



East Sussex Healthcare
NHS Trust



Chief Finance Officer

Candidate information pack

April 2025

Welcome from the CEO

The appointment of our new CFO is, of course, a major and significant decision for the Board. This message sets out a personal perspective about the qualities we will want to see in the successful candidate and the background that shapes that perspective. This should be read alongside the NHS Leadership Competencies set out by NHS England and be complementary to it.



Context is key. Formed in 2002, ESHT has never been an easy Trust to lead and the early years were extremely challenging, with significant regulatory scrutiny between 2012 and 2018.

The past six years have seen stronger clinical, operational and financial performance and the CFO has, naturally, been the lynchpin of that success. Our in-year position combines highs and lows; In April we received an additional £2m from NHSE for improved Emergency Department performance, but in-year financial challenges mean we are under significant pressure for the first time in years.

We are a multi-site Trust with complementary acute services across two DGHs. Significantly we run a wide range of community services that serve around two thirds of the population of East Sussex. This geographical and service disposition brings us great integration opportunities but also challenges around economies of scale, transport etc.

Over a number of years we have embraced integrated working and are regarded as a reliable and trusted system partner. We take pride in our wider contribution, and partnerships are strong, both within the NHS and beyond.

Sussex-wide NHS working is more recent and is deepening quickly, but our partnership with East Sussex County Council goes back a long way. There is a distinctive culture to ESHT that is easier to 'feel' than to define.

When the current improvement journey really got under way from 2016/17 there was a deliberate decision to follow a values-based path. We invest a huge amount of effort in creating a supportive climate that means staff can give of their best. We are unashamedly a local Trust, with over 75% of staff living less than five miles from our main sites; our people are also our patients. We are one of East Sussex's biggest employers so our impact on and in 'place' is important to us.

Management and leadership behaviour is at the heart of our culture and we work to ensure our managers are supported to achieve results using the values we promote. Many hundreds of staff contributed to a refresh of our values in 2022/2023 and 'Kindness, Inclusivity and Integrity' reflects both who we are and the standards we aspire to.

Candidates often tell a consistent story about why they joined ESHT; how they often do locums for periods before applying to test the culture. They often report they like the blend – on the one hand the Trust is very friendly, collaborative, collegiate and supportive ("it's like a family"), but at the same time pushing for high standards and is ambitious.

There are similar messages from other recruits too, whether managerial or clinical. It is certainly true we want to provide the best possible care for our patients. We prioritise a stronger 'bond' between frontline staff, senior clinicians, executives and the Board, and we believe this is a real strength.

So, what does this context mean for our recruitment?

First and foremost, we want a CFO that builds on the platform of success and can embody the values we espouse in the way that they work – someone who works with the grain of the existing culture, not across it. These values are very real to us and not something we pay lip service to.

ESHT is a complex Trust with a mix of services. Understanding of and success in running a large complex organisation like ours will be essential. Board-level experience of directly running complex acute services will be essential and a knowledge of community services and the opportunities of integration will be vital. We take pride in our track record of good clinical, operational and financial standards but are eager to do even better and our new CFO will be able to demonstrate delivery and good outcomes, achieved by working with clinical and operational leaders.

Like every part of the NHS, our finances are under stress. Our new CFO will need to shape a financially sustainable future, at pace, to match the clinical sustainability we need.

The nature of the ESHT culture means the CFO needs to create a visible, positive reputation with staff as well as partners. Our workforce responds well to interested, committed, authentic leaders with humility.

This, in turn, means meaningful, purposeful engagement. In my view there is no route to high quality, sustainable care that does not involve motivating and inspiring staff to give of their best. Equally, there is no route that does not involve clinical leaders empowered and enabled to drive our services forward.

And what about our future?

The values and work that have brought us to this point will not be enough to keep us fit for the future. Our culture and values are the foundation stones of our success, but the coming five years will see potentially unprecedented change and past success needs to be a platform for the next stage not a prison to hold us back. Our new CFO will need to forge a vision and a path to meet the changing context of the NHS and to ensure we thrive. To that end we will want a CFO who can foster change and improvement internally but also play an integral part in the wider system across Sussex, helping to bring system solutions to local challenges.

