Countess of Chester Hospital NHS Foundation Trust

Appointment of the Executive Director of Nursing & Quality

Candidate Brief

November 2012
## Contents

- Letter from the Chief Executive Designate ................................................................. 3
- The Advert ....................................................................................................................... 5
- The Organisation ........................................................................................................... 5
- Our Strategic Vision: Care at its Best ........................................................................... 7
- Delivering the Trust’s Vision ...................................................................................... 8
- Our Values .................................................................................................................... 9
- Nursing and Midwifery at the Countess of Chester Hospital NHS Foundation Trust .... 9
  - Our priorities ............................................................................................................. 10
- Quality at the Countess of Chester Hospital NHS Foundation Trust ............................. 10
  - Our priorities ............................................................................................................. 14
- The Role ......................................................................................................................... 14
  - Principal responsibilities .......................................................................................... 18
- The Candidate .............................................................................................................. 19
- Our Values & Behaviours ............................................................................................. 20
- Further details about the Role .................................................................................... 23
- Recruitment Process & How to Apply ........................................................................ 24
  - Recruitment Process & Timetable ............................................................................ 25
- How to Apply ............................................................................................................... 26
Dear Candidate,

Appointment of Executive Director of Nursing & Quality

Countess of Chester Hospital NHS Foundation Trust

Thank you for your interest in this role at the Countess of Chester. I am delighted to have been appointed as the new Chief Executive for the Trust and one of my first tasks will be to appoint someone to this exciting role. Due to our current Executive Director moving to a newly formed organisation, we are now looking for an outstanding individual who will provide inspirational, professional leadership to our Nursing & Midwifery workforce to continue to deliver our vision – “Care at its Best”.

The Countess of Chester Hospital NHS Foundation Trust consists of a 600 bed Trust, which provides its services on the Countess of Chester Health Park, and a 66 bedded Intermediate Care Service at Ellesmere Port Hospital. The Trust has almost 4,000 staff and provides a range of medical services to more than 450,000 patients per year.

This is a really interesting time for the trust. After years of growth, the NHS is now facing its biggest ever financial challenge. Against this backdrop, and together with all of our staff, we must maintain our high standards of care for patients; innovate and embrace improvements; and maintain, or in some areas set, the pace for clinical service development. To achieve this we must work collaboratively with local partners. The new Executive Director of Nursing and Quality will be key to transforming care pathways across the whole health and social care system, to meet the challenges associated with long term conditions and increasing ageing. Together with others, we will need to overcome professional and organisational boundaries that too often have made this difficult.

The Countess has an outstanding record of success and there is much to be proud of. We are one of only five trusts which have been awarded the prestigious CHKS 40 Top Hospitals Award - our twelfth year in succession - which is recognition for the hard work and dedication of our workforce.

Although we have a very solid foundation to build from, there is more we still need to do. One of the key opportunities for us is to build upon our foundation of excellent clinical leadership and become one of the most clinically engaged organisations within the NHS.
I am really excited about our new building programme which supports the development of our specialist service portfolio, including Bariatric Surgery and, subject to final mistrial review; we will become the designated centre for Arterial Surgery for South Mersey.

As Executive Director of Nursing & Quality, you will have responsibility for providing the strategic and corporate overview for the Nursing & Midwifery professions at the Trust, whilst leading the Quality & Safety strategic agenda. Furthermore, working closely with our Medical Director, you will be continue to build and enhance the Trust's external relationships, especially within third sector organisations, Universities & Research Networks.

Therefore, this is a key and pivotal appointment for the Trust and we are seeking applications from exceptional individuals who have the passion and desire to lead our Nursing & Midwifery workforce to future success.

In the meantime, if you would like to explore this opportunity further, please feel free to call me or our existing Director of Nursing & Quality, Gaynor Hales, to arrange an informal & confidential discussion, by contacting Emma Rees on 01244 365053.

Yours faithfully,

Tony Chambers

Chief Executive Designate
Executive Director of Nursing & Quality

Salary £Attractive

The Countess of Chester Hospital NHS Foundation Trust is one of only five hospitals in the country to achieve a 40 Top Hospitals Award for the twelfth successive year. We require an outstanding individual who will provide inspirational and professional leadership to our Nursing & Midwifery workforce.

