

Head of Corporate Governance

Job Description & Person Specification –

A summary of the role responsibilities and person specification

Why Our Trust?

Terms and conditions

Post – Head of Corporate Governance

Division – Trust Services

Department - Corporate Governance

Band – 8b

Salary - £47,126 - £53,219

Location – Trust Headquarters

Annual leave – Up to 33 days dependant on NHS Service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: www.nhsbsa.nhs.uk/pensions

Job Purpose

The post holder will support the Director of Corporate Governance in ensuring the delivery of a comprehensive corporate governance service to the Trust. This will include working with, providing advice to, and in support of, the Board of Directors, Board Committees and relevant Executive Groups to meet their obligations to ensure the Foundation Trust can secure on-going compliance with the regulatory framework enforced by NHS regulators, including NHS Improvement. The post holder will be required to develop organisational wide policies. The post holder will provide a comprehensive range of company secretarial and administrative services and act as the expert advisor to the Trust Secretary on all issues relating to corporate governance, ensuring the Trust's corporate affairs are undertaken and directed to the highest standards of probity and according to statutory and legislative requirements, and in accordance with the applicable regulatory framework. The post holder will have key corporate governance responsibilities in respect of public access to information as well as responsibility, through the Freedom of Information Officer, for compliance with the Freedom of Information Act.

About us

Our mission is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

What you'll love about working here

UHBW has been rated by the CQC as 'Good' - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

A digital exemplar- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

Sustainable healthcare - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

Access to further opportunities with the Trust - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy. The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly because of a characteristic protected by the Equality Act 2010.

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The postholder will be required to deputise across the Director of Corporate Governance role when required, providing advice to the Chair, Accountable Officer/Chief Officer, Committee Chairs on corporate governance, and statutory and regulatory compliance.

Board and committee management

- To lead on the following processes for the Trust Board, the Audit Committee, Quality and Outcomes Committee:

- Forward agenda planning, identifying priorities within the Trust's business and highlighting key issues for discussion and decision
- Drafting meeting agendas for discussion and agreement with Committee Chairs
- Managing the timely collation and circulation of meetings papers
- Taking minutes of Committee meetings (as required)
- Advising Committee Chairs on procedural and governance matters, referring to the Trust Secretary if necessary

- To act as the first point of contact and the public face of the Trust with stakeholders and the public in matters relating to meetings of the Trust

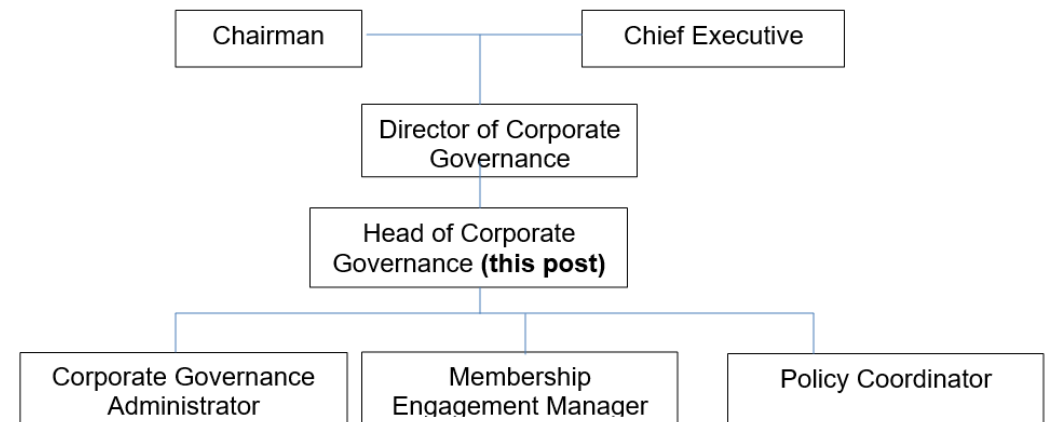
When necessary to deputise for the Trust Secretary as:

- secretary to Trust Board at its meetings;
- secretary to the Remuneration, Nominations and Appointments Committee
- Working flexibly to develop a working knowledge of the breadth of the corporate governance processes, procedures and responsibilities and with the agreement of the Chief Executive provide cover for the Trust Secretary during periods of leave as appropriate.
- To support the development of system governance arrangements across the Sustainability and Transformation Partnership and with local providers.