It is hard to capture the essence of what the successful candidate will bring in a note, but I hope this at least gives both a flavour of and a pointer to what we need. We are proud of our achievements at ESHT. I'm know I'm biased, but I do think it's a special place with great people.

Jayne Black

Chief Executive

East Sussex Healthcare NHS Trust

About Us

We provide safe, compassionate and high-quality hospital and community care to over half a million people living in East Sussex and those who visit our area.

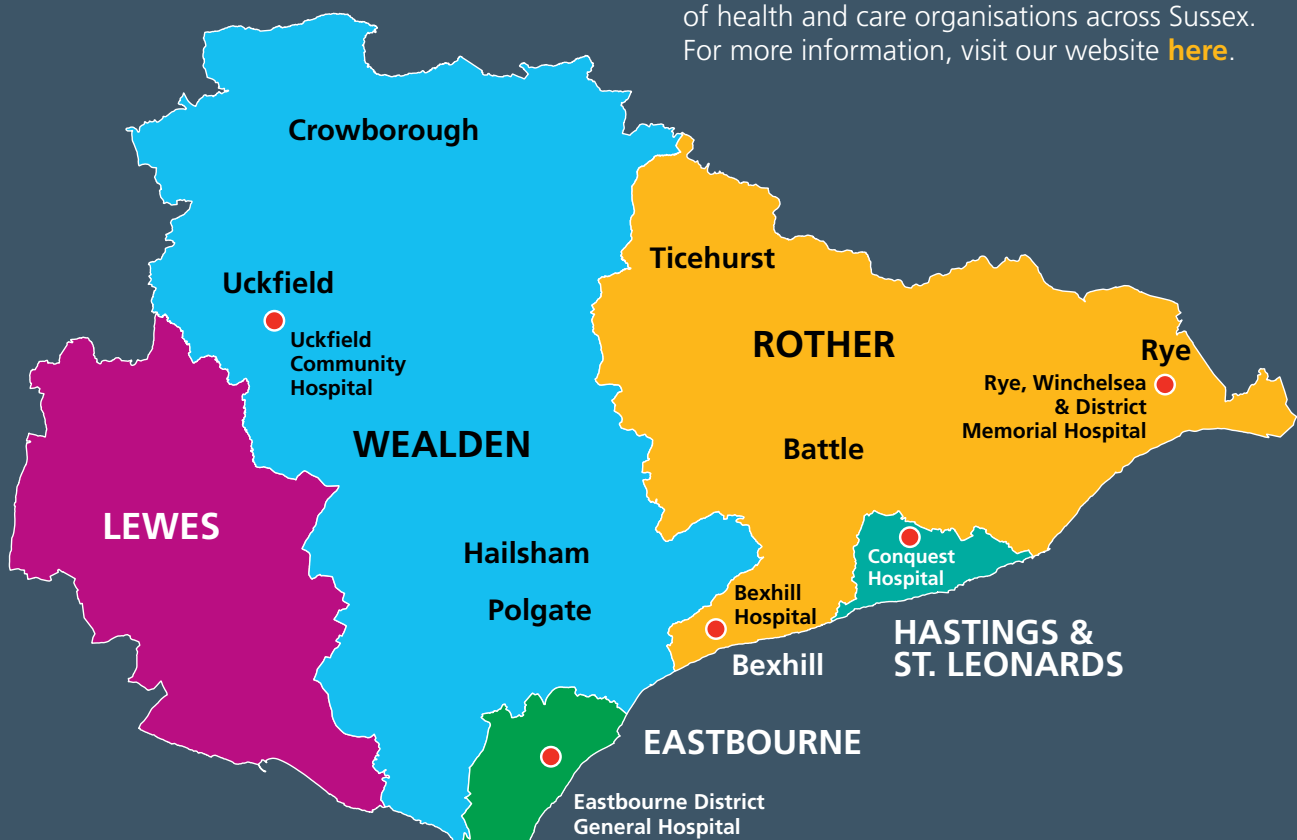
We are one of the largest organisations in East Sussex with an annual income of £669 million and we are the only integrated provider of acute and community care in Sussex. Our extensive health services are provided by over 8,700 dedicated members of staff working from two acute hospitals in Hastings and Eastbourne, three community hospitals in Bexhill, Rye and Uckfield, over 100 community sites across East Sussex, and in people's own homes.

