The Mid Yorkshire Hospitals NHS Trust

Job Description

POST: Chief Executive

ACCOUNTABLE TO: Chairman of the Trust

ACCOUNTABLE FOR: Executive and Corporate Directors

1.0 Role Summary

- As the statutory accountable officer, and full voting member of the Board, to be responsible for the overall management of the Trust and its performance in terms of service provision, financial and corporate viability, ensuring that the Trust meets all its statutory and service obligations and for modernising local services and working closely with other partner organisations to deliver whole system reform.

2.0 Main Responsibilities

2.1 Strategic and Operational Matters

- Developing the Trust’s objectives and strategy having regard to responsibilities to regulators, patients, employees, commissioners, and other stakeholders;
- The successful achievement of objectives and execution of strategy following presentation to, and approval by, the board of directors; in particular to successfully secure foundation trust status for the Trust within a timescale determined by the board;
- Regularly reviewing the operational performance and strategic direction of the Trust;
- Recommending to the board of directors an annual budget and strategic financial plan and ensuring their achievement following the approval of the board of directors;
- Ensuring financial management and corporate governance systems are in place and are sufficiently robust to enable the Trust to meet its objectives and report on performance, in accordance with legal and regulatory requirements;
- Ensuring efficient and effective use of resources and high quality care to the patients served by the Trust;
- Providing first class healthcare services an collaboration and partnership with other members of local health economy;
- Ensuring key performance standards and measures for the Trust are identified, including those relating to performance, quality, service, care, audit, human resources, financial and budgetary are monitored and reported appropriately;
- Regularly reviewing the Trust’s organisational structure and recommending changes as appropriate;
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- Oversight for the development and implementation of integrated strategies for the Trust’s services;
- Examining all services, investments and major capital expenditure proposed by the Trust, and its partnership ventures, and the recommendation to the board of directors of those which are material either by nature or cost; and
- Ensuring the Trust is aware of its risk appetite and managing its resources and activities accordingly.
- Maintain intelligence of the changing local and national healthcare market to enhance and develop existing services and exploit opportunities to introduce new and improved patient pathways to commissioners which address local health challenges and are consistent with the Strategic Directions of the Trust.

2.2 Compliance
- To be the statutory Accountable Officer, responsible for ensuring that the Trust meets its statutory requirement and service obligations as defined by Parliament and the NHS TDA;
- Ultimately responsible for the Trust’s clinical governance and standards of clinical care and ensure that appropriate assurance and management processes are in place to fully comply with regulatory requirements;
- Ensuring effective mechanisms are in place to implements systems and monitor organisational learning from untoward incidents arising within the Trust;
- Ensuring the effective implementation of board of director decisions;
- Developing, and following approval by the board of directors, implementing appropriate policies covering all aspects of the Trust’s operations, and ensuring that all such policies are followed and conform with the highest standards;
- Ensuring appropriate internal controls are in place; and
- Ensuring that all statutory and corporate duties are discharged.

2.3 Leadership
- Together with the chairman, providing coherent leadership of the Trust, including representing the organisation to patients, members, suppliers, government, fellow NHS bodies, regulators, the media and wider stakeholders;
- Providing vision, direction and leadership in enabling the Trust to achieve its strategic goals and objectives;
- Leading the executive directors and senior management team in the day-to-day running of the Trust;
- Managing and developing the executive director team in the fulfillment of their duties and responsibilities, ensuring appraisals are undertaken at least annually and individual development and training opportunities are provided and relevant;
- Making recommendations on remuneration policy, executive remuneration and terms of employment of the senior management team to the remuneration committee;
- Providing guidance to the remuneration committee on the role and capabilities required in respect of executive director appointments;
• Setting HR policies, including management development and succession planning for the executive director and senior management team and approving the appointment and termination of employment of members of that team; and
• Providing a means for timely and accurate disclosure of information, including as escalation route for issues.
• Leading the Trust’s core values and behavioural expectations to secure a positive and engaged culture between the organisation, its patients staff and external stakeholders
• Ensure the development of people management approaches to develop high levels of staff engagement, participation and loyalty within the Trust.

