

Assistant Director – Risk Management & Governance/Board Secretary Band 8C

Job Description/Personnel Specification



Working together



Excellence



Openness & Honesty



Compassion

JOB DESCRIPTION

Job Title:	Assistant Director – Risk Management & Governance/Board Secretary
Band:	8C
Directorate:	Human Resources & Corporate Affairs
Initial Location:	Lough House, Ards Hospital
Reports to:	Director of Human Resources & Corporate Affairs
Accountable to:	Chief Executive

Job Summary

The post holder will be responsible for the development and delivery of a range of Risk Management & Governance services across the organisation. The key components of the job are – Corporate Governance, Business Continuity and Emergency Planning, Risk Management, Health & Safety, Complaints & Patient Liaison, Litigation Services & Systems Admin and Information Governance activities.

The post holder will act as Trust Board Secretary and in this role will also be responsible for the management and co-ordination of all activities central to the effective and efficient operation of the Office of the Chief Executive/Chairman. He/she will be responsible for ensuring that arrangements are in place for the effective servicing of meetings of the Trust Board and its committees and the Executive Management Team.

He/she will also provide specialist advice to the Director, other members of the EMT and the Trust Board.

He/she will work closely with the Chief Executive, Directors, Clinicians and Senior Managers in developing robust risk management and corporate governance arrangements across all services within the Trust. He/she will work to achieve the objectives required within the performance management framework for the Trust.



The post holder will encourage a multi-professional approach to his or her areas of work, ensuring staff engagement at all levels within the organisation in risk management and corporate governance activities.

Key Duties/Responsibilities

Strategic Planning and Development

- To provide corporate leadership and expertise on all aspects of Risk Management and Corporate Governance.
- To lead the development and implementation of a strategy for Integrated Governance, including the development of a Board Assurance Framework and an organisation-wide system for Risk Management, in conjunction with relevant managers ensuring safe and effective care for patients and clients and a safe environment for staff.
- To lead and develop the strategic direction and plans for a range of risk management and corporate governance services including Business Continuity, Emergency and Major Incident Planning, Complaints & Patient Liaison, Organisational Controls Assurance, Health & Safety, Information Governance, Litigation Services & Systems Admin.
- To advise the Trust Board, Directors, Clinicians, Senior Managers and staff on their responsibilities for risk management and corporate governance ensuring compliance with, the Health and Safety at Work (NI) Order 1978 and associated legislation.

Service Delivery

- To establish and maintain appropriate systems, policies, procedures and management arrangements for all services under the remit of the post holder within the Trust.
- To lead the management of the Trust's Risk Management System ensuring its integration with corporate strategies and service delivery priorities, aligned to the HSC Regional Risk Management Model (Sept 2018) and which meets other requirements in respect of managing risks, hazards, incidents, complaints and claims.
- To work with Directors, Clinicians, Senior Managers and staff to implement an integrated governance strategy across the organisation that assures safe and effective care for patients, clients and staff and complies with public sector values and codes of conduct and accountability.
- To lead the management of the Trust's corporate and departmental risk registers and general risk assessments, ensuring the development,



implementation and maintenance of both incorporating clinical and non-clinical activities.

- To ensure the provision of regular statistical information and other management reports in respect of risk management and corporate governance activities to the Trust Board and its committees, the Executive Management Team and any other relevant committees or sub committees.
- To lead the management of the Trust's integrated Incident Reporting and Management system and database ensuring that systems are in place for the reporting of all relevant incidents to internal and external stakeholders, as appropriate.
- To lead the development of the systems and processes for the investigation and management of incidents, complaints and claims using appropriate tools and techniques.
- To lead the management of a trust wide system for organisational controls assurance including a mechanism for the regular reporting of levels of compliance to the Trust Board and Executive Management Team.
- To lead the management of systems, policies and procedures for the management of all types of litigation claims in accordance with local, regional and national standards and policies and procedures.
- To advise Directors on the settlement of all litigation claims and agree and authorise payments in accordance with the Trust's scheme of delegation and standing financial instructions.
- To lead the development and implementation of an effective health and safety management system based on the principles of HSG65, 3rd edition – Managing for Health & Safety.
- To participate in an On-Call rota for the purpose of Business Continuity and Emergency Planning Incidents.

Corporate Management

- Contribute to the corporate decision making of the Trust Board and ensure compliance with the Trust's Standing Orders and Standing Financial Instructions.
- Contribute to the Trust's corporate planning, policy and decision making processes as a member of the Directorate team and ensure the Trust's objectives and decisions are effectively communicated.



- Develop and maintain working relationships with other director colleagues and non-executive directors to ensure achievement of Trust objectives and the effective functioning of the senior management team and Trust Board.
- Contribute to the Trust's overall corporate governance processes to ensure its compliance with public sector values and codes of conduct, operations and accountability.
- Lead by example in practising the highest standards of conduct in accordance with the Code of Conduct for HSC Managers.

