

# Candidate Brief

Brief for the position of Non- Executive Director

January 2019

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## **Welcome from Lead Governor**

Thank you for your interest in the Non- Executive Director position at Airedale NHS Foundation Trust. The Trust is a highly successful, award-winning organisation delivering a range of services to a widespread population with the patient at the centre of its decisions.

The opportunity to join our well respected and successful Board of Directors comes at a time of intense scrutiny and change within the NHS set against a national backdrop of unprecedented financial challenge. Within this environment, Governors are keen to see the Trust continue to develop its innovative approach to providing health care for patients in the most appropriate setting, maintaining the delivery of high quality care to all patients, listening to their feedback and engaging with partners including those who commission our services. This is essential to ensure continued and sustainable services across the wide geographical landscape that we serve.

In joining Airedale you will share our passion for high quality services, be politically astute and demonstrate commitment to the Trust's vision and values.

I wish you all the best in your application.

A handwritten signature in black ink, appearing to read 'A. Stanford'.

**Lead Governor**

## **Welcome from Andrew Gold, Chair**

Thank you for expressing your interest in our organisation. The appointment of a Non-Executive Director to join our Board of Directors is an important one for the organisation and comes at an exciting as well as a challenging time. The Trust is in a strong position and I hope that you will be attracted to the opportunity to work with us to further transform our offering and build on our success.

Quality is at the heart of everything that we do and we are proud of the culture of high performance and team working that we have developed. You will be joining a proven and ambitious Board; open to new ideas and committed to the Trust's Right Care vision and values.

Like all NHS organisations, we face a challenging future and we need to be nimble and proactive in responding to the significant changes facing the NHS whilst maintaining our focus and uncompromising approach to high quality, safe services for all of our patients.

We have been successful in delivering within a wide geographical area spanning parts of West and North Yorkshire and East Lancashire. To maintain our position as a strong and independent Foundation Trust we need to work with our partners to support a sustainable model of high quality healthcare services into the future.

You will appreciate that our future success and transformation is dependent on us attracting and retaining people who want to make a difference and live our Values. Our People Plan sets out our ambition in this regard. We are looking therefore for candidates who feel they can make an important contribution to the Board of Directors on people and culture. The successful candidate will chair our new People Committee.

I do hope that what you read in this pack provides you with a flavour of our organisation, achievements, vision and challenges. I look forward to meeting you during the appointment process.

Yours sincerely

**Andrew Gold, Chair**  
**Airedale NHS Foundation Trust**

## **Advert**

### **Non- Executive Director**

**£12,877 for an average of 5 days a month**

### **Yorkshire**

Airedale NHS Foundation Trust is a highly successful and award winning acute hospital and community services trust with a workforce of around 2,500 and 300 volunteers serving a population of over 200,000 people across West and North Yorkshire and East Lancashire. The Trust has a turnover of over £164million, is regulated by NHS Improvement and the CQC and is led by a proven Board of Directors.

We are seeking a Non-Executive Director to join the Board in a radically changing and evolving NHS landscape, within a financially challenged national economy. The Trust's '*Right Care*' Vision is the focus for all our Board, working with our partners and stakeholders to ensure patient experience and population health is placed at the heart of every decision.

You will thrive in an innovative environment with the opportunity to shape the future of healthcare services for our population ensuring we put patients first and deliver the right care every time. We are therefore keen to hear from individuals who have strong links to the diverse communities that we serve and can contribute to shaping our organisation's strategic direction, bringing a depth of understanding of their different and changing healthcare needs.

We are interested in candidates with a deep understanding of the people agenda, the factors that motivate employees and culture change. You will likely to have been responsible for leading and managing people or a people function in a large complex organisation and will understand the levers that enable transformational change. You will Chair our newly established People Committee so will need to be able to quickly get to grips with issues around workforce supply and employee development; and have some understanding of employment law. Experience of large-scale management change would be an advantage.

We are also seeking candidates with the knowledge and career experience that equips them to make a highly informed contribution to Board debate about healthcare strategy and delivery.

We would welcome applications from people who live within easy reach of the main hospital site and who ideally have local knowledge and networks in Bradford, Airedale, Wharfedale, Craven and East Lancashire region.

Applicants for the vacancy to which this brief relates should meet the eligibility criteria to be a director. A copy of the self-declaration that the successful candidate will be required to sign is available on request.

The expectation is that the Non-Executive Director will spend an average of 5 days per month on Trust business or more if business dictates.

