



Executive Director
AHPs, Psychological Professions
and Social Work

Candidate information pack

June 2024



ABOUT US

We are an NHS Foundation Trust providing community and mental health services to people living in North East London and its surrounding boroughs, as well as mental health services for young people in Essex, Kent and Medway. We have over 6,500 specialist staff supporting 4.3 million people.

As noted in our latest CQC report, where North East London NHS Foundation Trust (NELFT) was rated 'Good' overall, our non-executive and executive directors benefit from strong relationships, influencing the effective operation of the board. Our focus is multidisciplinary, which is evidenced by representation of allied health professionals in our senior leadership teams.

Our strategic priorities include developing our role as a digital exemplar, reducing our environmental impact, and maintaining strong financial governance. We are working to achieve this through collaborative and flexible partnership models, developing integrated care with partners across the health and care economy and with the communities we serve. Our goal is to establish ourselves as an outstanding NHS anchor organisation, which supports local economies and communities.

We deliver our services with pride in an area with significant social and economic deprivation, and we work hard to address those factors that have historically adversely impacted those we serve. To achieve this goal, we endeavour continuously to improve the wellbeing of our staff, ensuring we have an inclusive and empowered workforce, at all levels, providing compassionate and effective care.



OUR VALUES

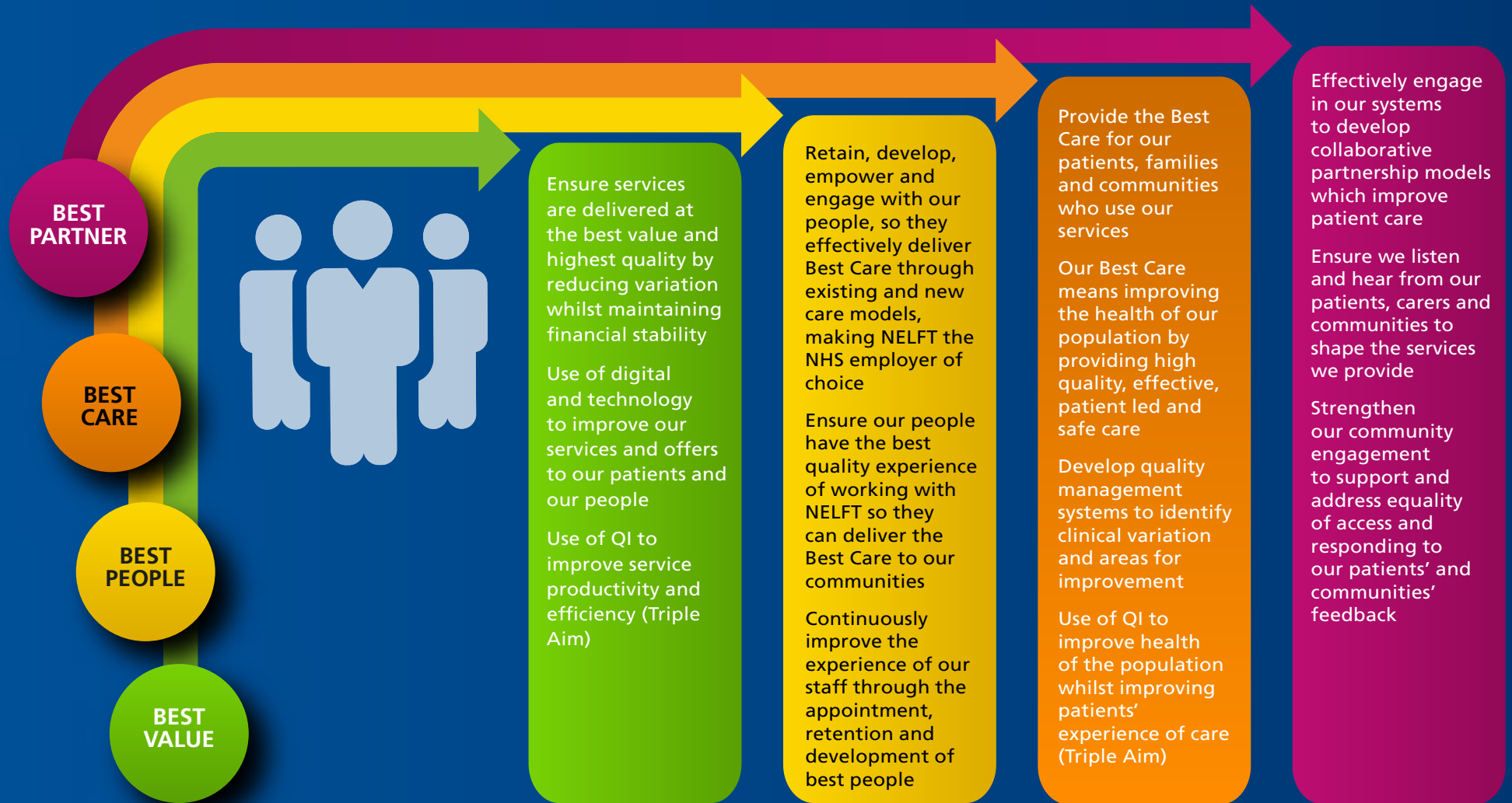
At NELFT, our aim is to create an engaging place to work where we create an environment in which everyone feels valued and supported. We strive to empower colleagues and our *Just and Compassionate Culture* is our commitment to our patients and colleagues that our organisation will take every opportunity to learn and improve when things don't go to plan.