Collaborative Working

- To develop and maintain working relationships with Trust Board, Directors, Clinicians and Senior Managers to ensure the achievement of corporate and directorate objectives and effective functioning of the team.
- To influence the development of region wide approaches to risk management, governance and patient safety through effective liaison with senior staff at the Department of Health, the Health and Social Care Board, and other relevant health and care organisations.
- To work in partnership with staff-side colleagues to effectively manage health and safety.
- To develop and maintain relationships with key stakeholders within the HSC, regionally and nationally through wider networking arrangements in respect of all services under the remit of the post holder.

Planning and Performance Management

- To ensure full reporting against relevant aspects of the Trust Delivery Plan, in line with the Trust's Performance Management Plan.
- To ensure that robust performance management arrangements are developed and implemented within the Directorate.

Quality

- To assist all Directors, Clinicians and Senior Managers in meeting legislative requirements relevant to their areas of responsibility.
- To support continual improvement and compliance against organisational assurance standards, liP, ISO and any other relevant health and social care standards.



- To provide reports and verification to the Trust Board and Executive Management Team on performance against relevant standards.
- Ensure that the needs of patients, clients and their carers are at the core of the way that the Trust delivers services and that, resources and services are effectively deployed to meet those needs.
- Lead innovation and change to underpin the modernisation of services.
- Lead quality initiatives such as Investors in People and ISO.

Financial and Resource Management

- To manage the annual budget (goods and services and salaries and wages) for the Directorate. Monitor and control the expenditure, taking corrective action where necessary and ensuring all financial targets are met.
- To be an authorised signatory for invoices, stock and non-stock requisitions and legal settlements and payments in accordance with the Trust's Standing Financial Instructions.
- To contribute to the capital investment and development process within the Trust, as required.

Human Resource Management Responsibilities

The Trust supports and promotes a culture of collective leadership where those who have responsibility for managing other staff:

- Establish and promote a supportive, fair and open culture that encourages and enables all parts of the team to have clearly aligned goals and objectives, to meet the required performance standards and to achieve continuous improvement in the services they deliver.
- Ensure access to skills and personal development through appropriate training and support.
- Promote a culture of openness and honesty to enable shared learning.
- Encourage and empower others in their team to achieve their goals and reach their full potential through regular supportive conversation and shared decision making .
- Adhere to and promote Trust policy and procedure in all staffing matters, participating as appropriate in a way which underpins Trust values.



HUMAN RESOURCE MANAGEMENT RESPONSIBILITIES

The Trust supports and promotes a culture of collective leadership where those who have responsibility for managing other staff:

1. Establish and promote a supportive, fair and open culture that encourages and enables all parts of the team to have clearly aligned goals and objectives, to meet the required performance standards and to achieve continuous improvement in the services they deliver.
2. Ensure access to skills and personal development through appropriate training and support.
3. Promote a culture of openness and honesty to enable shared learning.
4. Encourage and empower others in their team to achieve their goals and reach their full potential through regular supportive conversation and shared decision making .
5. Adhere to and promote Trust policy and procedure in all staffing matters, participating as appropriate in a way which underpins Trust values.

GENERAL MANAGEMENT RESPONSIBILITIES

6. The post holder will promote and support effective team working, fostering a culture of openness and transparency. The post holder will ensure that they take all concerns raised with them seriously and act in accordance with the South Eastern Health & Social Care Trust's Raising Concerns Policy and their professional code of conduct, where applicable.
7. The post holder will, in the event of a concern being raised with them, ensure it is managed correctly under the South Eastern Health & Social Care Trust's Raising Concerns Policy and ensure that feedback/learning is communicated at individual, team and organisational level regarding the concerns raised, and how they were resolved.



GENERAL REQUIREMENTS

The post holder will be required to:

8. Ensure the Trust's policy on equality of opportunity is promoted through his/her own actions and those of any staff for whom he/she has responsibility.
9. Co-operate fully with the implementation of the Trust's Health and Safety arrangements, reporting any accidents/incidents/equipment defects to his/her manager, and maintaining a clean, uncluttered and safe environment for patients/clients, members of the public and staff.
10. Adhere at all times to all Trust policies/codes of conduct, including for example:
 - Smoke Free policy
 - IT Security Policy and Code of Conduct
 - standards of attendance, appearance and behaviour
11. Contribute to ensuring the highest standards of environmental cleanliness within your designated area of work.
12. Co-operate fully with regard to Trust policies and procedures relating to infection prevention and control.
13. All employees of the South Eastern Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the South Eastern Health & Social Care Trust including patients/clients, corporate and administrative records whether paper-based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information act 2000 the Environmental Information Regulations 2004, the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. Employees are required to be conversant with the [org name] policy and procedures on records management and to seek advice if in doubt.
14. Take responsibility for his/her own ongoing learning and development, in order to maximise his/her potential and continue to meet the demands of the post.
15. Represent the Trust's commitment to providing the highest possible standard of service to patients/clients and members of the public, by treating all those with



whom he/she comes into contact in the course of work, in a pleasant, courteous and respectful manner.