**Closing date for applications: 12 Midnight on 15<sup>th</sup> February**

**Final interviews to be held w/c: 11<sup>th</sup> or 18<sup>th</sup> March 2019**

## Background to the Trust

Airedale NHS Foundation Trust was authorised as a Foundation Trust in June 2010. It is an award winning Trust, with approximately 2,500 staff and an income of over £164m. It has won the coveted CHKS Patient Safety Award and been in the top 40 hospitals for the last 6 years. Airedale is a high performing Trust providing quality, personalised, acute, elective and specialist care services for local people in an area extending from the fringes of north Bradford to parts of the Yorkshire Dales National Park and in to East Lancashire. The Trust serves a population of over 200,000 from a widespread area covering 700 square miles within Yorkshire and Lancashire. The Trust's overall CQC rating is 'Requires Improvement' though over 85% of its services have been rated as 'good' or 'outstanding' and the recent re-inspection in March 2017 highlighted significant improvements. The Trust however is not complacent and is committed to taking the further steps needed to be rated as 'good' or 'outstanding'

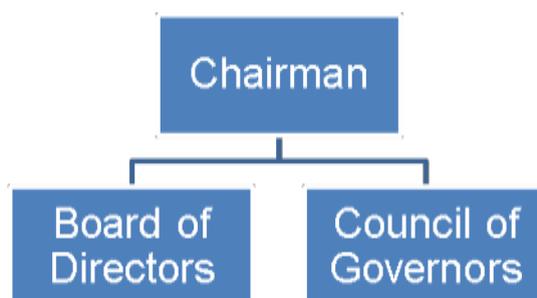
The Trust is serious about improving patient experience and safety and believes there is a clear link between providing patient focused, safe health care and delivering strong finances. Airedale is ambitious about its future and has already established an excellent reputation for innovative developments for example providing telemedicine to a number of prisons and nursing homes.

Our focus over previous years has centred on improving the patient experience, maintaining high quality care, whilst at the same time putting in place the foundations to achieve our shared '*Right Care*' ambition. Our '*Right Care*' vision remains at the heart of what we are trying to achieve, placing the patient at the centre, empowering and supporting people in a way that best meets their individual needs, enabled by technology. However we fully recognise the range and diversity of the increasing demands, expectations and challenges over the next few years, that requires a significant shift in emphasis away from episodic care to population based health, with partners coming together to meet our local population's health and social care needs. Our focus going forward is therefore on ensuring we maintain high quality care and experience, whilst achieving financial sustainability, through transforming the way care is delivered for our local population. This requires the leadership of the Trust to be open to change and innovations both locally, as with the recent establishment of a wholly owned subsidiary and on a wider footprint with partners across West Yorkshire. The Foundation Trust's two year plan sets out the initial steps towards this approach, focused heavily on partnership, integration and internal efficiency.

Further information can be accessed via the following link to key documents on the Trust's website:

- [www.airedale-trust.nhs.uk](http://www.airedale-trust.nhs.uk)

## Governance Structure



The Board of Directors is responsible for oversight of the strategy and leadership of the Trust and monitoring and assuring the operational delivery of its services, targets and performance. In addition, the Board is responsible for agreeing policy, monitoring the delivery of that policy, ensuring clinical quality and the financial viability of the Trust. The Board operates within the terms of the Constitution and Standing Orders governing the proceedings of Board meetings, the way responsibilities are delegated, standards of business conduct and contract procedure. Included in the Standing Orders are the Standing Financial Instructions, which detail the financial policies, responsibilities and procedures to be applied in the Trust. The Board of Directors is made up of five Executive Directors and seven Non-Executive Directors including the Chair and this role. Short biographies of the members of the Board of Directors are included in the following section of this pack.

The Board is accountable to the Council of Governors for the proper use of the assets and resources at its disposal. The Council will ensure the Board carries out its plans and influence how it develops in the future. The Council of Governors is there to represent its members, the public, the Trust's staff and the Trust's partners and make sure their views are heard. The Council of Governors are expected to reach out into local communities and encourage a wide and representative membership.

The Council of Governors has 22 members:

- 14 public governors who are elected by public members.
- 4 staff governors who are elected by staff members.
- 4 stakeholder governors who are nominated by partner organisations of the Trust.