With an income of £190 million, and almost 4,000 staff, the Countess of Chester Hospital NHS Foundation Trust provides its services from a 600 bed general hospital on the Countess of Chester Health Park, and a 66 bedded Intermediate Care Service at Ellesmere Port Hospital. We have recently launched exciting plans to expand the high quality services we already deliver to patients, and we are extending the range of specialist services we provide to a wider population.

As an Executive member of the Trust Board, you will be responsible for leading the Nursing, Quality & Safety strategic agenda, working closely with the Medical Director, whilst maintaining and enhancing the Trust’s external relationships across the local health economy. We are looking for an exceptional individual, who is truly committed to delivering our vision – “Care at its Best”, to influence and undertake a pivotal role in the delivery of the Trust’s future plans.

If you feel that you have the passion, desire and professional experience to lead the Countess of Chester’s future success, then we would like to hear from you.

To arrange a confidential discussion with the former post-holder, Gaynor Hall, or our newly appointed Chief Executive, Tony Chambers, then please contact Emma Rees on 01244 365053. For further information, including a candidate brief and details on how to apply, please visit the “Working With Us” section of the Countess of Chester Hospital NHS Foundation Trust website: www.coch.nhs.uk/working-with-us.aspx

Closing date: Thursday, 22nd November 2012.
Interview date: Friday, 7th December 2012.
Ref: 210-V04-409.
The Organisation

The Countess of Chester Hospital NHS Foundation Trust consists of a 600 bedded District General Hospital, which provides its services on the Countess of Chester Health Park, and a 66 bedded Intermediate Care Service at Ellesmere Port Hospital. The Trust has almost 4,000 staff and provides a range of medical services to more than 445,000 patients per year from an area covering Western Cheshire, Ellesmere Port, Neston and North Wales.

The Board of Directors has ultimate responsibility for the leadership and direction of the Trust. The Foundation Trust’s performance and compliance is regulated by Monitor, the NHS Foundation Trust Regulator. Compliance with national service standards is also reviewed and rated by the Care Quality Commission.

Within the Foundation Trust, the Board is accountable to its membership through the Foundation Trust's Council of Governors. The Council of Governors is comprised of appointed Governors, elected Staff Governors and elected Public Governors. Governors have an important role to play as it is through them the population served by the Foundation Trust is directly involved in influencing the strategic direction of the Trust which has around 12000 members.

The Executive Directors are:

Chief Executive Designate: Tony Chambers (commencing 1st December 2012)

Acting Chief Executive: Gaynor Hales (formerly Deputy Chief Executive & Director of Nursing & Quality)

Medical Director: Ian Harvey

Acting Director of Nursing & Quality: Lesley Freeman

Director of Operational Services: Tim Lynch

Director of Finance: Debbie O’Neill

Director of Human Resources and Organisational Development: Susan Young

The Non-Executive Directors are:

Chair: Sir Duncan Nichol

Alastair Findlay (Deputy) Audit Chair and Senior Independent Director
Our Strategic Vision: Care at its Best

Quite simply we want to deliver the best possible care to our patients - currently 96% of our patients rate our services as good or excellent and would recommend us to a friend or relative, but we aim to do more in the next few years;

Providing the best possible patient experience

We believe that providing the best clinical outcomes and highest quality care in a safe, friendly environment where a patient's dignity is fully respected will provide our patients the best possible experience even in the often difficult circumstances many face. That's why we intend to continuously make improvements in the patient experience and reduce the incidence of harm.

Efficiency in delivering services

We aim to deliver streamlined, accessible services to patients, where it is most convenient to them, with the lowest waiting times, by maximising our operational efficiency and productivity and redesigning service provision.

Listening to our customers

Patients are not our only customers - their relatives, friends, visitors, the General Practitioners who refer them and the bodies that commission our services are important too. By listening to our customers and using their feedback and by working in partnership with our commissioners we will continuously improve the services we provide.

Pushing Boundaries

Always moving forward and changing things for the better, expanding the scope and range of services - life-changing innovation, from the application of the very best clinical practice, through process transformation and use of the latest technology.

People at their best
Meeting our ambitions for customers rests on our staff - engaging, empowering and recognising our people will make sure they can give their best and continuously drive improvement in the delivery of services.

