

## Role description

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Job Title:	Chair
Hours of Work:	Minimum 3 days per week
Remuneration:	As determined by the Council of Governors, in line with established pay scales published by NHS England and NHS Improvement, currently £44,100 to £50,000 p.a.
Department:	Board of Directors
Division:	Corporate
Base:	Royal Albert Edward Infirmary, with a requirement to travel regionally and nationally as required

*Please note that Non-Executive Director appointments (including the Chair) are made on the basis of a contract for services and no contract of employment is formed.*

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## Reporting arrangements

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Managerially accountable to:	Council of Governors Board of Directors
Professionally accountable to:	Council of Governors NHS England and NHS Improvement

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## Role purpose

The Chair leads both the Board of Directors (the Board) and the Council of Governors (the Council) and is a lead representative of the Foundation Trust within the local community.

The Chair is a key post holder in terms of ensuring that high standards of probity and governance prevail and that the Trust abides by the provisions of its Provider Licence.

The Board of Directors is collectively responsible for the success of the Foundation Trust by directing and supervising its affairs. This includes maintaining financial viability – using resources effectively within appropriate financial controls, guaranteeing high levels of probity and value for money – as well as ensuring high standards of clinical governance and that all health standards are met in the delivery of safe, high quality clinical services.

The post holder will be influential in creating and delivering a compassionate leadership culture and in developing an environment in which proactive risk management and assurance reporting is embedded (at all levels of the organisation) to ensure the delivery of high quality, safe, patient-centred services

## Duties and responsibilities

### Leadership and strategy

- Ensuring the long-term sustainability and growth of the Foundation Trust and its services
- Deliver visible, dynamic and aspirational leadership in order to develop and drive a positive Board culture by ensuring this is reflected through personal behaviours and also in the behaviour of the members of the Board
- Establishing clear objectives with the Board and identify training gaps in order to deliver the agreed plans and strategy
- Providing ambitious and innovative leadership skills within a framework of prudent and effective controls
- Ensuring that the necessary financial and human resources are in place for the Foundation Trust to meet its objectives and regularly reviewing performance against them
- Leading the NEDs in holding the Chief Executive and the Executive Directors to account for the effective management and delivery of the organisation's strategic aims and objectives
- Building and maintaining close relations between the Foundation Trust's constituencies and stakeholder groups to promote the effective operation of the Foundation Trust's activities
- Proactively directing major decisions of the Board of Directors by ensuring due process and constructive challenge has been applied at all stages of decision-making and that full and complete consideration has been given to all options during the process
- Championing and upholding the values of the Foundation Trust by example, and ensuring that the organisation promotes and delivers equality and diversity for all its patients, staff and other stakeholders

### Compliance

- Ensuring that the Foundation Trust complies with its Provider Licence, the NHS Constitution, the Foundation Trust Constitution and any other applicable legislation and regulations
- Maintaining the Foundation Trust's financial viability by ensuring that resources are used effectively, controlling and reporting on financial affairs in accordance with the requirements set out by NHS England and NHS Improvement
- Promoting the highest standards of corporate governance in accordance with the NHS Foundation Trust Code of Governance, other regulatory requirements and recognised best practice, in conjunction with the Director of Corporate Affairs
- Promoting equality of opportunity and human rights in the treatment of all staff and patients by ensuring that the Trust's internal governance arrangements conform with best practice and statutory requirements
- Establishing and delivering a constructive relationship with NHS England and NHS Improvement, the Care Quality Commission and other healthcare regulators.

### Board activities

- Participating fully in the work of the Board, ensuring the corporate responsibility of the Board of Directors

- Chairing the Board of Directors, allocated committees and other ad hoc meetings of the Board
- Setting the agenda, style and tone of Board discussions to promote effective decision making and constructive debate
- Ensuring there is appropriate delegation of authority from the Board of Directors to the executive and senior management teams in line with corporate procedures
- Establishing clear objectives to deliver agreed plans and regularly reviewing performance against these objectives
- Facilitating the effective contribution of Non-Executive Directors at Board and Committee meetings and encouraging active engagement by all Board members
- Managing the Board of Directors to allow sufficient time for discussion of complex or contentious issues, ensuring that all directors have appropriate time to consider and debate critical issues
- Ensuring the Board of Directors identifies the key risks facing the Foundation Trust in implementing its strategy, and that it determines its approach and attitude to providing effective oversight of those risks and ensures prudent controls are in place to assist in managing risk
- Facilitating regular evaluation of the performance of the Board of Directors, their committees and individual Directors
- Developing a constructive relationship with the Chief Executive, providing support, guidance and encouragement while respecting executive responsibilities; this should include conducting a performance appraisal for the Chief Executive annually
- Ensuring the performance of Non-Executive Directors is evaluated annually and acting on the results of such evaluation by recognising strengths and addressing weaknesses
- Chairing the Nomination and Remuneration Committee of the Council of Governors and supporting the Council in initiating and implementing change and succession planning of the Non-Executive Directors
- Ensuring effective and constructive relations are established and maintained between Executive Directors, Non-Executive Directors and the Council of Governors