## **Board of Directors**

### **Andrew Gold, Chair**

Andrew was appointed to the position of Chair in January 2018. Prior to that had been a Non-Executive Director at the Trust since June 2016. Andrew is a qualified accountant and has a wide range of Board experience from a career in regulated financial services, mainly with member owned organisations. Until spring 2016, Andrew was the Group Director Risk, Audit and Compliance of a locally based regulated financial service group. Since May 2014, Andrew has been Non-Executive Director of the Ecology Building Society based in Silsden, West Yorkshire, which is a mutual demonstrating strong ethical values. Living in Skipton, Andrew is also directly involved in a number of activities that support the local community.

### **Brendan Brown, Chief Executive**

Brendan was appointed in June 2018 to the position of Chief Executive of Airedale NHS Foundation Trust and is also the lead for the Airedale, Wharfedale and Craven Health and Care Partnership. Brendan was previously the Chief Nurse and Deputy Chief Executive at Calderdale and Huddersfield NHS Foundation Trust. Prior to that, Brendan began his career with Derby Hospitals NHS FT, before moving to Burton Hospitals NHS FT where his skills propelled him to senior leadership roles, before his relocation to Yorkshire in 2016.

### **Jill Asbury, Director of Nursing**

Jill joined Airedale as Deputy Director of Nursing in January 2016 and was appointed Director of Nursing in July 2017 following a period as Interim Director of Nursing. She qualified as a nurse in 1986 and has spent most of her career working at Leeds Teaching Hospitals NHS Trust where she was Head of Nursing for Education and Workforce before joining Airedale. Prior to this she worked in various nurse management roles at Leeds Teaching Hospital Trust and Killingbeck Hospital in Leeds.

### **Andrew Copley, Director of Finance**

Andrew was appointed Director of Finance in January 2013. Andrew is a Fellow of the Chartered Certified Accountants with over 20 years financial management experience. He joined Airedale in 2008 as Deputy Director of Finance from Calderdale and Huddersfield NHS Foundation Trust. Andrew initially trained as a radiographer at Pinderfields and Pontefract Hospital and later joined St Luke's Hospital in Bradford.

### **Stacey Hunter, Chief Operating Officer**

Stacey was appointed Executive Director of Operations on 1 August 2015 having previously held the position as Associate Director of Operations from 2013. The post title was changed to Chief Operating Officer with effect from 1 July 2016. Stacey qualified as a nurse in 1990 and spent over 10 years in various nursing roles in Hull and Leeds prior to moving into general management in 2001. Since then Stacey spent most of her career at Leeds Teaching Hospitals NHS Trust progressing from Clinical Services Manager to General Manager prior to joining Airedale in 2013. Her other professional roles have included Council Membership of the RCN from 2003 to 2011.

### **Mr Karl Mainprize, Medical Director**

Karl was appointed Medical Director in June 2014, having previously been Deputy Medical Director at York Hospitals NHS Foundation Trust. Prior to this he worked at Scarborough Hospital as Consultant Colorectal Surgeon for almost 10 years where he was instrumental in developing the first ever community endoscopy service. Having qualified in 1989 he spent his early career based at Oxford, Reading and London.

### **Nick Parker, Associate Director of HR and Workforce**

Nick joined the Trust as Head of HR in May 2010 and was appointed as the Associate Director of HR and Workforce in July 2016. Nick's career prior to joining the NHS was in the public sector where he worked in a number of Government Departments in senior HR roles having progressed from his early career as a Jobcentre advisor and manager. Nick is a Chartered Member of CIPD and has been a CIPD member for over 20 years. He has a Masters of Education in Training and Development.

### **Stuart Shaw, Associate Director of Strategy, Planning and Partnerships**

Stuart was recently appointed to Associate Director of Strategy, Planning and Partnerships, having previously been the Head of Planning and Performance at the Trust for the last 10 years. Prior to this Stuart worked at Bradford Teaching Hospitals NHS Foundation Trust, latterly as Head of Performance. Stuart has extensive NHS experience across planning, performance and contracting.

### **Jeremy Cross, Non-Executive Director**

Jeremy is a Chartered Accountant currently working as a self-employed consultant. He is also Non-Executive Chairman of Mansfield Building Society and Treasurer of Care and Repair (Leeds) Ltd., a charity aimed at helping older people maintain their independence and quality of life at home. Jeremy's previous roles include Director of Personal Current Accounts with Halifax and Bank of Scotland. Prior to this he held various commercial and strategic senior roles within Asda and Boots. Jeremy also acts as Non-Executive Chair of the Trust's wholly owned subsidiary.