Organisational Structure

Trust Secretariat Organogram

Below is an organogram in respect of the Secretariat function:



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Main Duties and Responsibilities

Communication:

The post holder will be required to communicate and provide highly complex information, sensitive and often contentious information to a wide range of internal and external stakeholders, including:

- Internal: Executive Directors/Non-Executive Directors/ Members/ Governors/ Trust Secretary /Head of Risk and Assurance/ Head of Communications/Senior Leadership Team members/Divisional Directors/Legal Services
- External: NHS Improvement/Care Quality Commission/ Internal/External Auditors/Legal and Professional Advisers

This communication may occur at all levels of the organisation and involve presenting highly complex sensitive and contentious information, negotiating with parties who hold differing views, appropriate decision making and using skills of persuasion to ensure staff understand the issues involved and their responsibilities within.

Patient Care:

- No direct patient care contact, however the post-holder will be required to follow all Trust Policy and procedures.
- The policy holder may be required to deal with enquiries and complaints from patients in 3 relation to corporate governance matters.

Organisation and Planning:

- Lead the Trust Secretariat's Strategic and Operational Planning process and compile the plans in accordance with national and local guidance, which reflects / supports national and local plans and objectives.
- Formulate the Trust Secretariat Operational Plan reviewing information and drafting content from each of the functions within the Trust Secretariat.
- Managing agenda planning and business cycles for the Board of Directors and Council of Governors which would include the Chief Executive Officer and Directors.
- Ensuring the effective conduct of Board and Board Committee business, in particular:
- Responsible for the development and scheduling of the Trust Board and Committee meetings, corporate plans and strategies which include the Board Assurance Framework and annual development programmes for the Board.
- Overseeing the planning, preparation and timely submission of agendas, reports, supporting papers and minutes including scrutiny and quality checking agendas and minutes.
- Monitoring the governance implications of reports/papers put to the Board and Board Committee to ensure the appropriate follow-up of decisions.
- Maintaining the central 'master' calendar of prospective Board business to ensure such business is appropriately dealt with within an annual business cycle and that committee business is properly aligned and cohesively managed.
- Review and discuss with the Trust Secretary and respective Chair, as required, the content of and structure of agendas to optimise meeting effectiveness.
- Ensure Board members are provided with appropriate information with sufficient time to for consideration, and that this practice is consistent across the Secretariat functions.
- Ensure Minutes of the Board and Board Committees properly record decisions made and their context in line with best practice.

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To work closely with Secretariat colleagues to enable a flexible and cohesive approach to the determination of priorities, objectives and action plans.

- Prepare reports and briefing notes as required, for the Board, its sub committees.
- To interpret and present data regarding the governance and decision making of the Trust both verbally and in a written format.
- To work with the Trust Secretary to produce the Trust's Annual Report, ensuring adherence to regulatory guidance, and that nationally set timescales are met, including submission to the regulator, and the laying of the report before Parliament.

Service Development and Research:

- To provide governance advice on a range of corporate policies and procedures with wide organisational impact.
- Develop and review corporate policies including, gifts and hospitality, freedom of information, conflicts of interest.
- Support the Trust Secretary in ensuring that all Board and corporate records and documents are appropriately developed, consulted upon, maintained, reviewed and updated, including the Foundation Trust's Licence, the Trust Governance Manual, Standing Orders, Standing Financial Instructions, Schedule of Matters Reserved for the Board, Board, Committee Terms of Reference, Board Agendas, Papers and Minutes, etc.
- Keep up to date on all new corporate regulatory developments and other corporate governance matters such as the annual reporting process.
- Co-ordinate research and development initiatives, delegating as appropriate. Finance and Resources:
 - This role will be responsible for financial management of the staff members in the Corporate Governance Team including their budgets.
 - Delegated budget holder for the Trust Secretariat budget which will include budget setting and authorised signatory for staff and non-staff expenditure in relation to the Corporate Governance Team.
 - In the absence of the Trust Secretary the post holder will be required to manage the budgets for the Trust Secretariat and membership.

Leadership and Management:

- Line Management responsibility for 2 employees
- Responsible for the day to day range of staff management matters, which will include the responsibility for supporting appraisal, development of staff, recruitment where necessary and processes such as grievance and disciplinary matters.
- Responsible for an individual's development and performance management. Work in conjunction with the Trust Secretary and other senior managers to assess and manage confidential information about an individual's performance and capability development.
- To provide training to staff in relation to all aspects of corporate governance.