**Delivering the Trust’s Vision**

Delivering the best possible care to our patients means we need to continuously improve and over the next three years we aim to make significant improvements across the Trust in a range of areas, in spite of the tough challenges we face.

Our Countess Way programme combines the improvement of quality, service development, pathway and process improvement, cultural change and cost reduction in a ‘holistic’ programme to transform the way we deliver services. Through the programme we aim to deliver significant improvements in the quality and safety of patient care, in the patient experience and in achieving maximum value for money in the use of our resources.
Our Values

At the heart of delivering this vision are our values. These are the principles that determine the way we behave and what we believe in. They help bring us together as a family, giving us a common culture.

Nursing and Midwifery at the Countess of Chester Hospital
NHS Foundation Trust

The Executive Director of Nursing and Quality provides the strategic and corporate overview for the nursing and midwifery professions at the Countess. Supported by a Deputy Director, 2 Heads of Nursing and a Head of Midwifery, the Executive Director of Nursing develops the local nursing and midwifery strategy taking account of the national agenda and local needs. As you will see from the structure chart on page 12, our Heads of Nursing and Midwifery are embedded in our main operational divisions for Planned and Urgent Care, ensuring that the patient is at the heart of everything we do. The matrons in each Division ensure a whole hospital approach
to delivering patient pathways in the most efficient and effective way, ensuring the best outcomes for patients with a strong emphasis on “right first time”.

Our priorities

- To ensure that patient safety is at the very top of our agenda. We use nursing care metrics and the “Safety Thermometer” national measures to deliver harm free care to patients, for example: falls and pressure ulcers where our ultimate aspiration is zero harm. Where harm has occurred, we have a strong focus on learning from our mistakes.

- To ensure patient care is delivered to the highest standard we aim for an excellent experience for our patients. By developing smooth and efficient pathways we ensure that our patients are not in hospital any longer than they need to be. We monitor their experience through national and local patient surveys, and we are already passionate about the 6 “C”s which are about to be launched in the national nursing and midwifery strategy, (Care, Compassion, Commitment, Communication, Courage and Competence). We have also adopted our own version of “Energise for Excellence”, which is highlighted on page 13.

- To develop our staff and ensure that best practice is shared both inside and outside of the hospital. We have a strong focus on continuous improvement and were recently shortlisted for an award in Change Management by the Chartered Institute of Personnel and Development for the way we have developed our staff and processes at ward level with unique tools such as our “Total Care Package” which enable staff and patients to see very visibly how we are doing, and focus on process improvement in, for example, ward to ward handovers.

- A key aspect of the role is to work with colleagues across the trust to develop a clinical workforce plan, which reflects the need for a multi-disciplinary approach to patient care. We have introduced our own programme for the development of 15 Advanced Practitioners in preparation for the new enhanced nursing roles in the hospital. We are preparing ourselves to address the recommendations of the Francis 2 report, which will be published early in the new year.

- We have an impressive record of reducing hospital acquired infections including MRSA and Clostridium Difficile.
Nurse development is also underway to support the trust’s new developments in vascular surgery, bariatrics and the new integrated critical care unit, which will be sited in our exciting new building development next year.

We are also working collaboratively with colleagues outside the hospital to redesign pathways which better reflect the patients’ needs. This involves working with the nearby mental health trust, and other health and social care providers including the local authority. We play a key role in the Cheshire West and Chester initiative. “All Together Better” which takes a “whole system” approach to a wider range of community needs. We are particularly involved in the work stream “Ageing Well” concentrating initially on the over 65s.
NURSING MANAGEMENT STRUCTURE

Chief Executive

Director of Nursing & Quality

Deputy Director of Nursing & Quality

Head of Nursing Urgent Care

Head of Nursing Planned Care

Head of Midwifery

Matrons x4

ED Assessment & Critical Care Pathway Manager

Discharge & Rehabilitation Pathway Manager

Clinical Services Manager

Ward Managers with extra managerial responsibility within their unit

Senior Clinical Nurse Specialists with extra managerial responsibilities/Advanced Practitioner skills
Energise for Excellence – Call to Action within the Countess of Chester Hospital NHS Foundation Trust