## **Council of Governors**

- Developing a constructive and supportive relationship with the Council of Governors
- Leading the Council of Governors so that it is able to represent the interests of the Foundation Trust, members and the general public
- Leading the Council of Governors in providing an effective means of holding the Non-Exec Directors to account in their role of holding the Board of Directors to account
- Facilitating the work of the Council of Governors in meeting its duties in respect of appointments, remuneration, audit, quality accounts, annual reporting and planning
- Managing meetings of the Council of Governors and ensuring sufficient time is allocated for constructive discussion to reach agreed compliance with approved procedures

- Setting an agenda agreed with the Council of Governors that is focused on strategy, performance and quality, set out in a way that facilitates the Council's contribution to strategy and allows it to hold the Non-Executive Directors to account for the performance of the Foundation Trust
- Facilitating the effective contribution of the Council of Governors individually and collectively, ensuring that the Council receives accurate, timely, high quality, information, which is provided in a format that suits the needs of individual Governors
- Ensuring the members of the Council of Governors receive sufficient training and ongoing development to enable it to effectively carry out its statutory role

## Communications and relationships

- Participating positively and collaboratively in the work of the Board of Directors and the Council of Governors and maintaining appropriate links with the Chief Executive and individual Directors and Governors
- At all times being an ambassador for the Foundation Trust, by promoting the interests of the Foundation Trust and representing the Foundation Trust's views to national, regional and local bodies or individuals
- Ensuring there is timely and effective communication between the Board of Directors, Committees, Council of Governors, Non-Executive Directors and Senior Management
- Ensuring there is timely and effective communication by the Foundation Trust with its staff, patients, membership and stakeholders.
- Ensuring effective and constructive dialogue and promoting harmonious relations with Regulators, such as NHS Improvement/England and the Care Quality Commission as well as the wider local and national health and social care community

## Key working relationships

- Council of Governors and individual Governors
- Board of Directors and individual directors
- NHS England and NHS Improvement
- Wigan Borough Council
- Wigan Borough CCG
- Wigan Borough PCNs
- Greater Manchester and other local health partners

## Responsibility for health and safety

*Compliance with the Health and Safety at Work Act 1974:* The post holder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

## Other matters

Wrightington, Wigan and Leigh Teaching Hospitals NHS FT operates a no smoking policy on all of its sites.

*Compliance with the General Data Protection Regulators 2016, Data Protection Act 2018 and Information Governance Principles:* The post holder is not entitled to use for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Foundation Trust or relating to the Foundation Trust's affairs or dealings which may come to their knowledge during employment.

*Compliance with the Health and Social Care Act 2008 Code of Practice on the Prevention and Control of Infections and related guidance:* The post holder is required to fulfil a proactive role towards the reduction and management of healthcare related infection in all of their actions. This entails compliance with Infection Prevention and Control policies and related Standard Operating Procedures along with risk assessment of all situations.

All applicants to any post within the Foundation Trust are required to declare any involvement either directly or indirectly with any firm, company, relevant person or organisation which has any interest with the Foundation Trust, the services provided by the Foundation Trust or any element of patient care. Failure to do so may result in an application being rejected or if it is discovered after appointment the omission of such information could lead to the appointment being terminated.

# Person specification

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## Essential

- A clear understanding of the operational environment of the NHS at both a local and national level
- A track record of strategic board-level leadership in a large complex public sector, private, or third sector organisation
- Experience of working within a regulated industry setting
- Experience of managing and delivering robust governance systems
- Total commitment to the Foundation Trust's ethos and its values and is able to demonstrate compassionate and aspirational leadership, equality, diversity and inclusion
- Considerable experience in effective people management
- Effective corporate and public communication skills
- Organisational skills, including those relating to finance, strategic planning, risk management and organisation-wide performance management
- The ability to build key relationships with stakeholders across the borough and beyond
- The ability to work effectively in a leadership role with a range of internal and external stakeholders for the benefit of the Trust
- The ability to secure commitment to a shared strategic vision and to work collaboratively and flexibly with partners to find new solutions to old problems
- The ability to respond to organisational change across the borough and beyond
- Considerable experience of building and developing strong and effective teams and providing robust and visible leadership in a range of public facing and challenging environments
- The ability to provide strong challenge and be demanding on pace and sustainability in holding executives to account
- Holds general computing skills, is familiar with Microsoft Office and video conference systems – or is willing to undergo training in these areas.

## Desirable

- Experience of operating as a Non-Executive Director within a Foundation Trust and/or equivalent current health sector experience in an associated area



## Eligibility criteria

The post holder must be and remain a member of one of the Foundation Trust's public constituencies. They must not be disqualified from being a Chair by virtue of any of the criteria in paragraph 12.15 of the Foundation Trust's constitution.

Shortlisted candidates will be required to provide an acceptable Fit and Proper Person declaration in order to progress to the later stages of the recruitment process.