

*Improving lives*

# Non-Executive Director

Candidate information pack

July 2024



# Welcome

## Hello and thank you for your interest our Non-Executive Director roles.

Are you looking to help us build on our current successes? As the HSJ Trust of the Year and a Sunday Times best place to work, we have made great progress putting our 2021-24 strategy into action. We have now developed our strategy for 2024-27 and are looking for new members of our Board to work with us in this exciting next phase.



We want to make Oxleas an even better place to receive care and work and to be an influential organisation in the wider health and social care system. Can you contribute to us achieving this ambition?

We are looking for an outstanding individual to join our Board of Directors. We are seeking a person who brings experience and expertise to help us thrive as a complex organisation with many competing demands. Can you support us to develop our strategic approach to manage challenges such as cyber security, reaching carbon net zero, tackling health inequalities and working with diverse communities including people in prison?

In addition, we would like people that embody our values, have an affinity with the communities we serve and are committed to improving lives.

There is a full person specification in this pack that tells you more about the sort of people we think we need, but we recognise that people can sometimes be put off applying for a job unless they think they match every requirement. Don't let that hold you back. If you are excited about the role, think you can offer a great range of skills and that you reflect our values, but are not sure if you are quite who we are looking for, please do get in touch.

We are an inclusive employer and welcome applicants from all backgrounds to ensure that our Board reflects the diversity of our communities and encourages diversity of thought.

We are particularly proud of our focus on improving lives by working with people receiving care across the breadth of our organisation. We are keen to develop this further with open and honest decision making that is inclusive and thoughtful.

If you would like to have an initial conversation, please call or email our recruitment partners Jenny Adrian and Rhiannon Smith, at Hunter Healthcare on: 07939 250362 or [jadrian@hunter-healthcare.com](mailto:jadrian@hunter-healthcare.com).

We look forward to hearing from you.

### Andrew George

Chair

Oxleas NHS Foundation Trust



# Background

**Oxleas NHS Foundation Trust offers a wide range of healthcare services to people living in south east London, parts of Kent and in prisons in south west England.** This includes community health care such as district nursing, care for people with learning disabilities and mental health care such as psychiatry, nursing and therapies.

The organisation has a strong reputation for excellence, innovation and partnership working and during 2023 was named as Health Service Journal Trust of the Year and was included in the Sunday Times' Top 10 Best Places to Work for large organisations and the top for employees with a disability. It has an income of just under £500M and has just developed a new strategy for 2024-2027.

Oxleas NHS Foundation Trust has been the main provider of specialist mental health care and adult learning disability services in Bexley, Bromley and Greenwich for more than 20 years, and has developed a comprehensive portfolio of services in community and hospital settings.

It has a strong history of working with the people who use its services to improve care and promotes co-production across the organisation. Its focus on partnership working has led to the creation of several ground-breaking partnerships and, as part of the South London Mental Health and Community Partnership, Oxleas has led the way in developing effective provider collaboratives.

The Trust also provides forensic mental health care across south east London and a range of physical and mental healthcare to prisons across Kent, south London and South West England. It is the leading NHS provider of healthcare services in prisons.



The Trust provides a range of physical health services to adults and children in the community in the boroughs of Bexley and Greenwich. Oxleas NHS Foundation Trust provides care for people of all ages, and works closely with a variety of partners to ensure that services are well-integrated and wide-ranging. The organisation has a workforce of around 4,700 people, including many highly skilled health care professionals, operating from numerous sites in a variety of locations.

Oxleas has worked hard to develop an organisational culture focused on the delivery of excellent care, valuing people and placing the needs of patients at the centre of decision making. A key focus has been the Building A Fairer Oxleas programme which has received national acclaim and the Trust is proud of its strong staff networks and the diversity of its leadership.

### History of the Trust

The organisation was formed in 1994 as Bexley Community Trust, and over the years has grown to offer a broader range of services across a wider geographical area. It has been providing mental health and adult learning disability services in both Bexley and Greenwich since 1995 and, in 1997, it took over mental health services in Bromley. It took the name Oxleas NHS Trust in 1995, after the ancient Oxleas Woods which borders Bexley and Greenwich, and these woods continue to be a central point to the area in which the Trust provides care.

In 2001, the Trust began providing child and adolescent mental health services across all three boroughs. Its specialist forensic mental health services provision has also grown, and the organisation now provides a range of healthcare services in Kent, south London and South West England prisons.

It became a foundation trust in May 2006, following several years as a high performing NHS trust. It was one of the first trusts providing mental health services in the country to benefit from the greater local accountability and financial freedom offered by foundation trust status.

