

NON-EXECUTIVE DIRECTOR

Role outline

Job Title: Non-Executive Director

Responsible to: Chair

Job Purpose

This is an exciting opportunity to join the Board of our Trust and benefit the patient population we are so proud to serve.

As Non-executive Director you will work alongside executives as equal members of our unitary Board who share responsibility with the other directors for the Board's decisions and for success of the organisation in leading the improvement of our healthcare services for patients.

You will chair the Trust's Finance & Performance Committee, and you will work across professional boundaries, providing challenge and fresh, multi-disciplinary perspectives internally. You will play a critical outward-facing role in building the brand as a leader in musculoskeletal and orthopaedics within the wider system.

As part of ROH's current strategy rethink, you will play a role in supporting the development of commercial offering and develop its culture & capability around continuous improvement,

As a Non-Executive Director, you will use your skills and personal experience as a member of their community to:

Formulate plans and strategy

- o Bring independent judgement, external perspectives and advice on issues of strategy, vision, performance, resources and standards of conduct.
- o Constructively challenge, influence and help the executive board develop proposals on strategies to enable the ROH to fulfil our leadership responsibilities to patients, for the healthcare of the local community.
- o Assist fellow directors in setting the ROH's values and standards and ensure that our obligations to its stakeholders and the wider community are understood and fairly balanced at all times.
- o You will work across professional boundaries, providing challenge and fresh, multi-disciplinary perspectives internally, playing a critical outward-facing role in building the brand as a leader in musculoskeletal and orthopaedics within the wider system.

Shape culture and capability

- o Ensure that our patients and service users are treated with dignity and respect at all times, and that the patient is central to Trust decision-making.
- o Actively support and promote a healthy culture for the ROH which is reflected in their own behaviour as Non-executives.
- o Ensure that the organisation values diversity in our workforce and demonstrates equality of opportunity in our treatment of staff and patients, and in all aspects of our business.

- Provide visible leadership in developing a healthy culture so that staff believe Non-executive Directors provide a safe point of access to the board for raising concerns.
- Ensure the directors of the board are 'fit and proper' for the role and champion an open, honest, and transparent culture within the ROH.

Develop process, structures and utilise intelligence

- Commit to working to, and encouraging within, the ROH, the highest standards of probity, integrity and governance and contribute to ensuring that our internal governance arrangements conform with best practice and statutory requirements.
- In accordance with agreed board procedures, monitor the performance and conduct of management in meeting agreed goals and objectives and statutory responsibilities, including the preparation of annual reports and annual accounts and other statutory duties.
- Ensure that financial information is accurate, that financial controls and risk management systems are robust and defensible, and that the Board is kept fully informed through timely and relevant information.
- Satisfy themselves as non-executives of the integrity of reporting mechanisms and financial and quality intelligence, including getting out and about, observing and talking to patients and staff.
- Provide analysis and constructive challenge to information on organisational and operational performance.

Support engagement

- Ensure that the board acts in the best interests of patients and the public.
- Be available to staff if there are unresolved concerns.
- Show commitment to working with key partners, including the continued development and promotion of a positive and constructive relationship with the Council of Governors.
- Act as an ambassador for the Trust in engagement with stakeholders including patients and the local community, and wider ICS partners and in dealing with the media when appropriate.

Ensure accountability

- Ensure that the Board sets challenging objectives for improving our performance across the range of its functions.
- Ensure there is strong focus on creating a culture of efficiency and productivity such that the use of public money to fund NHS activities can be soundly justified
- Provide purposeful, constructive scrutiny and challenge.
- Chair or take part as a member of key committees that support accountability.
- Hold the executive to account for the delivery of strategy.
- Contribute to the determination of appropriate levels of remuneration for executive directors.
- Be accountable individually and collectively for the effectiveness of the board.

Other Responsibilities

This is not an exhaustive list of duties, and a regular review will take place with the post holder as part of their ongoing development and performance management.

General Terms and Conditions of Appointment NHS Code of Conduct for Managers

The post holder will at all times act in accordance with the NHS Code of Conduct for Managers.

No smoking

The Trust has a No Smoking policy. All Trust premises are considered as non-smoking zones.

Rehabilitation of Offenders

Due to the nature of the work for which the post holder is employed, this post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974. Therefore, the post holder is not entitled to withhold information relating to convictions and cautions. Any failure to disclose such cautions or convictions may result in disciplinary action including dismissal by the Trust.

Disclosure and Barring service checks

Where this post relates to the types of work, activity, employment or profession as set out in The Exceptions Order made under the Rehabilitation of Offenders Act 1974; the post will be subject to a DBS disclosure check at the point of recruitment and thereafter, as the Trust determines appropriate. The level of the check will be determined by the type of activities undertaken and the level of contact the post holder will have with children and/or adults in receipt of health services.

Confidentiality

The post holder must at all times maintain complete confidentiality of the material and information they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with Caldicott principles.

Data Protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the General Data Protection Regulation (GDPR). This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

Policies and procedures

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy. The post holder is also expected to be aware of the Trust's Risk Management Policy, their responsibilities placed on them by the Health & Safety at Work Act (1974) and the Trust's Clinical Governance Framework. All employees are expected to comply with all Trust Policies and Procedures.