In 2020 the Care Quality Commission (CQC) rated us as 'Good' overall, and 'Outstanding' for being Caring and Effective. Conquest Hospital and our community services were rated 'Outstanding' and Eastbourne DGH was rated 'Good'.

Our two acute hospitals have emergency departments and provide 24 hour a day care, offering a comprehensive range of surgical, medical, outpatient and maternity services, supported by a full range of diagnostic and therapy services. Our centre for trauma services and obstetrics is at Conquest Hospital, while our centre for urology and stroke services is at Eastbourne DGH. At Bexhill Hospital we offer a range of outpatient, day surgery, rehabilitation and intermediate care services. At Rye, Winchelsea and District Memorial Hospital we offer outpatients, rehabilitation and intermediate services. At Uckfield Community Hospital we provide day surgery and outpatient care.

In the community, we deliver services that focus on people with long-term conditions living well outside hospital, through our integrated locality teams working with district and community nursing teams. Community members of staff also provide care to patients in their homes and from a number of clinics, health centres and GP surgeries.

We are part of the **Sussex Health and Care Integrated Care System (ICS)**, which is made up of health and care organisations across Sussex. For more information, visit our website [here](#).



In the Last Year...



Over

2,700

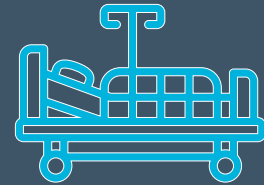
babies were born
in our hospitals



Almost

160,000

attendances in our
emergency departments



Nearly

56,000

people had
planned surgery



We received

21,800

cancer referrals



Over

41,000

referrals to community
nursing – 96% seen
within 24 hours



We prepared

1,109,000

patient meals across our
four main hospital sites



More than

470,000

outpatient appointments



We recycled

227

tonnes of cardboard and scrap metal

Living in East Sussex

Sussex has some fantastic natural features such as the Seven Sisters County Park, alongside many areas of outstanding natural beauty that include the medieval heathland and forests of the High Weald.

Beaches and harbours

Hastings still boasts the largest beach-launched fishing fleet in Europe, as well as the UK's steepest funicular railway. Eastbourne offers a traditional Victorian seafront and the bustling Sovereign Harbour marina.

Places to stay

There is a rich array of accommodation options, ranging from five-star hotels on the seafront to quaint B&Bs set amid beautiful Sussex countryside.

The weather

Both Eastbourne and Hastings regularly top the UK list for locations that enjoy the most hours of sunshine.

Birthplace of English History

The legacy of the Battle of Hastings still colours the entire town and the remains of William the Conqueror's first English castle still stand today.

Travel connections

London is just over two hours away by car or train, while Gatwick Airport, Eurotunnel and regular ferry crossings from Dover allow easy access to mainland Europe.

The White Cliffs coastline

The stunning and world-famous White Cliff coastline includes the iconic Beachy Head and Seven Sisters, Seaford Head and Hope Gap.

Places of cultural interest

East Sussex offers a rich array of culture, with art galleries such as the Jerwood Gallery in Hastings and an array of theatre and entertainment venues such as the De La Warr Pavillion in Bexhill and the White Rock Theatre in Hastings.





Our Vision

Our Vision is “High quality care and experience for our patients, colleagues and communities”

QUALITY

Delivering safe care; always improving outcomes and experience for patients

- Putting safety first and consistently achieving quality standards
- Minimising waiting times for treatment
- Continually delivering improvements in quality
- Routinely receive great feedback on the care received
- Co-designing service models that respond to differing community needs

PEOPLE

Fostering a positive culture; living our values; helping our teams feel equipped to deliver

- Enabling staff to realise their potential
- Valuing diverse capabilities and recognising individual contribution
- Equipping our people with the tools to make decisions and improve
- Creating a culture of engagement, development and belonging
- Giving colleagues the time they need to spend with patient

SUSTAINABILITY

Always searching for the best way to use our resources for clinical, workforce and financial outcomes

- Working collaboratively with partners
- Ensuring we have financially sustainable organisation and system
- Services that consistently provide the right care for our communities
- Minimising our impact on the environment
- Capitalising on digital and technological advances



Our Strategy 2021-26

“Our current Trust Strategy, “Better Care Together for East Sussex” is built on four main pillars, summarised below, that drive us toward our Vision by working with system partners, supporting our colleagues and enabling our residents to access the right care in the most effective places. The strategy will be refreshed entirely during the coming year, however key features of the current strategy remain just as relevant.