This Job Description will be subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

It is a standard condition that all Trust staff may be required to serve at any location within the Trust's area, as needs of the service demand.

eHealth

The South Eastern Health & Social Care Trust has invested in eHealth to deliver better, faster, safer care to our community and is committed to supporting staff to utilise associated information systems that directly and indirectly inform care. Trust staff are therefore required to commit sufficient time to ensure that they acquire and/or retain the core technology skills required to support their role.

February 2020



PERSONNEL SPECIFICATION

JOB TITLE AND BAND: Assistant Director, Risk Management & Governance/Board Secretary, Band 8c

DEPARTMENT / DIRECTORATE: Human Resources & Corporate Affairs

Notes to applicants:

1. You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.
2. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined in Section 3 at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.
3. Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.
- 4.

ESSENTIAL CRITERIA

SECTION 1: The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria <i>Ideally no more than 6-8 criteria in this section</i>	Method of Assessment
Qualifications and Experience	<ul style="list-style-type: none"> • A university degree or relevant professional qualification and worked for at least 3 years in a senior management role within a major complex organisation. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Have at least 5 years' experience in a senior management role within a major complex organisation. 	Shortlisting by Application Form



	<ul style="list-style-type: none"> Delivered against challenging performance management programmes for a minimum of two years meeting a full range of key targets and making significant improvements. Have worked with a diverse range of stakeholders, both internal and external to the organisation, to achieve successful outcomes for a minimum of two years. Be able to successfully demonstrate high level management and organisational skills for a minimum of two years. 	
Other	Hold a current full driving licence which is valid for use in the UK and have access to a car on appointment. This criterion will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by the Trust which will permit them to carry out the duties of the post.	Shortlisting by Application Form
SECTION 2: The following are ESSENTIAL criteria which will be measured during the interview/ selection stage:		
Skills / Abilities/Knowledge	<ul style="list-style-type: none"> Knowledge and experience of Risk Management and Corporate Governance. Good communication skills (written, oral, presentational and interpersonal) with the ability to communicate effectively with all levels of staff. 	Interview / Test

The following additional clarification is provided:

“senior management” is defined as Band 8a or above pay scales in the Agenda For Change Northern Ireland pay scales or equivalent



“**major complex organisation**” is defined as one with at least 200 staff or an annual budget of at least £50million and involving having to meet a wide range of objectives requiring a high degree of co-ordination with a range of stakeholders;

“**significant**” is defined as contributing directly to key corporate objectives of the organisation concerned.

Candidates who are shortlisted for interview will need to demonstrate at interview that they have the required competencies to be effective in this demanding leadership role. The competencies concerned are set out in the NHS Healthcare Leadership Model, details of which can be found at

<http://www.leadershipacademy.nhs.uk/resources/healthcare-leadership-model>.

Particular attention will be given to the following dimensions:

- Inspiring shared purpose
- Leading with care
- Evaluating information
- Connecting our service
- Sharing the vision
- Engaging the team
- Holding to account
- Developing capability
- Influencing for results.

As part of the Recruitment & Selection process it may be necessary for the Trust to carry out an Enhanced Disclosure Check through Access NI before any appointment to this post can be confirmed.

To access a copy of the Access NI Code of Practice, please [Click here](#)

The South Eastern Health & Social Care Trust has guidance on the Recruitment of People with Criminal Convictions. To access a copy of this guidance, please [Click Here](#)

Protecting and using your information





To access a copy of the Trust’s Data Protection Policy Statement, [Click Here](#)

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

Successful applicants may be required to attend for a Health Assessment





HSC Value	What does this mean?	What does this look like in practice? - Behaviours
 <p>Working Together</p>	<p>We work together for the best outcome for people we care for and support. We work across Health and Social Care and with other external organisations and agencies, recognising that leadership is the responsibility of all.</p>	<ul style="list-style-type: none"> • I work with others and value everyone’s contribution • I treat people with respect and dignity • I work as part of a team looking for opportunities to support and help people in both my own and other teams • I actively engage people on issues that affect them • I look for feedback and examples of good practice, aiming to improve where possible
 <p>Compassion</p>	<p>We are sensitive, caring, respectful and understanding towards those we care for and support and our colleagues. We listen carefully to others to better understand and take action to help them and ourselves.</p>	<ul style="list-style-type: none"> • I am sensitive to the different needs and feelings of others and treat people with kindness • I learn from others by listening carefully to them • I look after my own health and well-being so that I can care for and support others
 <p>Excellence</p>	<p>We commit to being the best we can be in our work, aiming to improve and develop services to achieve positive changes. We deliver safe, high-quality, compassionate care and support.</p>	<ul style="list-style-type: none"> • I put the people I care for and support at the centre of all I do to make a difference • I take responsibility for my decisions and actions • I commit to best practice and sharing learning, while continually learning and developing • I try to improve by asking ‘could we do this better?’
 <p>Openness & Honesty</p>	<p>We are open and honest with each other and act with integrity and candour.</p>	<ul style="list-style-type: none"> • I am open and honest in order to develop trusting relationships • I ask someone for help when needed • I speak up if I have concerns • I challenge inappropriate or unacceptable behaviour and practice

All staff are expected to display the HSC Values at all times