### **Professor Anne Gregory, Non-Executive Director and Senior Independent Director**

Anne has over 30 years' experience in public relations and is currently employed at University of Huddersfield; having previously been at Leeds Metropolitan University where she also served a term as pro-vice chancellor until 2010. For eight years Anne was a Non-Executive Director of South West Yorkshire Partnership NHS Foundation Trust and previously served eight years on the board of Bradford Community NHS Trust.

### **Dr Maggie Helliwell, Non-Executive Director**

Maggie started her career at Airedale hospital as a junior Doctor in the 1970's before becoming a GP at Ling House, in Keighley; a role she held for over 35 years. Maggie became Chair of the Worth Valley Health Consortium in the 1990's, while working part-time as a GP. She was later appointed Medical Director of Airedale Primary Care Trust (PCT) and clinical governance lead when four PCT's across the district merged. From 2007-2009 Maggie was a part time Deputy Medical Director at the Trust and from 2007-2015 she was a non- executive and vice chair of the National Institute for Health and Care Excellence (NICE) She finally retired from general practice in Keighley in 2016.

### **Mark Lam, Non-Executive Director**

Mark was until recently a senior corporate executive at Openreach, a BT Group business, and previously held management positions at Siemens, Carphone Warehouse and Deutsche Telekom. His experience of global business spans Europe, the USA, and Asia, where he has led major contracts and operations. Mark was appointed as Chair of Barnet, Enfield and Haringey Mental Health NHS Trust on 1 October 2018 and is also currently a Non-Executive Director at Barking, Havering and Redbridge University Hospitals NHS Trust, and a Trustee at the University of Essex. He is also a Fellow of the Royal Society of Arts,

### **Lynn McCracken, Non-Executive Director and Deputy Chair**

Lynn is an MBA-qualified solicitor with many years' legal and governance experience. She began her legal career in private practice in Manchester before moving in-house, working

initially for a national rail freight operator, and later as Director of Governance & Legal Services at The Riverside Group. Prior to that Lynn had a short service commission in the Royal Navy specialising in telecommunications. Lynn is currently a non-executive director in Calico Group's health, care and support charity. She previously served on the Board of Community Seven, a provider of social housing in Liverpool; Manchester MIND, a mental health charity; and, chaired the National Housing Federation's Governance Forum.

## **The Role**

The Board of Directors at Airedale NHS Foundation Trust currently comprises five Executive Directors (EDs) and six Non-Executive Directors (NEDs). This appointment will return the number of NEDs to seven.

We are seeking an outstanding and highly talented Non-Executive Director to join the Board in a radically changing and evolving NHS landscape, within a financially challenged national economy. We are keen to hear from individuals who have strong links to the diverse communities that we serve; have a strong background in people management; and who can contribute to shaping our organisation's strategic direction, bringing a depth of understanding of their different and changing healthcare needs.

## **Job Description**

**JOB TITLE: Non-Executive Director**

**ACCOUNTABLE TO: Chair**

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Strategy**

- Establish clear objectives to deliver the agreed plans and strategy to meet the Foundation Trust's Licence and regularly review performance against those objectives.
- Ensure the effective implementation of Board of Director decisions, actions and strategies by the Chief Executive and the senior management team.
- Hold the Chief Executive to account for the effective management and delivery of the organisations strategic aims and objectives.
- Ensure the long term sustainability of the Foundation Trust.
- Analyse and contribute positively to the strategic development of long term healthcare plans for the community.
- Provide challenge on the strategic development of the Foundation Trust.
- Provide vision to the Foundation Trust to capitalise on the freedoms it enjoys as a result of its status.
- Contribute to constructive debate regarding the strategic development of the NHS Foundation Trust and any other material and significant issues facing the organisation.
- Build and maintain close relationships between the Foundation Trusts constituencies and stakeholder groups to promote the effective operation of the Trusts objectives.
- Ensure the Board of Directors sets challenging objectives for improving performance.

### **Compliance**

- Ensure that the Foundation Trust complies with its Licence, the Constitution and any other applicable legislation and regulations.
- Ensure mandatory services and retain protected property as defined in the Terms of Authorisation are maintained.
- Ensure that the Foundation Trust maintains its registration with the Care Quality Commission.
- Ensure financial viability, use resources effectively, control and report on financial affairs in accordance with the requirements set out by the Independent Regulator of Foundation Trusts (Monitor) is maintained.
- Ensure the best use of financial and other resources in order to maximise effective treatment to patients.