**Get Staffing Right**
- Workforce review planned 2012-13
  - Prioritizing Workload in pressure policy
  - 2 day supernumerary ward manager
  - ANP course commencing in March 2012
  - 1-1 processes risk assessed
- Education programmes post registration

**Deliver Care**
- Established care metrics audit and action planning
- CQUIN framework
- Dignity work
- Enter and view and BOG work
- Learning from incidents and claims
- Pressure ulcer monitoring
- Monitoring of essential standards CQC

**Measure Impact**
- Complaints incidents and claims
- GTT harm rate
- Moderates review
- Integrated performance report
- CQUIN measures
- Compliance framework
- How’re we doing boards?
- CQC PQA’s
- MIAA audits
- NHSLA audit and compliance with standards

**Patient Experience**
- Real time patient experience in OPD
- Dignity day/BB booth
- PEMS questions asked to everyone
- National and local postal survey
- NHS choices
- Comments
- Cancer survey
- BOG /enter and view
- Protected meal times
- DSSA
- Infection control and prevention
- Information leaflets
- Language line

**Staff Experience**
- Work is ongoing to review elements of the staff survey
- Engagement leadership events held with Chief exec in 11-12
- Leadership cascade programme values based now on second tier of the organisation and included action learning sets
- Use of e-learning
Quality at the Countess of Chester Hospital NHS Foundation Trust

The Executive Director of Nursing and Quality takes the lead for Quality in the hospital, working very closely with the Medical Director. Governance is provided through the Quality Committee which is a sub committee of the Board, with close oversight and involvement of a Non Executive Director. To operationalise this agenda we have a Quality Performance and Compliance Board with Divisional representatives to ensure delivery of the Quality Strategy within the Trust. The reporting arrangements and Quality Management Structure are shown below.

The Quality Management Structure also liaises with the Board of Governors Quality Forum, whose role is:

- To enable an accurate and meaningful statement to be provided in the Trust’s annual Quality Account to the Secretary of State and Monitor.
- To inform Quality Account priorities through valuable information collected from constituent members and at road show/consultation events.

In addition, the forum provides an opportunity for Governors to monitor the Quality of care delivered at the Trust as follows:

- Through the receipt of information pertaining to quality improvements and innovation
- Through observation of care delivery by visiting wards
- Through review of patient experience data.

Our priorities

- To agree the Quality Contract with our Commissioners and to ensure the outcomes are met. Our CQUINs this year cover: dementia care, learning disabilities, diabetes care, alcohol issues, COPD and VTE.
- The development of the quality account this year. Our local quality priorities relate to dementia care and Parkinson’s, discharge communication and the reduction of urinary tract infections and catheter sepsis.
- To liaise with external bodies such as the Care Quality Commission (CQC) as well as providing the management of Serious Untoward Incidents “SUIs”, NCPOD and NICE guidance. We were proud to have received very positive reports from the CQC recently on both dignity and nutrition following unannounced visits.

- To ensure that the Board has full awareness of quality issues through monthly integrated performance reporting mechanisms and regular reviews of our risk profiles. The integrated report focuses on 5 quality domains: people dying prematurely, enhancing the quality of life for people with long term conditions, episodes of ill health or following injury, ensuring that people have a positive experience of care, and treating and caring for people in a safe environment and protecting them from harm. We also enhance our Board reporting with actual patient stories.

- To ensure the Countess is fully prepared to deal with major incidents and has robust business continuity plans in place.

- To prepare for and monitor our progress against our NHSLA assessments. We are currently preparing for Level 3 assessment. This includes general NHSLA as well as maternity.

- To work closely with the lead nurses and midwives in developing the quality of our staff through the enhancement of their skills and advance practice. (See above).

- To support the Equality and Diversity agenda by ensuring fair access to all our services.
Quality Management Structure

Chief Executive

Director of Nursing and Quality

Deputy Director of Nursing and Quality

Risk & Governance
- Co-ordinator x1
- Risk Management Administrator x1

Quality Improvement
- Facilitators x5
- Asst. Quality Improvement Facilitator x1

Lead Infection Control
- Nurse x1
- Infection Control Nurses X2

Named Midwife/Professional Safeguarding Children x1
- Deputy Named Professional Safeguarding x1
The Role

The Director of Nursing and Quality will provide professional leadership to the nursing, midwifery and healthcare assistant workforce to support the delivery of high quality care and will provide strategic advice to the Trust Board on recruitment, retention, deployment and professional development matters.