Improving the health of our communities

- Investment in services outside the hospitals remains a key strategic driver for long term sustainability for us. We have a strategic programme to maximise the benefit of being an integrated Trust, which is progressing well, and our community based teams have had some great successes this year: our virtual ward is now very well utilised and had a very positive GIRFT review; and our Urgent Community Response team substantially exceed its two hour response targets. We are also piloting new, more integrated approaches, working with the South East Coast Ambulance Service, to respond to urgent calls for help more rapidly.
- We have been successful in reducing the number of people waiting too long for planned care interventions (almost reducing the number of people waiting over 65 weeks to zero), reinvigorated our day surgical programme and made good progress in improving the speed of access to urgent care. Our medium-term strategic goal is to restore a 95% performance against the clinical standard by implementing sustainable, integrated models of delivery.
- Our Sussex Surgical Centre is expected to open in July 2025 which will transform the delivery and capacity for high volume, day case work for East Sussex and Sussex overall. We also implemented a large scale Community Diagnostic Centre in Bexhill which has become very popular with our patients.
- We continue to build collaborative arrangements across East Sussex, working together with system partners to co-develop joint health and social care priorities.

Collaborating to deliver better care

- We have extended that collaboration by working closely with NHS Sussex colleagues on the development of a Provider Collaborative. We expect to begin to have an impact in 2025/26 by supporting all system providers in achieving their goals through better collaboration.
- We continue to play a key role in the Sussex Pathology Network which is now implementing the Laboratory Information Management System it procured last year, has implemented Digital Pathology capability and has completed the case for a joint managed service contract. We are also keenly involved in the newer and developing Radiology Network, which has begun to develop the capability to share image content so we can maximise the network’s radiologist and reporting capability.
- As well as collaborating on service improvement, we work very closely with other critical programmes across Sussex, including digital programmes and workforce development priorities. We have also seen early progress made as a system in developing meaningful ways to share information with each other (when it helps us care for patients and people in our communities and is within information governance rules) by working well with NHS Sussex’s Our Care Connect programme.
- We also took the first steps in the development of Integrated Community Teams, joining system partners in the Hastings ‘FrontRunner’ project; and we are beginning to test new ways of joining up services across acute, community and primary care to support people who live with a higher degree of frailty.

Empowering our people

- We continue to focus on keeping our people safe, healthy and well. We are doing this by increasing our capacity to deliver both psychological and well-being support and we are committed to delivering the Sexual Safety in the Workplace Charter.
- In partnership with university and college partners we have developed new educational programmes to ensure our people have the skills and experience to deliver the best possible patient care.
- We asked our Staff Partnership Forum to review the Trust values. Forum partners from all divisions of the Trust worked together to identify three key words. More than 700 colleagues attended numerous engagement events in July and August 2023, led by the Chief Executive. After a lot of discussion and feedback, the words which received the most support and were agreed to embody the trust's values were kindness, inclusivity and integrity.
- We have re-designed and developed our recruitment material to attract new people to join our Trust. Successful campaigns have reduced our vacancy rate from 9% in February 2023 to 4.5% in February 2024. Our vacancy rate fell further to 0.6% in February 2025. Alongside this, we have held 'Big Conversations' with our people to understand why they would consider leaving the Trust, and how we can create a flexible environment in which our people can grow and develop. During this year, our retention rates have improved to levels seen pre-pandemic.
- In the coming years we will be implementing our Quality Management System as a central feature of our Continuous Quality Improvement system – a primary outcome of this will be empowerment and engagement of colleagues right through the organisation.