- Ensure that financial controls and systems of risk management are robust and that the Board is kept fully informed through timely and relevant information.
- Work with commissioners to ensure the effective delivery of services commissioned through contracted arrangements
- With the assistance of the Trust Secretary, promoting the highest standards of corporate and clinical governance in the compliance with the NHS Foundation Trust Code of Governance and other regulatory requirements and best practice, where appropriate.
- Promote the equality of opportunity and human rights in the treatment of all staff and patients.
- Ensure the pledges and principles set out in the NHS Constitution are supported by the Foundation Trust.
- Uphold the highest standards of integrity and probity, adhering to the Nolan Principles<sup>1</sup>
- Safeguard the good name and reputation of the Trust.
- As a Board Director act collectively as Corporate Trustee of the Airedale NHS Charitable Funds.

### **Board Activities**

- Participate fully in the work of the Board, ensuring the corporate responsibility of the Board of Directors.
- Attend and possibly chair, committees and other ad-hoc meetings of the main Board of Directors as appointed by the Board Appointments, Remuneration and Terms of Service Committee. Specifically we are seeking a NED to chair the newly established People Committee.
- Work co-operatively with the Non-Executive and Executive Directors of the Foundation Trust and provide support and challenge to the Chair.
- Foster good relations with Non-Executive Directors and with the Council of Governors
- Participate in any Board induction, training, development and evaluation identified as an individual or as part of the Board or Board sub-committee.
- Work with the Senior Independent Director on 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.
- Undergo an individual and Board performance appraisal, and attend any additional training highlighted as a result of the evaluation process.
- Act as an ambassador for the Foundation Trust.

### **Person Specification**

We are interested in candidates with substantial experience in leadership and people management with an understanding of people and culture and some understanding of employment law. Experience of large-scale change management would be an advantage.

We are also seeking candidates with the knowledge and career experience that equips them to make a highly informed contribution to Board debate about healthcare strategy and delivery.

A high standard of the usual Board personal skills is an essential requirement.

The successful candidate also needs to:

- Be committed to the public service values and NHS ethos of accountability, probity, openness and equality of opportunity.
- Be emotionally aware, notably given the prevailing and anticipated transformational change requirements in the NHS and political landscapes.

- Be able to network with, and influence, associated parties in the local and national health economy and with local authority/relevant 'political figures' to ensure Airedale retains its position as a strong player in the region.
- Be committed to maintaining Airedale NHS Foundation Trust as a high performing, high quality hospital for the local population.
- Have the ability to understand and accept the legal duties and liabilities of the Non-Executive Director position.
- Qualify to be a member of the Airedale NHS Foundation Trust.

It is expected that the time commitment will be 5 day per month on average, although this could be more if business dictates.

Before commencing, having a working knowledge of how the NHS operates is desirable. Applicants for the vacancy to which this brief relates should meet the eligibility criteria to be a director. A copy of the self-declaration that the successful candidate will be required to sign is available on request.

We would welcome applications from people who live within easy reach of the main hospital site and who ideally have local knowledge and networks in Bradford, Airedale, Wharfedale, Craven and East Lancashire region.

## **Terms and Conditions and Eligibility**

**Remuneration** - £12,877 per annum, plus potentially a responsibility allowance of £1,000 for being Chair of the People Committee.

**Time commitment** - Approximately 5 days per month (or more if business dictates)

- The appointment will be for an initial term of three years and is subject to the Trust's Constitution.
- Continuation of the contract of appointment is also contingent on satisfactory performance and any relevant statutory provisions relating to the removal of a Director.

Any term renewal is subject to review by the Appointments and Remuneration Committee and approval by the Council of Governors. Notwithstanding any mutual expectation, there is no right to re-nomination by the Council of Governors either annually or after any three year period.

### **Qualification**

A person may be appointed as a Non- Executive Director only if:

- he or she is a member of the Public Constituency; and
- is not disqualified by virtue of the Trust's Constitution.

The Non-Executive Director must on appointment for each and every term of office meet the Independence Criteria and may not have previously served as the Chief Executive of the Trust.