The post-holder will lead the maintenance and continuous improvement of risk management, business continuity and emergency planning processes and compliance with Care Quality Commission standards. The Director of Nursing and Quality (working with the Medical Director) will provide strategic leadership to the development and implementation of a strategy for continuous improvement in the standards of patient care and safety, whilst working across boundaries with other health and social care organisations to ensure the best possible pathways for our patients.

The Director of Nursing and Quality is a member of the Trust’s Board of Directors which comprises a Chairman, together with 5 Non-Executive Directors, the Chief Executive and 5 Executive Directors, including this post.

All Directors of the Trust share corporate responsibility for:

- Setting the Trust’s strategic direction.
- Achievement of the Trust’s corporate objectives and compliance with Monitor’s Compliance Framework, including the delivery of national targets and core standards.
- Delivering high quality and safe care to patients.
- Determining the policies of the Trust and monitoring their implementation.
- Advising the Board of Governors in relation to forward plans and other matters.
- Acting as a trustee of donated funds.
- Maintaining the financial strength of the Trust.
Principal responsibilities

- Provide strong professional leadership to the nursing, midwifery and healthcare assistant workforce to ensure that the highest standards of patient care are delivered and that the patient’s perception of the standards, attitude and communication of nursing, midwifery and healthcare assistant care is consistently high.

- Ensure systems are in place to ensure professional nursing and midwifery standards are maintained, and to operate consistently with NMC procedures in respect of discipline, performance and sickness of nursing and midwifery staff.

- Responsible for working across boundaries with other health and social care organisations to ensure the best possible pathways for our patients.

- Develop and implement strategies to ensure the maintenance and continuous improvement of standards of privacy, dignity and respect, the management of nutrition.

- To work closely with the Director of Infection Prevention and Control to implement Infection Prevention and Control initiatives throughout the nursing structures and to ensure Infection Prevention and Control measures during capital and environmental planning are addressed.

- Develop nursing, midwifery and healthcare assistant workforce strategies consistent with the business objectives of the Trust.

- Ensure programmes and educational contracts are in place for the appropriate education, professional development and training of the nursing, midwifery and healthcare assistant workforce.

- Provide strategic advice to the Trust Board on recruitment, retention, deployment and professional development matters associated with nursing and midwifery.

- Lead specific programmes of quality improvement (in collaboration where appropriate with the Medical Director) as agreed with the Chief Executive to support the business objectives of the Trust.

- Liaise in conjunction with the Medical Director with the PCT / CCG in relation to issues of quality performance and clinical risk.

- Act as the Trust lead for Child Protection and the Trust Caldicott Guardian.
Responsibility for the management of the Patient Advice & Liaison Service (PALS) & Complaints function within the Trust.

Ensure sound systems are in place to maintain full compliance with Care Quality Commission standards and PCT / CCG contract requirements and provide assurance to the Board of Directors accordingly.

Lead the maintenance and continuous improvement of processes for ensuring the sound management of risk, and that the accreditation of NHSLA standards to level three in both general and maternity standards is achieved.

Develop the business continuity and emergency planning strategies for the Trust and ensure sound plans are in place, and periodically tested, to maintain business continuity, and to ensure the ability of the Trust to respond to emergencies and major incidents.

Have managerial responsibility for Corporate Nursing and the Quality Department.

The Director of Nursing and Quality will participate in the Executive Director on call rota.