Ensuring Innovative and sustainable care

- We have continued to build on some of the innovations from last year, such as implementing digital pathology, and rolling out our electronic pharmacy management and new test ordering systems.
- We have also focused on understanding how to derive the most benefit from being an integrated organisation to develop more sustainable service models. The success of our virtual ward service (which is now very well utilised with 56 virtual 'beds'), our HomeFirst pilot, our 'Frailty Enhanced Discharge' pilot and our nationally recognised work on rehabilitation service models are being brought into a new programme of work designed to optimise and showcase the 'art of the possible' as an integrated acute and community provider. This will see more appropriate locations in the coming years.
- In terms of environmental sustainability, we are now benefiting from the investment in the solar farm on the Eastbourne staff car park, the air source heat pumps and the completed insulation fascia at Eastbourne Hospital, leading the way nationally on aspects of the net zero NHS journey.
- The Trust has a short term goal to achieve and sustain financial breakeven.

Our Trust Values

This past year has seen us undertake work to develop and then engage colleagues on our new trust values. Our previous values had been used for a decade, and when the Partnership Forum, a group of staff representatives from across all areas of the trust, was formed in 2022, they were asked to review the values and understand if they were still fit for purpose.

It was agreed they needed refreshing, with the new values needing to reflect who we are, how we work and what we believe in as a trust. Forum partners from all divisions of the trust worked together to identify three key words, then more than 700 colleagues attended numerous engagement events in July and August to gain their views.

The forum shared the words with the trust leadership team. After a lot of discussion and feedback, the words which received the most support were kindness, inclusivity and integrity.

These were then shared with Healthwatch, our patients and volunteers. The values were launched across the organisation with a host of activities engaging colleagues across the trust, at both community and acute sites. We introduced the new values, their meanings and the behaviours that underpin them, and the response was overwhelmingly positive.

However, it's really important that this isn't an initial flurry of excitement and then nothing more – these need to be embedded in everything we do in our organisation. There is lots of positive feedback to build on, and we are committed to making sure our values work is at the heart of our trust objectives for the coming year.

A working group will manage the continued embedding of the values over the coming year, which will see them being woven into every aspect of working life at the trust.



KINDNESS INCLUSIVITY INTEGRITY

Kindness means treating others how you want to be treated and caring enough to get it right. It's the small acts of kindness both to patients and each other that make everyone's experience better.

- Treating others as you would wish to be treated
- Being kind to yourself, colleagues and our patients and their loved ones
- Choosing to react in a kind way and being open and friendly
- Being considerate of other people as individuals
- Showing empathy for patients and colleagues

Inclusivity involves embracing differences and working together as a team. It's fundamental to providing the best care for our patients so we can make the trust a supportive workplace where everyone is welcomed and feels involved.

- Working together collaboratively across all areas of the Trust
- Involving patients and carers in decisions about their care
- Being part of a supportive workplace where we can all be ourselves
- Valuing that everyone has something different to bring to our Trust
- Showing respect to everyone – consistently and without prejudice

Integrity is saying and doing the right thing, in the right way, for the right reasons. We should all come to work each day with the intention of giving the best of ourselves and doing the best for our patients, colleagues and the Trust.

- Understanding what's acceptable and what's not – and speaking up when something's not right
- Being committed to doing what you say you will do
- Being honest and accountable for your actions
- Being mindful of resources and how they can be used as effectively as possible
- Striving to be the best you can be



Key Challenges: 2025-26 & beyond

New leadership for the NHS nationally and the changes announced with the abolition of NHS England and 50% staffing reductions nationally, regionally and in NHS Trust corporate staff is creating significant turbulence and uncertainty for NHS bodies and anxiety for many staff.

Any growth in funding is overtaken by higher than allocated inflation costs and nationally agreed pay awards. The withdrawal of non-recurrent funding is putting huge pressure on Trusts across England to deliver balanced budgets.

ESHT has agreed a 25/26 plan that meets national requirements but is predicated on a 6.3% efficiency programme – almost £50M. This is a higher target than ever previously delivered in East Sussex and two to three times the typical NHS annual efficiency programme.