The Independence Criteria are that the Non-Executive Director on appointment for each and every term of office must:

- not have been an employee of the Trust within the last five years;
- not have, or have had within the last three years a material interest in any matter within the meaning of paragraph 6.3 of Appendix 7 (in the Trust's constitution);
- not receive or have received additional remuneration from the Trust (apart from a director's fee), participate in the Trust's performance related pay scheme (if any) or be or have been a member of the Trust's pension scheme;
- not have any close family or personal relationship tie with any director, senior employee or professional advisor to the Trust;
- not have any significant business link with any other director of the Trust including through any involvement in any company or body; or

## Disqualification

The following may not become a member of the Board of Directors:

- a person who falls within the definition of an 'unfit person' as defined in the Trust's Provider Licence, the Health and Social Care Act 2012 (Regulated Activities) Regulations and the Trust's Constitution;
- a person who has been adjudged bankrupt or whose estate has been sequestrated and (in either case) has not been discharged;
- a person who has made a composition or arrangement with, or granted a Trust deed for, his or her creditors and has not been discharged in respect of it;
- a person who within the preceding five years has been convicted of any offence if a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) was imposed on him or her;
- a person who is a member of the Council of Governors;
- a person who is the spouse, partner, parent or child of a member of the Board of Directors (including the Chair) of the Trust;
- a person who is a member of a local authority's Overview and Scrutiny Committee covering health matters;
- a person who is the subject of a disqualification order made under the Company Directors Disqualification Act 1986;
- a person whose tenure of office as a chair or as an officer or director of a health service body has been terminated on the grounds that their appointment is not in the interests of the health service, for non-attendance at meetings, or for non-disclosure of a pecuniary interest;
- a person who has within the preceding five years been dismissed, otherwise than by reason of redundancy, from any paid employment with a health service body;
- on the basis of disclosures obtained through an application to the Criminal Records Bureau, they are not considered suitable by the Chair on the advice of the Trust's director responsible for human resources;
- they are a person who has had his or her name removed or been suspended from any practicing list by a direction under any applicable legislation or who has otherwise been suspended or disqualified from any healthcare profession, and has not subsequently had his or her name included in such a list or had his or her suspension lifted or qualification reinstated;
- a person who has not behaved in accordance with NHS and Airedale NHS Foundation Trust values;
- they have within the preceding five years been:
  - made subject to a Hospital Order under section 37 of the MHA whether or not subject to restrictions under section 41;
  - made subject to an interim Hospital Order under section 38 of the MHA;

- made subject to a transfer direction under section 48 of the MHA whether or not subject to restrictions under section 49; and/or
- made subject to an order under the Criminal Procedure (Insanity) Act 1964 as amended;
- they have previously been or are currently subject to a sex offender order and/or required to register under the Sexual Offences Act 2003 or have committed a sexual offence prior to the requirement to register under current legislation.

## **The Selection Process**

All candidates will be expected to submit a full CV, letter of application and full statement of other commitments to the Associate Director of HR and Workforce. A shortlisting exercise will then be undertaken against the requirements as set out in the Job and Person Specifications. Successful shortlisted candidates will meet with the Chair and Lead Governor; and with the Chief Executive.

A one day selection event will follow comprising:

- Separate stakeholder meetings with a selection of Governors and Non-Executive Directors; and the Executive team in order to assess engagement, strategic thinking and board leadership skills; and
- A formal panel interview

## **Pre Appointment Checks**

You will be asked to declare any convictions that would lead to you being disqualified from appointment. If any are advised, your application will not be considered further.

The work of the Non-Executive Director is exempt from the Rehabilitation of Offenders Act 1974, which means, when asked, you must declare all criminal convictions, including those which would otherwise be considered spent.

You will also be asked to declare any other current or past issues that may be a barrier to your appointment or cause embarrassment to the Foundation Trust.

Structured checking will take place before an offer is confirmed. This will include: employment history, memberships of professional bodies, qualifications and convictions.

Suitable references will be sought from two referees.

## How to Apply

### To apply please prepare:

- A CV which clarifies how you meet the person specification.
- A covering letter highlighting the aspects of the job description and work of the Trust that particularly attracts you to the post.
- A completed Equal Opportunities Monitoring Form (this will be sent on acknowledgement of your application).

Please submit a full CV, letter of application and full statement of other commitments to Nick Parker, Associate Director of HR and Workforce via post or email using the details below:

#### Postal Address:

Mr N Parker  
Associate Director of HR & Workforce  
Ward 12, Location A27  
Skipton Road  
Steeton  
Keighley  
BD20 6TD

Email: [nicholas.parker@anhst.nhs.uk](mailto:nicholas.parker@anhst.nhs.uk)  
Tel: 01535 294870

### **Closing date for applications is midnight on 15<sup>th</sup> February 2019.**

All applications will be acknowledged and an Equal Opportunities Monitoring Form will be sent for completion.

Please make it clear on your application if you are unable to attend on any days during week commencing 11<sup>th</sup> or 18<sup>th</sup> March 2019.

If you wish to have an informal discussion with the Chair please contact Trish Smith or Helen Gardner directly on 01535 294803.