When you join NELFT you can be confident that we support and promote a culture based on fairness, respect, honesty and trust, ensuring that we have consistent leadership behaviours and styles across the Trust. Patients, service users and carers are our top priority. To deliver quality care we need the best people to join our team. Our values are:

- People first
- Prioritising quality
- Progressive, innovative and continually improving
- Professional and honest
- Promoting what's possible: independence, opportunity and choice



OUR STRATEGIC OBJECTIVES



JOB DESCRIPTION

JOB TITLE:	Executive Director of AHPs, Psychological Professions & Social Work
BAND:	VSM
RESPONSIBLE TO:	Chief Executive
BASE:	The post is notionally based at Trust Head Office but the post holder will be equipped and expected to work agilely across the whole of the organisation

KEY RELATIONSHIPS:

INTERNAL

- Executive directors
- Non-Executive directors
- Governing body
- Legal team
- Communications team
- Workplace fora
- Clinical leaders
- Staff networks
- Trade unions

EXTERNAL

- NHSE
- Regulatory bodies
- Relevant professional bodies
- ICS Board members including clinical and corporate leads
- Third sector organisations
- Local Authority social care leads
- Voluntary organisations

CONTROLS ASSURANCE STATEMENT:

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

AIM OF THE ROLE

The post holder will be expected to work in accordance with the Trust's values in their day to day work. These are the 5Ps:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice



JOB PURPOSE

The Executive Director of AHPs, Psychological Professions and Social Work is a member of the Board, sharing collective responsibility and accountability with all directors for strategic planning, corporate policy-making, the delivery of strategic objectives and Trust performance, including meeting the ongoing Terms of Authorisation as an NHS Foundation Trust and operating in accordance with the compliance regimes established by NHSE and all NHS Regulatory bodies.

The post holder is expected to fulfil their statutory responsibilities, including Mental Health Act compliance, as a Board member. They advise the Trust Board and Board of Governors, as appropriate, on matters relating to the operational delivery of services across NELFT within the post's remit, working with the Chair, the Chief Executive and other directors.

The purpose of the role is to represent all therapy, allied health professions, peer support and social workers on the NEFLT Trust Board, contributing to the attainment of strategic objectives and overall management of Trust business. Together with the Executive Medical Director and the Chief Nurse, the Executive Director of AHPs, Psychological Professions and Social Work provides strategic leadership in relation to clinical governance and Quality Improvement. They will support the Chief Nurse in ensuring that a culture of service co-design and patient involvement is embedded across the organisation.

The post holder will proactively promote and embed a fair, compassionate and just culture of diversity, equality, inclusion and human rights amongst all of the elements of the organisation within the post's remit and more widely amongst all Trust staff. They will role-model appropriate behaviour, treating staff, patients and service users with dignity, fairness, equality, respect and autonomy. They will work to ensure that the operational leadership of NELFT reflects the diversity of the communities that the Trust serves.



PRINCIPAL DUTIES

1. PROFESSIONAL LEADERSHIP

- Provide dynamic, robust leadership of the psychological professions, AHPs, peer support workers and social workers in the Trust, working in collaboration with Trust professional leads, Integrated Care and Partnership directors, clinical directors, heads of professions, directorate professional leads and other senior clinicians.
- Provide supervision and performance management of the heads of psychological professions, AHPs, peer support workers and head of Social Work to ensure the highest quality of professional leadership for all therapies professions and social workers across the Trust.
- Take the lead role in shaping the policies and strategies for developing professional practice throughout the Trust, in order to ensure high quality, safe and appropriate health care services for our patients.
- Maintain effective communications with staff across the professions, ensuring that therapies and social work staff are actively engaged in the development of the Trust, its services and clinical policy protocols.
- Chair the Therapies Executive committee, ensuring that it provides a forum for debate, opinion forming, planning and evaluation of issues affecting therapies across the trust.
- Oversee and support the development of specific AHP, psychological therapies, peer support and social work strategies that will support the achievement of trust priorities and ambitions.
- Provide executive leadership for Peer Support Workers within the Trust and in partnership with other professional and operational directors ensure that the role and application of peer support workers is maximised within care pathways.