In 2007, it began providing adult learning disability services in Bromley, which means that it is now the main provider of mental health and learning disability services across the boroughs of Bexley, Bromley and Greenwich. In July 2010, Bexley's Community Health Services transferred to the Trust.

The following year, Greenwich's Community Health Services also joined. This means that about a third of its staff now provide physical health services to adults and children in the community. These services range from school nurses working with the very young, to district nurses and therapists meeting the physical health needs of older people. In October 2013, Queen Mary's Hospital, Sidcup was transferred to Oxleas and this has become a vibrant hub for local health services to the community.

Over recent years, Oxleas has made great strides developing creative partnerships to provide better care for local people. It works closely with a wide range of partners including voluntary, commercial and public sector organisations.

Oxleas is a key member of the South East London Integrated Care System and has also established highly successful provider collaboratives with south London mental health trusts to improve specialist forensic and children's mental health care services. It has developed Bexley Care bringing together staff from Bexley Council and Oxleas and works with several healthcare providers to run Queen Mary's Hospital, Sidcup.

# Our Strategy 2024-27

We successfully put our Strategy 2021-2024 into action and have developed a new phase to take us forward in the coming years. Based on what we have learned implementing the previous strategy and the feedback from people who use our services, colleagues, members and partners, we have agreed our strategy for 2024-2027. The three big priorities for the strategy are:

- Great Care
- Timely Care
- Best Place to Work

## Corporate Structure

The organisation is updating its structure to manage teams along service lines. From October 2021, it has had the following clinical directorates:

- Adult Acute and Crisis Mental Health
- Adult Community Mental Health
- Adult Community Physical Health
- Adult Learning Disabilities
- Children and Young People's
- Forensic and Offender Healthcare Services

## Care Quality Commission

The Care Quality Commission has given Oxleas an overall Trust rating of good. The latest ratings dashboard for Oxleas services is:

| Domain area | Rating |
|-------------|--------|
| Safe        | Good • |
| Effective   | Good • |
| Caring      | Good • |
| Responsible | Good • |
| Well-led    | Good • |

For more information on the Trust, please visit the Trust website [www.oxleas.nhs.uk](http://www.oxleas.nhs.uk)

## Our Values

Oxleas' purpose is to improve lives by providing the best possible care to our patients and their families. Our values are: **we're kind; we're fair; we listen; we care.**



# Job Description

|                        |   |
|------------------------|---|
| <b>Job Title:</b>      | Non-Executive Director  |
| <b>Location:</b>       | Pinewood House  |
| <b>Accountable to:</b> | Chair of Board of Directors and Council of Governors  |
| <b>Remuneration:</b>   | £13,248 for four days a month   |
| <b>Terms:</b>          | Each Non-Executive Director is appointed for an initial period of three years, subject to satisfactory appraisal. The appointment may be renewed, up to a maximum of nine years, subject to approval by the Council of Governors. |
| <b>Start date:</b>     | Oxleas NHS Foundation Trust is looking to appoint a new Non-Executive Director to join the Board from 1 May 2025.   |

## ROLE SUMMARY

Non-Executive Directors are members of the Board of Directors and accountable to the Chair and Oxleas Council of Governors. They are responsible for providing appropriate oversight, governance and leadership to the trust to take forward our strategy and to provide effective and high quality healthcare services.

Non-Executive Directors scrutinise the performance of the management team in meeting agreed goals and objectives and monitor the reporting of performance. They should satisfy themselves as to the integrity of clinical, quality, financial and other information and that clinical quality, financial controls and risk management systems are robust and defensible.

Non-Executive Directors are responsible for determining appropriate levels of remuneration for Executive Directors and have a prime role in appointing Executive Directors and in succession planning.

## Responsibilities/accountabilities

- Uphold the values of Oxleas NHS Foundation Trust and ensure that the trust reflects and promotes inclusion and diversity for all our patients, service users and communities
- As a unitary Board member, contribute to the strategic direction of the trust
- Ensure the trust complies with our constitution, licence and any other applicable legislation and regulation at all times
- Be satisfied that financial information is accurate and that financial controls and risk management systems are robust and defensible in accordance with requirements set out by NHS England
- Be assured that the systems of internal control, including clinical governance, are properly established and maintained
- Provide independent judgement and advice on issues of strategy, vision, performance, resources and standards of conduct and constructively challenge, influence and support the Board to develop proposals on such strategies