This job description aims to illustrate the range and nature of responsibilities held by the post holder. The list of duties and responsibilities is not exhaustive and the post holder is expected to be flexible in their approach. The duties associated with the post will inevitably vary and develop and therefore the role will be reviewed on a regular basis and changes made in consultation with the post-holder.

2.4 **Performance Management**
• Objectives for the post will be the subject of overall agreement and regular review between the post-holder and the Chairman.

2.5 **Accountability**
• The post holder will be directly accountable to the Chairman and as an NHS Manager, will observe the Nolan principles and those set out in the “Code of Conduct for NHS Managers”

2.6 **Confidentiality and Compliance with the Data Protection Act**
• The post holder must maintain confidentiality regarding information about patients, staff and other Health Service business in accordance with the Data Protection Act 1984.
• All employees of the Trust must not, without prior permission, disclose any information regarding patients or staff. In circumstances where it is known that a member of staff has communicated to an unauthorised person, those staff will be liable to dismissal. Moreover, the Data Protection Act 1984 also renders an individual liable to prosecution in the event of unauthorised disclosure of information.

2.7 **Health and Safety**
• All employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees
2.8  **Infection Control**

- All employees of the Trust are required to contribute to the management of infection control and be proactive in awareness raising and prevention.
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Person Specification

KEY ESSENTIAL REQUIREMENTS

1. Qualifications
   1.1 Degree or equivalent
   1.2 Masters qualification in leadership or management related subject and/or over 10 years experience of leadership in a complex health care environment.
   1.3 Evidence of continuous professional and personal development.

2. Skills / Abilities
   2.1 Excellent and versatile communication skills
   2.2 Effective influencing and negotiating skills
   2.3 Highly developed and adaptable presentation skills
   2.4 Able to develop working partnerships and alliances
   2.5 Effective leadership skills
   2.6 Well developed strategy formulation skills
   2.7 Highly developed interpersonal skills
   2.8 Ability to manage conflict
   2.9 Highly developed business management skills so as to sustain and develop the Trust as a successful organisation;
   2.10 The ability to identify key influencers and create strategies that involve these individuals in shaping and delivering change and providing support to the Trust;
   2.11 A strong commitment to making service improvements and achieving high quality outcomes for patients;
   2.12 The determination to achieve excellence and to challenge poor performance;

3. Experience
   3.1 As a Chief Executive operating at Executive Board level preferably in a Foundation Trust (FT) Acute Hospital multiple site environment
   3.2 Ideally having successfully led an NHS Trust to FT status
   3.3 Demonstrable record of managing major change within a complex organisation
   3.4 Track record of successfully delivering strategic change in complex health and social care systems
   3.5 Evidence of well developed and effective networks, including partnership working across health and social care;
   3.6 Sustaining effective delivery of clinical and non clinical performance targets

4. Knowledge
   4.1 Role of an NHS Acute Trust Chief Executive and Accountable Officer status and responsibilities
   4.2 NHS financial funding and contracting systems
   4.3 National health and social care policy
   4.4 Strategic Planning
   4.5 Change Management
4.6 Quality Management
4.7 Building Effective Teams
4.8 Public Relations
4.9 The potential opportunities of becoming an FT organisation and the requirements and expectations of the TDA/Monitor for aspirant FTs

5. Personal Qualities
5.1 Inspirational Leader
5.2 Self Motivator
5.3 Proactive
5.4 Creative
5.5 Innovator
5.6 Flexible
5.7 Demonstrates commitment to continuous self development
5.8 A commitment to team working, including collaborative/delegation and the ability to listen to and take into account the views of others
5.9 Politically Sensitive
5.10 Values driven
5.11 Energy, resilience, and an understanding of their own strengths and limitations.
5.12 Strength of character, and willingness to make difficult decisions in the interests of the Trust and its patients;