

## HUMBER TEACHING NHS FOUNDATION TRUST JOB DESCRIPTION

**Job title:** Associate Non-Executive Director

**Responsible to:** Chair

**Location:** Trust Headquarters, Willerby

### Context

Humber Teaching NHS Foundation Trust believes in the importance of good governance. We attract capable Non-Executive Directors (NEDs), Governors and Executive Directors (EDs) and actively engage with our stakeholders to ensure we make accountability real.

In terms of the role of a NED – these competencies include:

- the ability to think about the bigger picture
- taking experience from elsewhere and seeing new patterns or ways of looking at what we're doing and why and how does it impact patients, carers and the communities we serve
- the ability to ask great questions
- seeing the wood for the trees and what is really important in any argument or proposal
- working as a member of a team
- appreciating others' strengths and one's own and knowing that together we can ask better questions and develop stronger solutions
- able to keep an independent mindset
- respectfully valuing others' opinions but holding on to and being able to share your view however different that is from everyone else's
- having a concern for others and a just society
- able to model behaviours that demonstrate our values of caring learning and growing and willing to help ensure we tackle health inequalities and discrimination in all its forms by bringing your life experience to inform your contribution to our governance

### Main Purpose of a Non-Executive Director

Humber Teaching NHS Foundation Trust, like other FTs, 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 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 a responsibility to constructively challenge in reaching decisions of the Board and to help develop proposals on priorities, risk mitigation, values, standards and strategy.

## **Main Purpose of an Associate Non-Executive Director**

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, but have the ability and potential to succeed in a Trust Board-level role.

For the avoidance of doubt, Associate Non-Executive Directors are non-voting Directors, they are not Directors of the Trust or Board members and do not have the associated rights or liabilities; instead what they have is the ability to learn and influence as they do so that they operate as a full member of the team but without the same degree of accountability.



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

To contribute to and play your part in:

### **Strategy and Accountability**

- Assist in the setting of the Trust's strategic aims, ensuring that the necessary financial and human resources are in place.
- Ensure that the Trust manages risk effectively and that all risks taken can be managed.
- Ensure that services are run for the people using them, with particular attention to alignment to the Trust's Vision, Mission, Strategy and Values.
- Promote safety and quality in all aspects of services and ensure that the Trust's

### **Clinical Governance Strategy is adhered to.**

- Ensure the long-term sustainability of the Trust.
- Analyse and contribute positively to the strategic development of long-term healthcare plans.
- 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**

- Ensure the Foundation Trust meets its commitment to patients and targets for treatment.
- Ensure the Trust establishes and maintains the highest standards of clinical standards.

### **Specific Responsibilities of Associate Non-Executive Directors**

- Prepare for, attend and contribute to the monthly Board of Directors' meetings, quarterly Council of Governors' meetings, and Board development activities.
- 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.
- Ensure effective stewardship through planning, strategy, control and value for money.
- Work in conjunction with the Council of Governors to promote public sector values and the interests of Foundation Trust members through good corporate governance.
- Attend the Annual Members' Meeting, governor development sessions and attend the Board committees, as agreed with the Chair.
- 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.
  - Participate in visits and occasional external stakeholder meetings.



- Participate in an annual review and appraisal of own performance with the Chair and contribute to the annual appraisal of the Chair—and periodic reviews of the performance of the Board.
- Support the Chair, Chief Executive and Executive Directors in the governance and stewardship of the Trust.
- When asked to do so by the Chair act as critical friend in connection with issues relevant to their own skills, expertise and experience.
- Through own behaviours, model the Trust values in all interactions with internal and external stakeholders.
- Work corporately with the Non-Executive Directors, Executive Directors and Governors of the Foundation Trust.

## 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);

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)

**Remuneration:** £11,000 annum.

**Hours of work expected:** 4 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 4 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.



## Person Specification

### Associate Non-Executive Director

We are interested in a broad range of people who want to contribute to the Board of the Trust. If you support and value public service, share our values and behaviours, believe you can champion the standards of public life and can show you have influenced beyond the sphere of your role, then we would like to hear from you. We are open to applications from candidates from all backgrounds, however, we particularly welcome applications from people we know are under- represented in non-executive roles and who share our values; especially those who can add to the existing board members' life experience and bring personal insights into one or more of the following:

- Being from a black or minority ethnic background
- The experience of gender and women's issues
- Younger People
- Those who are open about their faith
- The lives of people from socially deprived backgrounds
- Those who live with a disability
- Those who are openly LGBTQ+

### **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
- Sufficient time to fulfil the requirements of the post

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

- An understanding or appreciation of healthcare issues and how services could be better developed to meet the needs of all our citizens
- The willingness and ability to display leadership skills (this could be at a work setting or another setting) where you have worked with others to develop or change things to achieve desired outcomes
- Commitment to NHS values and principles and the aims of NHS Foundation Trusts and an appreciation of the challenge to keep focused on patients whilst managing within the constraints faced by the NHS
- 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 and listening skills – displaying curiosity and an interest in learning and personal development
- 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 the principles that underpin good governance and the importance of public accountability