- Support the further development of partnerships and working in an integrated way
- Support and challenge, where appropriate, the Chief Executive and other Directors of the Board to ensure the Board conforms to the highest standards of corporate and clinical governance
- Ensure the trust's financial viability, using resources effectively, controlling and reporting on financial affairs
- Ensure the trust operates with the highest standards of probity, value for money and governance at all times
- Chair or contribute to sub-committees of the Board
- Work in close partnership with the Council of Governors and have due regard of their opinions as appropriate
- Promote effective communications and engagement with members, service users, carers and their families
- Work with the Senior Independent Director on the annual performance evaluation of the Chair and contribute to effectiveness reviews of the Board and sub-committees
- Be an ambassador for Oxleas NHS Foundation Trust representing the organisation to national regional or local bodies or individuals



# Person specification

We know that not everyone will have had the same opportunity to acquire the skills and experience for this role. We are interested in potential as much as current abilities. Therefore, if you are interested in the role but do not have all the experience described below, please do talk to us. We will be able to provide support and training to help develop your potential.

## Background and experience

- An understanding of local communities including challenges and strengths and an ambition to reduce health inequalities
- Experience of working in a leadership role in a large and complex organisation
- An understanding of the systems within which Oxleas operates including prison healthcare
- Understanding and experience of creating a positive culture within organisations that delivers high and sustained performance
- An ability to understand complex financial issues, analysis and reporting
- Evidence of exercising independence of judgement, understanding of risk identification and effective risk management
- Experience of holding senior management teams to account and, in turn, accustomed to a high level of accountability and probity
- Ideally experience and knowledge of areas such as environmental sustainability, cyber security and technology, or community development and tackling inequalities

## Skills and abilities

- Politically astute, able to grasp relevant issues and understand the relationships between interested parties
- Understand the difference between executive and non-executive director roles
- Excellent engagement and communication skills with a range of audiences: staff, service users, the public, media and other stakeholders
- Good chairing skills
- A sound knowledge of corporate governance

- Ability to demonstrate an appreciation of service user and carer issues and to maintain a balanced perspective across the organisation
- Strong interpersonal and influencing skills

## Personal Attributes

- Demonstrable commitment to the values that Oxleas represents, and to those of the NHS and public service
- Passion for good healthcare and improving health outcomes of patients and local communities
- Valuing people, prepared to provide leadership to an organisation that values its staff and focuses strongly on engagement and development
- Impartial, fair and objective
- Able to engender respect from others and ensure board member and governor views are listened to and considered. A good listener and disciplined speaker, able to weigh up arguments and summarise for others.
- Effective team member
- Curiosity and the intellectual calibre to grasp complexity
- Able to demonstrate a high level of commitment to patients, carers, service users and the community

As an NHS leader, you will be expected to meet high standards of personal integrity and conduct and professional capability. We will therefore be following the Fit and Proper Persons Test Framework during this recruitment process. This will include assessment against the new NHS Leadership Competency Framework. When published, this is expected to cover:

- Setting strategy and delivering long term transformation
- Leading for equality
- Driving high quality, sustainable outcomes
- Providing robust governance and assurance
- Creating a compassionate and inclusive culture
- Building trusted relationships with partners and communities.



# How to apply

The closing date for applications is **23 August 2024**. Applications should include:

- A covering letter 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 e-mail addresses. The CV should include names and contact details of three referees. References will not be taken without your permission
- A completed **Equal Opportunities 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](mailto:applications@hunter-healthcare.com)**.

All applications will be acknowledged.

## Further Information

Applicants will need to be members of Oxleas NHS Foundation Trust. Membership is free. You can be a member if:

- you live in England; or
- have used Oxleas services; or
- have cared for someone who has used Oxleas services within the last five years

If you are not already a member, you can join by completing the online form accessible through **[this link](#)**.

If you have any queries about membership, please contact the membership team on **[oxl-tr.foundationtrust@nhs.net](mailto:oxl-tr.foundationtrust@nhs.net)**

For an informal conversation about the post, please contact Rhiannon Smith or Jenny Adrian at our recruitment partners, Hunter Healthcare by email: **[jadrian@hunter-healthcare.com](mailto:jadrian@hunter-healthcare.com)** or phone: 07939 250362

## KEY DATES:

|                                 |                      |
|---------------------------------|----------------------|
| <b>Application closing date</b> | 23 August 2024       |
| <b>Shortlisting</b>             | 2 September 2024     |
| <b>Interviews</b>               | 10/12 September 2024 |



**NHS**

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*Improving lives*

we're **kind** we're **fair** we **listen** we **care**



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