, interested Associate NED candidate(s) would need to apply and compete in an open recruitment and selection process)</i>
Remuneration –	£6,650per annum.

Hours of work expected -	2-3 days/month
Allowances -	Mileage and expenses for formal Trust business
Location of work -	Any of the Trust sites
Notice period -	3 months

Time Commitment and Flexibility

The time requirement is a minimum of two days a month, with a mixture of set commitments and more flexible arrangements for ad hoc events, reading and preparation. The time commitment is split between the working day and evenings.

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the Chair.

This job description should be read alongside the supplementary information provided on NHS Jobs and the Trust's website.

Person Specification: Associate Non-Executive Director

Part One – Eligibility, Background and Experience (please address these criteria in your covering letter)

- Eligible to be a member of the NHS Foundation Trust (please refer to the Eligibility Criteria document)
- Meet the independence criteria for Non-Executive Directors* and meet the Fit and Proper Persons Requirement as defined in the Health and Social Care Act 2008 (Regulation of Regulated Activities) (Amendment) Regulations 2014**
- Genuine commitment to patients and to the promotion of excellent health care services
- Relevant expertise, skills and experience to complement the skills of the Board e.g. digital; integration of health and social care; marketing and communications; HR and training; diverse perspective such as an understanding needs and assets of the changing demographic
- Sufficient time to fulfil the requirements of the post

Part Two – Knowledge, Skills and Abilities (these criteria will be tested at interview)

- An understanding of healthcare issues and how large organisations operate within NHS
- Proven leadership skills (this could be at a work setting or another setting)
- Commitment to NHS values and principles and the aims of NHS Foundation Trusts
- Excellent interpersonal skills. Able to work as a team to meet common goals and willingness to utilise skills and experience for the good of the organisation
- Good communication skills
- Able to assess strategies and plans of action to achieve objectives
- Astute, able to grasp relevant issues and understand the relationships between interested parties
- Sound independent judgement, common sense and diplomacy
- Creative and diverse thinker
- A commitment to good corporate governance

Values

We will expect your values and behaviours to reflect the values of the Gloucestershire Hospitals NHS Foundation Trust – see <https://www.gloshospitals.nhs.uk/about-us/our-trust/who-we-are-and-what-we-do/>

NOTES

*** Independence criteria for Non-Executive Directors**

Please refer to the Foundation Trust Code of Governance
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/327068/CodeofGovernanceJuly2014.pdf

****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.

**NON-EXECUTIVE DIRECTOR AND ASSOCIATE NON-EXECUTIVE DIRECTOR
 RECRUITMENT NOVEMBER 2018
 INDICATIVE TIMESCALES**

	Deadline
Roles advertised	Friday 2 November 2018
Advert closes	Midnight on Sunday 25 November
Longlisting by Director of Corporate Governance	26 – 27 November 2018
Shortlisting by the panel	27 November – 2 December 2018
Assessments and interviews.	Week commencing 10 December 2018
Governors' Governance and Nominations (G&N) Committee endorses the recommendation of the panel	Mid-December 2018
Successful candidates offered role, subject to CoG approval of appointment	Mid-December 2018
Council of Governors, acting on G&N recommendations, to approve recommendations/appointments	19 December 2018 (or 'virtually', outside of the meeting)
Pre-start checks	Mid-December 2018
Newly-appointed NEDs and Associate NED start	January 2019 onwards

If you have not heard from the Trust by 7th December please assume you have not been shortlisted on this occasion.