The Candidate

Candidates who are considering this role should be able to demonstrate the criteria, skills and experience as outlined in the Person Specification below:

<table>
<thead>
<tr>
<th>PERSON SPECIFICATION</th>
<th>Essential</th>
<th>Desirable</th>
<th>Method of Assessment</th>
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<tbody>
<tr>
<td>QUALIFICATIONS</td>
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<tr>
<td>• Qualified RGN</td>
<td>✓</td>
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<td>Application</td>
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<td>• Current NMC Registration</td>
<td>✓</td>
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<tr>
<td>• Educated to degree level in health related subject or equivalent</td>
<td>✓</td>
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<td>• Master's Degree or equivalent</td>
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<td>✓</td>
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<td>• Evidence of continuing personal and professional development</td>
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<tr>
<td>KNOWLEDGE AND EXPERIENCE</td>
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<tr>
<td>• Extensive experience in a senior nursing</td>
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<td>Application/ Presentation/</td>
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## PERSON SPECIFICATION

<table>
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<tr>
<th>Essential</th>
<th>Desirable</th>
<th>Method of Assessment</th>
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<tr>
<td>leadership role within a Foundation Trust or complex acute healthcare environment.</td>
<td>✓</td>
<td>Interview</td>
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<tr>
<td>• Experience of working at board level or with board level colleagues.</td>
<td>✓</td>
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<td>• Comprehensive knowledge of patient safety systems and processes including clinical risk and safety.</td>
<td>✓</td>
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<tr>
<td>• Experience of managing the Quality Agenda within a Foundation Trust or complex acute healthcare environment.</td>
<td>✓</td>
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<td>• Knowledge and credibility across wide range of infection control measures and management</td>
<td>✓</td>
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<td>• Detailed knowledge and understanding of current issues in nursing.</td>
<td>✓</td>
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<td>• Experience of working collaboratively and partnerships with other organisations.</td>
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<td>• Experience of successfully leading and managing a diverse team.</td>
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<td>• Demonstrable experience of leading and effectively managing change in large complex environments.</td>
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<td>• Experience of delivering change in service delivery /culture shift.</td>
<td>✓</td>
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<tr>
<td>• Able to contribute and provide credible input across the Board’s corporate agenda.</td>
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<td>• Able to contribute to Trust’s cost reduction strategy to reconcile affordability, safety and quality</td>
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<td>• Proven performance management of services and delivery of targets within agreed timescales, including awareness of Lean methodology.</td>
<td>✓</td>
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<tr>
<td>• Knowledge of key performance indicators and compliance against quality/risk/governance agendas.</td>
<td>✓</td>
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<td>• Demonstrate thorough knowledge of the NHS</td>
<td>✓</td>
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<tr>
<td>PERSON SPECIFICATION</td>
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<td>and the modernisation agenda, particularly in relation to service delivery.</td>
<td>✓</td>
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<td>• Experience of delivering to tight deadlines.</td>
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<td>✓</td>
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<tr>
<th>LEADERSHIP &amp; PERSONAL SKILLS / ATTRIBUTES</th>
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<th>Application form / presentation/ interview / references</th>
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<tr>
<td>• Well-developed &amp; credible leadership and motivational skills</td>
<td>✓</td>
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<td>• Excellent interpersonal skills</td>
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<td>• Patient focused</td>
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<td>• Excellent planning and organisational skills</td>
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<td>• Political awareness</td>
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<td>• Judgement and analytical skills</td>
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<td>• Ability to influence, persuade and negotiate at all levels</td>
<td>✓</td>
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<tr>
<td>• Ability to prioritise own and others’ workloads effectively to meet tight deadlines whilst managing conflicting priorities</td>
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<td>• Enthusiastic and self-motivated</td>
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<td>• Ability to work independently as well as part of a team</td>
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<td>• Capacity to build and develop teams and maintain constructive working relationships at all levels</td>
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<td>• Ability to prioritise own and others workload and a flexible approach to changing priorities</td>
<td>✓</td>
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<tr>
<td>• Ability to communicate effectively at all levels</td>
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<tr>
<td>• Self-motivated</td>
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## Our Values & Behaviours

