

Job Description and Person Specification

Non-Executive Director

The following documents provides you with a summary of the role. Find out more about Northamptonshire Healthcare at www.nhft.nhs.uk/jobs

Job Title	Non-Executive Director
Reporting to	Trust Chair
Remuneration	£13,000 per annum
Contract	Fixed term (3 years from appointment) contract for services
Hours/Pattern of work	You will be expected to devote a minimum of 3 days a month to undertake Trust business and as is appropriate to the role of Non-Executive Director. This will include attendance at the following: ▪ Meetings of the Board of Directors, including meetings in common with Leicestershire Partnership NHS Trust. ▪ Meetings of the Council of Governors ▪ Any relevant meetings in the role of Non-Executive Director ▪ Any relevant training (including induction sessions) You will also be expected to devote appropriate preparation time ahead of each meeting.
Location	You must be able to travel independently to Trust sites and other premises across Northamptonshire and Leicestershire. Participation in virtual meetings from home will also be required. NB Board and Committee meetings are usually held virtually.

Please note this is a description and person specification for the role as it is presently constituted. It is the practice of this Trust to regularly examine job descriptions and to update them to ensure that they relate to the job as then being performed or to incorporate whatever changes are being proposed.

1.About NHFT

Northamptonshire Healthcare NHS Foundation Trust (NHFT) provides a wide range of community and mental health services to people in Northamptonshire and beyond. With a workforce of around 5,500 dedicated colleagues, NHFT delivers more than 240 services from hospitals, community settings, schools, GP practices, care homes and patient's homes.

As an NHS Foundation Trust, and recently awarded Advanced Foundation Trust status, NHFT serves a population of more than 785,000 people and plays a central role within the local health and care system. We work closely with partners across the NHS, local government, voluntary sector and wider community to improve health outcomes, reduce inequalities and ensure services meet the evolving needs of local people.

NHFT have developed their vision, values and strategy in collaboration with Leicestershire Partnership NHS Trust as part of a Group arrangement. The THRIVE strategy outlines the commitment to 'together we thrive, building compassionate care and wellbeing for all'.

Our THRIVE priorities have been designed to support the achievement of our long-term goals. These priorities have been informed by colleagues, patients, service users, their families, carers and our integrated care system stakeholders.



2.About this role

This role is a Non-Executive Director and member of our Board of Directors, which operates as the Unitary Board of the organisation – an NHS Foundation Trust. The successful candidate will be clinically qualified with the capacity to chair the Quality and Safety Committee and contribute to the Board on a broad range of strategic topics.

The postholder will provide an independent perspective whilst collectively setting strategic direction and providing constructive challenge to the Board of Directors. You will need to have with a commitment to engagement with patients, carers, partners and the community.

While no prior NHS experience is required, Non-Executive Directors will need to understand the implications of legislation and national guidance for NHFT. This will include more recent

developments such as Collaboratives, Advanced Foundation Trusts and Integrated Healthcare Organisations.

A track record in driving Equality, Diversity and Inclusion related issues is important.

Non-Executive Directors will be appointed by and accountable to NHFT's Council of Governors. The Governors comprise local people, members of staff and representatives of local partner organisations who provide an essential link between the Trust and the community it serves.

3. Main duties and responsibilities

Engaging People / Working Together

- Provide independent judgement and advice on issues of strategy, vision, performance, resources and standards of conduct and constructively challenge, influence and help Executive Directors develop proposals on such issues.
- Contribute to the determination of appropriate levels of remuneration and the appointment or removal of Executive Directors.
- Contribute to the maintenance and ongoing development of a positive working relationship with the Council of Governors.
- Support, encourage and where appropriate 'mentor' Executive Directors
- Assist fellow Directors in ensuring that the necessary financial, human and other resources are in place for the Trust to meet its objectives, and that performance is effectively monitored and reviewed
- Assist fellow Directors in providing entrepreneurial leadership to the Trust within a framework of prudent and effective controls, which enable risk to be assessed and managed

Being Authentic

- Obtain assurance that financial, performance and quality information is accurate and that financial, performance and quality controls and risk management systems are robust and implemented.
- Bring independent judgement and experience or expertise from outside the Trust and apply this to the benefit of the Trust, its stakeholders and its wider community.
- Provide assurance to the Council of Governors on the management of risks and issues raised by Governors.
- Assist fellow Directors in setting the Trust's values and standards and ensure that its obligations to its stakeholders and the wider community are understood and fairly balanced at all times.

Taking Responsibility

- Commit to working to, and encouraging within the Trust, the highest standards of probity, integrity and governance and contribute to ensuring that the Trust's internal governance arrangements conform with best practice and statutory requirements.
- Monitor and scrutinise 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.
- Engage positively and collaboratively in Board discussion of agenda items.
- Adhere to the Trust Directors' Code of Conduct and uphold monitor and scrutinise the Trust's performance in adhering to the NHS Constitution.