The plan uses non-recurrent savings to balance and, inevitably, involves significant reductions in staffing. There is considerable optimism, notwithstanding the scale, that our 25/26 Plan is achievable.

In 24/25 we delivered a £38M efficiency saving (the largest ever) but the costs of excess inflation and pay awards resulted in a £9M overspend. Further, comparable financial issues will present in 26/27 and 27/28.

The Trust has a new CEO after the promotion of the previous post-holder and is seeking to recruit a new CFO. There is an experienced, stable Board with a strong track record over the past seven years.

The focus of the Board for the next two to three years will be to deliver financial and clinical sustainability while delivering good care to national standards. Keeping staff engaged and motivated during a lengthy period of instability and austerity will be key.

Naturally there are other major issues. There will be a new ten year NHS plan by the summer, with an emphasis shifting treatment to prevention, on digital transformation and on improving access and speed of treatment. We believe we are well placed to take that agenda forward.

Our buildings require significant capital to continue to provide high quality care. We have one of the largest backlog maintenance requirements in the UK. We were in the New Hospital Programme for major investment from 2030 but that has now been deferred to 2037.

We are part of a complex web of system relationships. Locally we are in a symbiotic relationship with colleagues in primary care (especially but not solely in general practice), with colleagues providing mental health care and crucially with the social care services of East Sussex County Council.

Housing, employment and transport bodies; and voluntary and charity organisations are also a vital part of the eco system of East Sussex.

More widely we are part of NHS Sussex which covers all NHS functions across East and West Sussex and Brighton & Hove.

These relationships are vital. Other NHS Trusts across Sussex have similar financial, service, workforce and capital challenges. Overall we are deemed to be over funded for a 'fair share' of the national allocation.

All local authorities are grappling with the austerity programme caused by the state of our national finances.

Additionally a major local government reorganisation is being planned for Sussex that will result in some devolved functions from central government and will reduce the number of councils (District/Borough/Unitary/County) to three.

Job Description

Job Title:	Chief Financial Officer
Status:	Executive Director
Reporting to:	Chief Executive Officer

JOB PURPOSE

The Chief Financial Officer is a full voting member of the Board reporting directly to the Chief Executive. The Chief Financial Officer is responsible for establishing a framework that ensures that the Trust meets all of its financial responsibilities and duties, and that contributes to the development and delivery of strategic and operational plans for the whole organisation.

As a Board member, the Chief Financial Officer shares collective responsibility for:

- ensuring the delivery of high quality, safe care
- ensuring that all statutory requirements and obligations are met
- promoting the continued sustainability, growth and success of the Trust
- ensuring compliance with regulatory and CQC standards

The Chief Financial Officer will manage and advise the Chief Executive and Board on all aspects of:

- Financial planning and strategy, including financial sustainability
- Financial management and financial services
- Business planning and the triangulation of finance, activity and people forecasts
- Contracting and programme management
- Capital programmes
- Procurement and purchasing, including commercial developments
- Financial policies, standing orders and standing financial instructions

- Management of financial risk and investment appraisal
- Cash and treasury management
- Effective operation of arrangements for payroll and pensions
- Arrangements for the Funds Held on Trust (Charitable Funds) by the Trust

The Chief Financial Officer has a key role in working with partners to support the system financial management arrangements, and system financial performance. The Chief Financial Officer also has a key role in supporting the development of, and managing the implementation of contract arrangements between the Trust, the ICB and other relevant commissioner.

ROLE AND RESPONSIBILITIES

Corporate

As a member of the Trust Board, the Chief Financial Officer will contribute to developing the strategic direction of the Trust and the wider local health economy and will assist in determining the Trust's values and standards.

The Chief Financial Officer will:

- ensure their compliance with the Nolan principles in Public Life.
- ensure compliance with any Department of Health financial requirements and those of other statutory bodies as may be relevant.
- appraise current and forecast outcomes of operational strategies and report on financial performance to the Board and stakeholders and regulators as appropriate.