- In partnership with the Executive Director of People & Culture, oversee the development and deployment of profession based recruitment plans for all therapies professions that are tied to therapies workforce plans.
- In partnership with the Executive Medical Director, Chief Nurse and operational colleagues support the development and sharing of innovation and new ways of working including the development of new therapies roles and extended roles.
- In partnership with the Executive Medical Director and Chief Nurse, inform and develop the Trust's approach to clinical governance and delivery of clinically effective services and championing Quality Improvement across the Trust.

2. CORPORATE RESPONSIBILITIES

- Lead the development of a culture and practice of matrix working across the organisation, actively contributing to breaking down silos and the building of constructive relationships and structures to deliver integrated, cohesive services to patients and service users.
- Work as part of the EMT and Trust Board to develop corporate strategy and contribute and participate in all corporate decision-making including finance and workforce issues.
- Work with governors and the membership of the Trust to develop strategy, deliver agreed initiatives and implement agreed plans.



- Contribute as a member of the EMT to the corporate leadership of equality, diversity and inclusion and the development of a just and fair culture across the Trust, taking responsibility for actively challenging and addressing discrimination and working with staff and patient representative groups, trade unions and others to ensure that their views are fully taken into account in the development and implementation of Trust strategies and plans.
- Act as an ambassador for the Trust at all times and to promote the Trust's philosophy and objectives whenever appropriate while participating in the promotion of efficient and effective public relations between the Trust and all users of its services and those in the wider health economy.
- Actively lead, develop and maintain system-wide partnerships and collaborations with other service partners/stakeholders to identify integrated service improvements, deliver joint solutions and support sustainable large-scale complex change.
- Perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- All Executive Directors are expected to deputise for the Chief Executive as required and at his/her discretion.
- Work across portfolios at the discretion of the Chief Executive as required and perform any other duties that may be required from time to time.

3. ON-CALL

- Participation in EMT on-call rota and emergency plans as required.

GENERAL

Please note that this job description is not exhaustive. The post holder may have specific skills which mean that they may work outside of the competency boundaries for this role and the post holder may be required to take on additional responsibilities as agreed with the Chief Executive.

FIT AND PROPER PERSON REQUIREMENT

It is a requirement of your post that you are a fit and proper person as defined by Regulation 5 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 to hold a Board level appointment within the Trust. You understand that there is an ongoing duty to advise the Trust immediately if you become aware of any facts or circumstances which mean you are no longer a fit and proper person to hold the position you hold. In the event you may not be a fit and proper person, the Trust may terminate your appointment.

QUALITY IMPROVEMENT

Support the creation of an environment in which excellence, innovation and quality improvement can flourish to meet the service challenges. Manage in a sustainable culture that supports “bottom up” engagement in decision making and a drive for continuous improvement to deliver high quality and safe, best care.

HEALTH & SAFETY

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.



INFECTION CONTROL

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

RISK MANAGEMENT

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

The Trust is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Trust policies on safeguarding.

STANDARDS OF BUSINESS CONDUCT & CONFLICT OF INTEREST

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business (such as a private company, public organisation or other NHS or voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust.

All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained. As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

SUSTAINABILITY

All staff have a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

SMOKING POLICY

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.



CODES OF CONDUCT

The Trust requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk.
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies.
- Be honest and act with integrity.
- Accept responsibility for my own work and the proper performance of the people I manage.
- Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community.
- Take responsibility for my own and continuous learning and development.

DATA PROTECTION

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust computer systems (e.g. RIO and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter.

INFORMATION SECURITY AND CONFIDENTIALITY

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees. You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist. Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.

EQUALITY AND DIVERSITY

The Trust is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. We are also committed to embracing diversity and eliminating discrimination in both our role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage or civil partnership/same sex marriage, and because of being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.



SUPERVISION AND APPRAISAL

- Depending on job grade and role, each individual should receive (and provide) supervision in accordance with Trust policy.
- Each individual should expect to undertake at least an annual appraisal, at which personal performance and contributions will be evaluated against agreed objectives and performance indicators. Colleagues undertaking a leadership role should ensure that all staff within their scope are appraised and the event appropriately recorded within agreed systems and processes. In both cases, appraisals should lead to the agreement of personal development plans, which will support colleagues to acquire and consolidate skills and knowledge continually.