Embracing Change

- Where so appointed committee chair or as a member take an active part in committees (including the nomination and remuneration committee) established by the Board of Directors to exercise delegated responsibility.
- Represent the local communities served by the Trust including service users and carers, dealing with the media when appropriate.

Please note this is not an exhaustive list of duties and responsibilities of the post. The post holder may be required to undertake other duties as may reasonably be required commensurate with the grade and/or hours of work at the post holders initial place of work or at any other of the Trust's establishments.



4. Person specification

Knowledge and experience

Essential

You will need to have a genuine commitment to patients and the promotion of excellent health care services. For this post you will need to be:

- Clinically qualified
- Have Senior or Board level experience

Desirable

- Understanding of complexities of working in a multi-site operation.
- A track record of driving Equality, Diversity and Inclusion related issues.
- Ability to demonstrate how you have challenged racial discrimination and or other forms of discrimination/inequalities.
- Competencies required to be effective in a Board level role:

Patient and community focus

A high level of commitment to patients, carers and the community, especially to disadvantaged groups.

Strategic direction

The ability to think and plan ahead, balancing needs and constraints

Holding to account

The ability to accept accountability and probe and challenge constructively

Effective influencing and communication

Be able to influence and persuade others

Team working

Be committed to working as a team member

Self-belief and drive

The motivation to improve NHS performance and confidence to take on challenges

Intellectual flexibility

The ability to think clearly and creatively

Behaviours and values

- Actively support and promote a positive culture for the Trust and reflect this in his/her own behaviour.
- Assist fellow Directors in setting the Trust's values and standards and ensure that its obligations to its stakeholders and the wider community are understood and fairly balanced at all times.
- Think beyond organisational boundaries and have the ability to help the Trust see opportunities for collaboration for the benefit of our community.
- Bring high levels of personal and business integrity.
- Ensure exemplary standards of quality, probity and governance.

Skills and abilities

Role specific requirements

Non-Executive Director (voting Board member) – clinically qualified with board level experience, which could be either as an Executive or Non-Executive Director, ideally with a broad portfolio of responsibility and an understanding and appreciation of working across multiple sites and in close collaboration or partnership with external stakeholders.

All Non-Executive Directors must champion the Nolan principles of standards in public life by upholding the highest standards of conduct and displaying the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Given the significant public profile and responsibility members of NHS Boards hold, it is vital that those appointed inspire confidence in the public, patients and NHS staff at all times. The Trust makes a number of specific background checks to ensure that those appointed are 'fit and proper' people to hold these important roles.

Applicants for this role should live in or have strong connections to Northamptonshire.

5. Additional Information

Confidentiality and Data Protection

Any matters of a confidential nature, including patient and staff records, and any commercially sensitive information must, under no circumstances, be divulged or passed on to any unauthorised person or persons without a legal basis to do so. In accordance with the Data Protection Act 2018, if you are required to access personal data held in any format, you will be expected to adhere to the Trusts Information Governance Policies, copies of which are held on the staff intranet.

Any breach of confidentiality or data protection legislation will result in disciplinary action and may result in summary dismissal.

Infection Control

The prevention and control of healthcare associated infections in service users, staff and visitors is taken seriously by the Trust. All staff employed by Northamptonshire Healthcare NHS Foundation Trust are required to adhere to the Trust infection control policies and procedures.

Employees must be aware of the importance of protecting themselves, service users and visitors and of maintaining a clean safe environment. Any breach in infection control practice, which places service users, other staff or visitor at risk, may result in disciplinary action.

Each staff member is responsible for ensuring they identify together with their manager, their infection control training needs in their PDP.

Health and Safety

To carry out the duties placed on employees by the Health and Safety at Work Act 1974 i.e.

1. To take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
2. To co-operate with their employer as far as is necessary to meet the requirements of the legislation.
3. Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in the pursuance of any relevant statutory provision.

No Smoking

To protect the health of employees, patients and visitors, Northamptonshire Healthcare NHS Foundation Trust operates a No Smoking Policy. Therefore, smoking is prohibited in all of the Trust's buildings, grounds and all Trust-owned or leased vehicles.

Equality and Diversity

To ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work and the Trust Managing Diversity and Equal Opportunities in Employment Policy.

Risk Management

To have a commitment to identify and minimising risk, report all incidents and report to the Director of Corporate Governance any risks, which need to be assessed.

Safeguarding Adults and Children

It is the duty of all staff working for the Trust: -

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Disclosure and Barring Service.

Professional Registration

All qualified/ professional staff are required to adhere to the relevant Code of Practice (and other guidance issued by them). It is the responsibility of the individual concerned to keep professional registered and updated in accordance with the requirements of the relevant Code of Practice and to follow guidance issues by the professional body.

In certain roles, staff will also have a responsibility to support students and learners within the Trust.

Policies and Procedures

The post holder is expected to comply with all relevant Trust policies, procedures and guidelines. Any contravention of the Trust Policies or managerial instructions may result in disciplinary action being initiated.