Equality & Diversity

All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion in line with national legislation and relevant Trust policies.

Safeguarding Children and Vulnerable Adults

All employees are responsible for taking all reasonable measures to ensure that the risks of harm to children and vulnerable adults are minimised. They should take all appropriate actions to address concerns, working to agreed local policies and procedures including the guidance on safeguarding, in partnership with other relevant agencies. This includes accessing appropriate training, advice and support.

Infection Control

All employees have an individual responsibility to have knowledge of and employ the basic principles of infection prevention and control practice. All employees must comply with infection prevention and control mandatory training requirements specific to their role

Sustainability

It is the responsibility of all staff to minimise the Trust's environmental impact wherever possible. This will include recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel.

Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Finance and Budget Responsibilities

A budget holder has the responsibility to keep spending within budget and to ensure that financial transactions are carried out in accordance with the Trust's detailed scheme of delegation, standing financial instruction and standing orders, which are all available on the intranet.

Ownership of Intellectual Property

From time to time during the normal course of employment you as an employee may generate IP which may have value in the delivery of better patient care. This IP can be in the form of inventions, discoveries, surgical techniques or methods, developments, processes, schemes, formulae, specifications, or any other improvements which may give rise to certain rights such as patents, trademarks, service marks, design rights, copyright, know-how, trade or business names and other similar rights (all of the foregoing being referred to as "Intellectual Property Rights").

Where such IP is created in the course of your employment or normal duties then under UK law it will generally belong to the Trust, unless agreed otherwise in writing between you and the Trust. In relation to inventions potentially subject to patent protection this applies only if the duties of your employment would normally have been expected to give rise to inventions or if the nature of your responsibilities and duties are such that you are under a special responsibility to further the interests of the Trust. It is a condition of your employment not to exploit any IP Rights without the specific approval of your line manager, who will need to obtain advice on a case-by-case basis. In addition, you are also required to give the Trust all reasonable assistance required by the Trust in order to give full effect to this clause.

Terms of the appointment

This will be for a period of three years. Re-appointments may be made at the end of the period of appointment.

Person specification

Attribute	Essential	How Identified
Knowledge requirements	<p>Understanding of NHS performance measures</p> <p>Understanding of the components of a complex organisation and the processes of planning, financial control, performance management and governance, assurance and risk management.</p> <p>Understanding of clinical quality / patient care / patient safety.</p> <p>Understanding of determinants of good quality, safe and effective patient care and of the wider determinants of good mental and physical health.</p> <p>Knowledge and understanding of the strategic challenges facing the NHS, and the changing NHS environment</p>	<p>Application form</p> <p>Selection process</p>
Qualifications	<p>Qualified to Masters or equivalent professional qualification and / or experience</p> <p>Evidence of continuous professional development</p>	<p>Application form</p>
Experience	<p>Experience of working at Board level, or equivalent,</p>	<p>Application form</p> <p>Selection process</p>

	<p>and able to demonstrate an understanding of corporate governance and assurance requirements</p> <p>Ability to support the Executive Team and their leadership of the organisation, while monitoring their conduct and seeking to uphold the highest ethical standards of integrity and probity.</p> <p>Excellent strategic abilities, with the capacity to plan for the long-term, along with sound independent judgement, diplomacy and political astuteness.</p> <p>A demonstrable commitment to the ROH's Trust values, and a commitment to improving our diversity and inclusion.</p> <p>A collaborative, team-oriented style with equal accountability and voice from all unitary board members.</p>	
Skills	<p>Business acumen and commercial awareness geared to the recognise risks and opportunities with demonstrable innovative and entrepreneurial skills</p> <p>Ability to influence and provide direction to Trust Board, senior clinicians and operational managers</p> <p>Ability to work as an effective Board member, able to prioritise focus and deployment of key resources</p> <p>Chairing skills</p>	Selection process

	<p>Ability to read and critically appraise complex board papers</p> <p>Ability to interpret and anticipate national government policy</p> <p>Excellent diplomatic, interpersonal and communication skills, with the ability to engage a wide-ranging audience and network effectively with a variety of organisations/individuals within and outside the NHS and an inclusive style of decision-making</p> <p>Dynamic and a communicative leader, capable of winning Trust</p> <p>The ability to listen to others, question intelligently, debate constructively, challenge rigorously, but sensitively, and reach decisions dispassionately.</p>	
Personal Qualities	<p>A passion for seeing the ROH grow and embracing of the brand</p> <p>A champion and role model of the Trust's values</p> <p>Appreciation and commitment to equality and diversity</p> <p>Hold significant personal presence and credibility being respected for openness, honesty, inclusivity and for putting patients first.</p>	Selection process

	<p>An effective and inspiring communicator.</p> <p>Ability to effectively represent the Trust to its constituents, patients, partner organisations and regulator</p> <p>A dedication to continuous improvement, curiosity, boldness and a transformational approach, alongside an appreciation of what has gone before.</p>	
Other	Must meet the Fit and Proper persons requirements.	

Given the focus of the ROH as part of its current strategy is to develop its commercial offering and develop its culture & capability around continuous improvement, experience within these fields would be beneficial for this role. Experience of and an appetite for championing digital transformation would also be beneficial.

We encourage applications from diverse groups, because we are committed to continually improving diversity and inclusivity within our organisation.