Information Resources:

- Responsibility for maintaining the following Trust documents and ensuring they are publicly available under the Publication Scheme, including acting as central point of contact for public inspection:
 - A copy of the current NHS Provider Licence
 - A copy of the latest annual accounts and auditors report
 - A copy of the latest annual report
 - A copy of the latest information as to the forward planning of the Trust
 - A copy of any notice given under Section 231 of the Act
- Developing and coordinating a network of Trust staff responsible for dealing with requests.
- To oversee the policy framework of the Trust ensuring that all policies confirm to the Trust agreed template and that changes to policies are reflected on the Trust's Document Management System. This includes clinical guidelines and standard operating procedures.

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Other:

- To be able analyse and assess conflicting information, provide advice on all matters relating to statutory and legislative compliance, including compliance with the requirements of the Trust's Constitution, The NHS Foundation Trust Code of Governance and other best practice in corporate governance.
- Support the Trust Secretary to ensure that all returns and reports to NHS Improvement are submitted correctly and in a timely manner and that the Trust complies with the relevant legislation, its Foundation Trust Licence and its own agreed rules and procedures.
- To be accountable for ensuring that all Registers required by the Constitution, or related legislation, are established and maintained and are available for public inspection, including:
 - Register of Members, showing the constituency to which each member belongs;
 - Register of Members of the Council of Governors;
 - Register of Governors' interests;
 - Register of members of the Board of Directors;
 - Register of Directors' interests;
 - Register of use of the Trust seal
 - Declarations of Staff Interests
 - Declarations of Gifts and Hospitality

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University Hospitals
Bristol and Weston
NHS Foundation Trust

Personal Profile – (E) = Essential (D) = Desirable

Knowledge and Experience

- Substantial experience of working at a senior level in a complex public sector organisation E
- Experience as a Deputy Trust Secretary in a Foundation Trust setting D
- Extensive experience of managing Board level Committees E
- Demonstrable track record of dealing effectively with Corporate Governance and principles of Business conduct in a large organisation E
- Experience of supervision and management of staff and budget management E
- Experience of dealing with corporate governance and business conduct principles in large organisations E
- Developing and implementing policies E
- Working with external assessment agencies and bodies E
- Working in a corporate role as a senior manager E
- Involvement in, and leading organisational change E
- Experience of working in regulatory industry /organisation at senior level D
- Managing and influencing corporate agendas E
- Knowledge of Foundation Trust governance frameworks D
- Understanding of the dynamics and complexities of the NHS environment E
- Understanding of the roles and relationships between the Chairman, Chief Executive, Executive, Non-executive Directors and Governors E
- Detailed knowledge of corporate governance and legislation best practice E

Aptitudes

- Supportive (E)
- Respectful (E)
- Collaborative (E)
- Innovative (E)

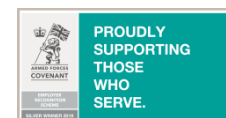
Skills and Abilities

- Excellent organisational and planning skills with a meticulous attention to detail E
- Well-developed inter personal, communication and facilitation skills with the ability to gain and sustain credibility with members of the Board. Ability to explain complex matters to non experts / lay persons E
- Ability to think analytically, synthesise information and write complex reports E
- Excellent minute taking skills E
- Ability to manage priorities in order to meet specific deadlines / Ability to work under pressure to demanding timescales E
- IT literate (intermediate level) in Word, Excel and PowerPoint E
- Ability to work in isolation, but also good team building and people management skills E
- Completer/finisher with the ability to focus on Detail Tenacious; demonstrates high levels of drive, enthusiasm and stamina to achieve goals and see thing through E
- Understands the need to deliver short term priorities and achieve long-term goals (sense of balance) E
- High degree of self-awareness and exceptionally high levels of personal integrity and loyalty E
- Intellectually flexibility that enables the reasoned assessment of a situation and the ability to draw pragmatic conclusions E
- Ability to work effectively in a complex and changing environment E
- Able to work on occasions in evenings to attend Board/Governors meetings and events E
- High level of integrity, openness, honesty and reliability E

Qualifications and Training

- Masters level qualification or equivalent E
- Full or part-qualified Institute of Chartered Secretaries and Administrators. D
- Working knowledge of corporate governance and legislation and best practice. E
- Knowledge of legal and regulatory requirements pertaining to Foundation Trust status. D
- Knowledge of information governance and Freedom of Information legislation. D

We are
supportive
respectful
innovative
collaborative.
We are UHBW.



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Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.