

Role description for Non-Executive Director

About us – team NHFT

As a **health and wellbeing organisation** here at **team NHFT** we are dedicated to continually **innovate** and **strive to make a difference** to our community and those working for our Trust, we aim to serve the people of Northamptonshire and surrounding areas with **safe, quality care**. We deliver this from an understanding of our local healthcare needs, economy and the changing demands of our community. Working with a system-wide view across the integrated healthcare landscape is a cornerstone of our approach.

Our mission, making a difference for you, with you was chosen by our staff and stakeholders. It means in everything we do and through every service we provide, we want to make a **positive difference in people’s lives** – for **those we care for, those we work with** and **those who work with us**. **Everyone is part of our team**.

Our core strategy is to be an **employer of choice, a great place to work** and be known for a **diverse and inclusive culture** whose staff feel **valued**. We provide a range of NHS services including physical, mental health and specialty services provided in hospital settings and out in the community within schools, GP clinics and patients own homes.

Here at NHFT we pride ourselves on our 54321 roadmap, pictured here which encompasses our **PRIDE values, leadership behaviours, teams, enablers** and **our mission** all of which are driven by **our vision of ‘being a leading provider of outstanding, compassionate care’**. We are extremely proud to say this has also been recognised by the Care Quality Commission (CQC) and our CQC rating of **Outstanding for team NHFT**.



This role...

As members of a unitary board of directors, Non-Executive Directors share responsibility with and have the same liability as the executive directors for the performance of the Trust in using the available resources to deliver health and social care and improve wellbeing.

All directors, executive and non-executives have a responsibility to constructively challenge the decisions of the Board of directors and help develop proposals on priorities, risk mitigation, values, standards and strategy. As part of their role as members of a unitary Board, non-executive directors have a particular duty to ensure appropriate challenge is made. Non-Executive Directors should scrutinise the performance of the executive management in meeting agreed goals and objectives, receive adequate information and monitor the reporting of performance.

We are seeking a Non-Executive Director to undertake the role of Audit Committee Chair.

The role requires you to understand the complexities of working in a multi-site operation, bring high levels of personal and business integrity and be able to ensure exemplary standards of quality, probity and governance.

The sector that you have worked in is less important than your commitment and engagement with patients, carers and the community; this will be demonstrable and consistent with our values, leading to successful outcomes for us and our patients.

A track record in driving Equality, Diversity and Inclusion related issues is important, together with the ability to demonstrate how you have challenged discrimination and inequality.

The role 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.

About you

| Behaviours and values | Knowledge and experience |
|---|--|
| <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • experience of working at Board level in either an executive or non-executive capacity • ability to demonstrate a knowledge of and affinity with the NHS (ideally including Mental Health) • understand the complexities of working in a multi-site operation • demonstrate he/she has the competencies required to be effective in this Board level role, which are: <ul style="list-style-type: none"> – 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 |

| | |
|--|--|
| | <p>The ability to think clearly and creatively</p> <ul style="list-style-type: none">• a track record in driving Equality, Diversity and Inclusion related issues• ability to demonstrate how you have challenged racial discrimination and or other forms of discrimination/inequalities |
| Skills and abilities | |
| <p>qualified accountant with recent and relevant financial experience, a prior understanding of finance and internal control at a senior level in a complex environment and perhaps other relevant expertise such as risk management</p> | |

About the role – linking with our 4 Leadership Behaviours



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 chair or as a member take an active part in committees (including the 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

Benefits

| Remuneration  | Location of work  | Permanent/fixed term  |
|--|---|--|
| <p>£13,000 per annum</p> <p>You will be paid on the 27th of each month. If this date falls at a weekend you will be paid on the Friday before this date.</p> | <p>You must be able to travel independently to Trust sites and other premises across Northamptonshire. Participation in virtual meetings from home will also be required.</p> | <p>Fixed term (3 years from appointment) contract for services.</p> |
| Hours/pattern of work  | Annual leave and bank holiday entitlement  | Pension entitlement  |
| <p>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:</p> <ul style="list-style-type: none"> - meetings of the Board of Directors - any relevant meetings in the role of Non-Executive Director; and - any relevant training and/or induction sessions <p>You will also be expected to devote appropriate preparation time ahead of each meeting.</p> | <p>Not applicable.</p> | <p>Not applicable.</p> |

| <p>Health and Wellbeing</p>  <p>Because your health matters too</p> | <p>Learning and Development</p>  | <p>Equality and diversity</p>  |
|---|---|---|
| <p>Our Occupational Health and Wellbeing team support our staff through many different channels. Whether you have a physical or emotional issue or want to take positive steps to improve your fitness, this team can help you.</p>  | <p>Our Learning and Development team provide effective and impactful learning solutions for our staff. Our experienced team of facilitators offer a wide range of opportunities from corporate induction, mandatory and role specific training, personal development and leadership training.</p> | <p>We are committed to ensuring people are treated equally and fairly whether at work, during care or out in the community. Equality, diversity and inclusion will always be a core focus and commitment for team NHFT. We have a number of staff networks to support this focus too. These networks are open to all our staff.</p> |

Find out more about us at:

www.bit.ly/24hoursinNHFT

www.nhft.nhs.uk

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.

- I. 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.
- II. To co-operate with their employer as far as is necessary to meet the requirements of the legislation.
- III. 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

In order 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 manager 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 Criminal Records Bureau.

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.

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.

Review of role Description/ Person Specification

This is not an exhaustive list of duties and responsibilities but indicates the key 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 postholder's initial place of work or at any other of the Trust's establishment.

NOTE: This is a description of the role as it is at present constituted. It is the practice of this Trust regularly to examine role descriptions and to up-date them to ensure that they relate to the role as then being performed, or to incorporate whatever changes are being proposed.