- provide comprehensive financial services to the Trust including production of annual financial plans that align with the Trust's objectives and operational plans, development and delivery of effective budgetary control systems, the provision of accurate and timely information/advice and compilation of monthly management returns and end of year accounts for statutory and/or regulatory purposes.
- closely with the Chief Executive and will advise on the Trust's financial performance and, in particular, will highlight when corrective action is required.
- lead on corporate business planning and the reviewing of directorate performance.
- develop and implement effective and innovative ways of producing information for budget holders, educating those who commit resources to promote the most effective use of resources in line with the needs of the service.
- maintain and present as required the Accounts of the Trust in accordance with Standing Financial Instructions, and the requirements of the Department of Health, and auditors.
- be responsible for all aspects of financial governance, including support to the Audit Committee in discharging its responsibilities.
- contribute to the maintenance of constructive and fruitful working relationships with all members of the health and social care community to foster a strong culture of partnership working.
- represent the Trust at regional and national levels on financial and corporate issues, developing partnerships, sharing best practice and integrating this knowledge within the Trust.
- facilitate and provide training opportunities for finance, contracting, payroll and procurement staff to ensure that the Trust has appropriately skilled staff to meet its requirements and ensure that these functions are appropriately resourced.
- set an example to other staff through personal behaviours developing proactive financial processes that engage with the organisation and system at large
- participate in the Director-on-Call rota.

Financial Governance and Assurance

The Chief Financial Officer will:

- implement effective systems of internal control and associated assurance processes to meet national standards and to maintain probity and transparency in the spending of public funds.
- use a variety of means including benchmarking and change management techniques to promote value for money in the use of all resources to maximise benefits for patients, families and carers.
- ensure that systems are in place so that the Trust is properly governed in terms of financial transactions, financial reporting, financial performance, financial planning and in securing value for money.
- maintain assurance processes to ensure that internal controls are in place and financial risks are identified and mitigated.
- maintain effective cash management procedures providing insight into historic and future cash flows.
- ensure that the Trust continues to implement national policies relating to finance, in a way which maximises the financial benefit and stability of the organisation.
- oversee all financial systems, including the development and modification of accounting systems when required.
- develop and implement an effective strategy for the efficient maintenance, utilisation, safe custody and protection of ownership of the Trust's fixed assets, including real estate.
- provide support and advice to the Trust's Audit Committee.
- act as the Trust lead for counter fraud services.

Financial Management and Financial Planning

The Chief Financial Officer will:

- ensure that the financial viability of the Trust is secured through a long term financial strategy, and provide professional advice, information and guidance to the Chief Executive and other Board members on the financial implications of strategic and operational policies, plans and development programmes.

- lead the Trust's strategic and operational business and capital planning processes along with other executive colleagues.
- prepare the Trust's financial plan as part of the annual business planning process, working closely with managers and ensuring that service developments are affordable and consistent with the Trust's strategic direction.
- lead the development of a detailed cost improvement programme for the Trust which supports the delivery of annual productivity and efficiency improvements.
- ensure triangulation of financial, workforce and activity plans.
- maintain an effective and documented system of budgetary control for revenue and capital expenditure.
- prepare the Trust's capital investment programmes, ensuring that projects meet the Trust's service requirements and align with the Trusts objectives.

Financial Services and Procurement

The Chief Financial Officer will:

- develop and implement a Procurement Strategy for the Trust, providing leadership and direction to the Trust procurement and supplies team.
- prepare financial statements and information, including the annual statutory financial accounts and statements, as required by the Department of Health and Social Care, any relevant regulators and the Trust Board.
- be responsible for the provision of financial services, including treasury management, the payment of suppliers within the prompt payment code standard where possible, the recovery of all debts due to the Trust and the operation of bank accounts.
- manage the day-to-day interface with payroll and pension functions to ensure that business, statutory and regulatory needs of the business are met.
- maintain relationships with external advisers and providers of finance, and will ensure that the Trust's capital and debt profile is appropriately managed.
- manage the Trust Charitable Funds and the preparation of annual accounts in the format determined by the Charity Commission or statute.

Contracting

The Chief Financial Officer will:

- be responsible for the management of the Trust's patient service contracts and the associated income.
- ensure that the contracting team deliver on the management of the Trust's clinical contract and income from DHSC, commissioners, other Trusts and the private sector.