REVIEW OF THIS JOB DESCRIPTION

- This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

OTHER DUTIES

- There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.



PERSONAL SPECIFICATION

AM = Assessment Method: AF = Application Form; I = Interview; A = Application

ESSENTIAL REQUIREMENTS	AM
DEMONSTRATION OF TRUST VALUES	
<ul style="list-style-type: none"> ● Putting people first ● Prioritising quality ● Being progressive, innovative and continually improving ● Being professional and honest ● Promoting what is possible, independence, opportunity and choice 	<p>AF//A</p> <p>AF//A</p> <p>AF//A</p> <p>AF//A</p> <p>AF//A</p>
QUALIFICATIONS	
<ul style="list-style-type: none"> ● Educated to Master’s level in relevant public sector leadership domain, or substantial relevant work experience ● First degree in relevant sector leadership or clinical profession, or substantial work-related experience ● Professional qualification as an Allied Health Professional or Psychological Therapies professional or Social Worker 	<p>AF/I</p> <p>AF/I</p> <p>AF</p>
EXPERIENCE	
<ul style="list-style-type: none"> ● Experience of working at Board or senior level within a healthcare delivery setting ● Experience of leadership of professional groups and experience of leading multi-professional groups ● Experience in the development and application of new roles and new ways of working ● Experience and understanding of professional regulation and standards ● Sound financial understanding and experience of the financial regime required to run a large, complex organisation ● Experience of promoting and embedding a compassionate, fair and just culture of diversity, equality, inclusion and human rights ● Experience of developing a diverse leadership and management body reflecting the communities serviced by the Trust ● Experience of successful partnership working with commercial organisations 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF//A</p> <p>AF//A</p> <p>AF//A</p> <p>I/A</p>



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ESSENTIAL REQUIREMENTS	AM
KNOWLEDGE	
<ul style="list-style-type: none"> Expert knowledge of the regulatory environment in the NHS and in the interpretation of legislative, regulatory and policy requirements 	I/A
<ul style="list-style-type: none"> Understanding of the needs of clients and able to deal tactfully and sensitively with their concerns 	I/A
<ul style="list-style-type: none"> Clear understanding of the statutory and legal framework within which community health and mental health care operates 	I/A
<ul style="list-style-type: none"> An in-depth understanding of the NHS, its infrastructure including proposals for the future direction of the NHS 	AF/I/A
SKILLS	
<ul style="list-style-type: none"> Excellent verbal and written communication skills in a customer-focussed environment 	I/A
<ul style="list-style-type: none"> Strong analytical and critical reasoning skills 	I/A
<ul style="list-style-type: none"> Negotiating and influencing skills of the highest order 	I/A
<ul style="list-style-type: none"> Innovative and responsive to change 	AF/I/A
<ul style="list-style-type: none"> Ability to operate with a high degree of strategic and political awareness 	AF/I/A
<ul style="list-style-type: none"> Very strong interpersonal skills with clinicians, managers, staff, professionals from other organisations, patients, relatives and users of Trust services and of taking their views into account 	AF/I/A
<ul style="list-style-type: none"> Competent in use of IT systems, including substantial working knowledge of Microsoft office suite – Data base and spreadsheets 	I/A
OTHER	
<ul style="list-style-type: none"> The leadership qualities of an executive director, which will be particularly important for the organisational context and change agenda within the NHS Leadership Qualities framework, are: <ul style="list-style-type: none"> DELIVERING THE SERVICE <ul style="list-style-type: none"> Holding to account Leading change through people Effective and strategic influencing SETTING DIRECTION <ul style="list-style-type: none"> Broad scanning Intellectual flexibility Drive for results Further details of the NHS Leadership Qualities Framework can be found here 	AF/I/A



HOW TO APPLY

The closing date for applications is **3 July 2024**.

Applications should include:

- A covering letter – of no more than two pages – explaining why the appointment interests you, how you meet the appointment criteria and what you specifically would bring to the post.
- A Curriculum Vitae (CV) with education and professional qualifications and full employment history. Please include daytime and evening telephone contact numbers and email addresses. The CV should include names and contact details of three referees. References will not be taken without your permission.
- A completed **Diversity Monitoring Form** and **Fit and Proper Person Monitoring Form**. Please note that the information you provide will be treated as confidential, and is for monitoring purposes only. It will not form part of the application process.