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<thead>
<tr>
<th>VALUES</th>
<th>BEHAVIOURS</th>
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<tbody>
<tr>
<td><strong>We put patients at the heart of everything we do</strong></td>
<td>▪ I recognise that there is a patient behind everything we do.</td>
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<tr>
<td></td>
<td>▪ I will strive to provide a quality service at every stage of the patient journey.</td>
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<td></td>
<td>▪ I will deliver the service and care I would expect to receive myself.</td>
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<td>▪ I will listen carefully to what patients tell me, I will act on it and I will keep the patient informed.</td>
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<td><strong>We have a ‘can do’ attitude</strong></td>
<td>▪ I will look for solutions to issues rather than accepting that nothing can be done.</td>
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<td>▪ I will strive to do my best at all times and assist others in, and outside my service area.</td>
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<td>▪ I will offer to participate where my skills and experience will be of value.</td>
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<td>▪ I will take responsibility for making things happen.</td>
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<td><strong>We take pride in the service we provide</strong></td>
<td>▪ I will promote our service positively to others and stand up for the service if it is unfairly criticised.</td>
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<td>▪ I will take personal responsibility for my role in the service.</td>
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<td>▪ I will do my job to the best of my ability.</td>
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<td></td>
<td>▪ I will take pride in my surroundings and appearance.</td>
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<tr>
<td><strong>We strive for improvement</strong></td>
<td>▪ I will keep an open mind to new ideas, make the most of opportunities and accept when change is necessary.</td>
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<tr>
<td></td>
<td>▪ I will continually look for ways to improve how we work.</td>
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<tr>
<td></td>
<td>▪ I will use feedback to identify improvement opportunities.</td>
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<td></td>
<td>▪ I will use effective communication to keep everyone informed.</td>
</tr>
<tr>
<td><strong>We are welcoming, friendly and caring</strong></td>
<td>▪ I will treat all patients, visitors and staff with respect and dignity.</td>
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<tr>
<td></td>
<td>▪ I will make a good and lasting impression.</td>
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<td></td>
<td>▪ I will be approachable.</td>
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<td></td>
<td>▪ I will acknowledge you when you arrive and make time to understand your needs.</td>
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<tr>
<td><strong>We respect each other</strong></td>
<td>▪ I will respect your opinion even if it is different to my own.</td>
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<tr>
<td></td>
<td>▪ I will treat everyone as an equal.</td>
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<tr>
<td></td>
<td>▪ I will respect the role of everyone and their contribution to the Trust.</td>
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<tr>
<td></td>
<td>▪ I will take responsibility for my timekeeping and absences, understanding the impact it has on the service and others.</td>
</tr>
</tbody>
</table>
Further details about the Role

Remuneration

The salary for this post will be consistent with the market rate for the size and complexity of the Trust and will reflect the relative experience of the successful candidate. In addition to the salary, candidates will be eligible for membership of the NHS pension scheme, 33 days annual leave provision and relocation expenses are available if applicable.

On Call

The post holder will be expected to participate in the on-call arrangements for Executives.

Notice Period

The minimum notice period is 6 months.

Code of Conduct

As a member of the Board of Directors, you are required to comply with the conduct for NHS Managers and code of accountability issued by the Department of Health. You must declare any financial interest of relationship you have which impinges on your responsibilities as a member of the Board.
Recruitment Process & How to Apply

Recruitment Process & Timetable

Confidential discussions can be undertaken with Tony Chambers, Chief Executive Designate, or our existing Director of Nursing & Quality, Gaynor Hales. Please contact Emma Rees on 01244 365053 if you require further information or would like to arrange a confidential discussion.

<table>
<thead>
<tr>
<th>Stage of the Recruitment Process</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advert published in HSJ / Live on NHS Jobs</td>
<td>Thursday 8\textsuperscript{th} November 2012</td>
</tr>
<tr>
<td>Advert closing date</td>
<td>Thursday 22\textsuperscript{nd} November 2012</td>
</tr>
<tr>
<td>Shortlist Meeting</td>
<td>TBC</td>
</tr>
<tr>
<td>Selection Process</td>
<td>Friday 7\textsuperscript{th} December 2012</td>
</tr>
</tbody>
</table>

A short listing exercise will be undertaken and shortlisted candidates will be invited to participate in a selection process, which will comprise of the following:

- Informal stakeholder panel interviews
- Psychometric Testing
- A presentation
- A formal panel interview.

Interviews are scheduled for Friday 7\textsuperscript{th} December 2012.
How to Apply
To apply for this role, please submit the following information by email to eres@nhs.net:

- A detailed CV, including the details of two referees who may be contacted at shortlist stage (please confirm if references can be obtained in advance), and current salary. Your CV should include your full career history and provide details of any associated responsibilities and key achievements.

- A covering or supporting statement which briefly highlights your experience and skills against the requirements of the role.