Functional Leadership

The Chief Financial Officer will:

- provide strategic and active leadership for finance across the organisation, and strengthen the departments contribution to the Trust's activities.
- provide leadership and direction to the Finance Management teams and ensure that the services provided within the teams are appropriate and continuously developed to contribute to the performance of the Trust.
- ensure annual objectives are agreed with all staff within the teams and that staff are appraised, trained and developed.
- provide high quality training and development to senior staff within the Trust to equip them to deliver the financial and performance targets of the Trust.
- manage relationships with internal and external audit functions, and with the Chief Executive, play a leading role in any liaison with regulatory bodies.

Other Responsibilities

- The Chief Financial Officer may be asked to take on other responsibilities by the Chief Executive.
- The Chief Financial Officer will behave and act at all times in accordance with the Trust's Values.
- The Chief Financial Officer will participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- The Chief Financial Officer will be aware of the Trust's emergency planning processes and will follow such processes as necessary, in the event of an unexpected incident.

Statement

This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.

The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.

- It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
- It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
- Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
- All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to. In addition to supporting the Trust's commitment to preventing and controlling healthcare associated infections (HAI).
- All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
- In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
- All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004).
- All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
- It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
- For posts which involve contact with patients, it is required that the postholder receives satisfactory clearance from the Disclosure and Barring Service.

Person Specification

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

AM

QUALIFICATIONS

- Educated to degree level / equivalent professional qualification
- CCAB recognised qualification
- Evidence of continuing professional and personal development
- Postgraduate level management qualification (*Desirable*)

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EXPERIENCE

- At least five years management and leadership experience at director or deputy level in the NHS
- Proven experience and ability in managing operational performance with tight financial constraints demonstrating effective budget management
- Experience of capacity planning and translating organisation strategy and vision into operational objectives
- Evidence of successfully leading significant organisational change in developing new models of healthcare delivery
- Demonstrable experience of building, maintaining and utilising successful relationships with all staff especially clinicians within complex organisations
- Knowledge of the strategic direction of the SEC health economy
- An understanding of healthcare planning process and key national healthcare issues
- Demonstrate strong and credible leadership in being able to pull people together across systems and motivate them to deliver common aims and targets
- Demonstrate significant experience of situational leadership, human resource management and people development

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LEADERSHIP AND MANAGEMENT SKILLS

- Highly effective communication skills; must be able to articulate complex issues to a wide range of recipients, both written and verbally
- Excellent presentation skills with the ability to engage and influence diverse audiences
- Strong interpersonal and negotiating skills with the ability to engage, build and sustain relationships both within the Trust and within external organisations
- Able to demonstrate sound financial management skills and understand business centred approach to healthcare provision
- Excellent organisational and time management skills to meet competing priorities
- Able to take "tough" decisions and calculated risks and see required action through
- Demonstrates strong commitment to action to achieve equality and diversity in the NHS workforce and for the community
- Excellent project management skills as project manager or sponsor. Ability to work under pressure and meet tight deadlines
- Ability to share vision and engender ownership in others
- Exhibits a drive, energy and enthusiasm and resilience to drive through and achieve end results and improvements
- Well-developed IT literacy (*Desirable*)

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PERSONAL CIRCUMSTANCES OR OTHER RELEVANT CRITERIA

- Able to participate in the executive on-call rota

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How to Apply

The closing date for applications is 18 May 2025.

Applications should be made by submitting:

- A full and up-to-date CV, which includes your contact details and email address.
- A personal statement of no more than two sides of A4, which should explain why you are interested in applying for the role and what you believe you will be bringing to it.
- Contact details for three referees (who will not be contacted without your permission).
- A completed **Diversity Monitoring Form** and **Fit and Proper Person Monitoring Form**.

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

For an informal conversation about the post, please contact **Brendan Davies** at our recruitment partners, Hunter Healthcare by email: **bdavies@hunter-healthcare.com** or phone: **07585 356985**

KEY DATES:

Application Deadline	18 May 2025
Shortlisting	20 May 2025
Stakeholder sessions (virtual)	4 June 2025
Interviews	5 June 2025





NHS

East Sussex Healthcare
NHS Trust



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