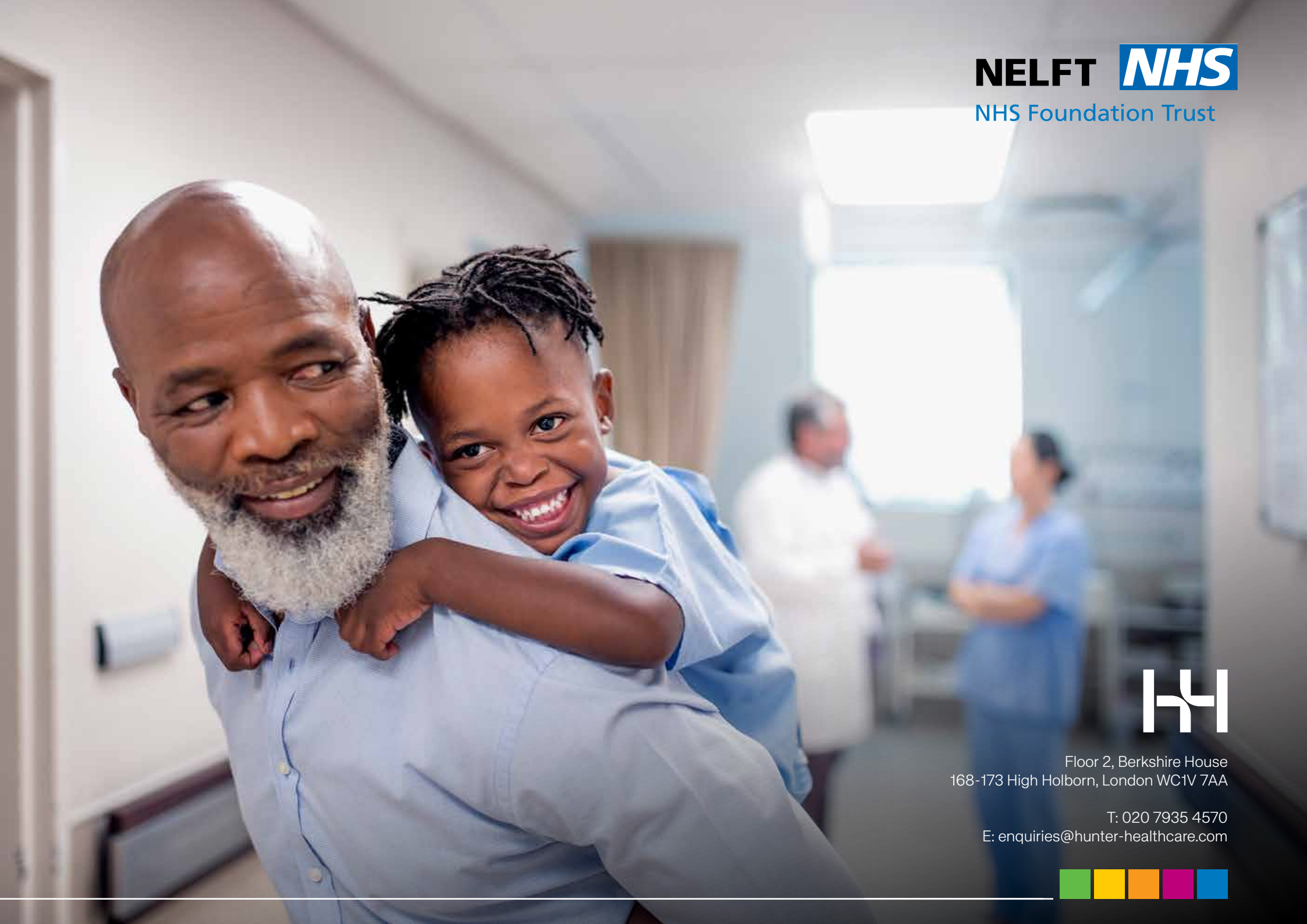
All applications should be sent to: applications@hunter-healthcare.com. All applications will be acknowledged.

If you would like to have an initial conversation, please contact **Finn McNulty** or **Matt Simpson** at Hunter Healthcare through Helen Howard (hhoward@hunter-healthcare.com) or on 020 7935 4570.

KEY DATES:

APPLICATION DEADLINE	3 JULY 2024
SHORTLISTING	10 JULY 2024
STAKEHOLDER PANELS	TBC (MID-LATE JULY 2024)
INTERVIEW	30 JULY 2024





Floor 2, Berkshire House
168-173 High Holborn, London WC1V 7AA

T: 020 7935 4570
E: enquiries@hunter-healthcare.com

