

EPUT



EXECUTIVE MEDICAL DIRECTOR

CANDIDATE INFORMATION PACK

OCTOBER 2025

Welcome

Thank you for your interest in the role of Executive Medical Director at Essex Partnership University NHS Foundation Trust (EPUT).



This is an exciting and transformative time for our organisation, and we are looking for an individual who is passionate about shaping the future of healthcare delivery, clinical leadership and safety at EPUT. Since the creation of EPUT in 2017 we have focused on working with patients, their families and carers to deliver high quality and safe care across our services. Over the five years since I joined EPUT as CEO we have improved the physical environment of our wards, creating safer and more therapeutic environments. We have also strengthened our clinical governance, improved the quality and experience of care for our patients and fostered a culture of openness and accountability.

As we look forward the Trust is entering an exciting future where we have the potential to transform mental and physical community care for the people of Essex and beyond.

The role of Executive Medical Director is absolutely critical in this process. As the senior clinical leader in the organisation, you will have the opportunity to lead our teams in delivering high-quality, safe, and compassionate care to our patients. You will be pivotal in driving forward our clinical strategies, ensuring compliance with the highest standards of practice, and influencing our organisational culture to place patient safety and quality at the forefront of everything we do.

In this role, you will collaborate closely with myself, our Board, and colleagues from all disciplines to ensure that we continue to drive forward in our priorities to deliver the ongoing transformation of our services. This includes building on the work we've been doing involving patients, families and carers at the heart of individual care planning and service design, alongside our digital transformation, including the introduction of a ground breaking integrated Electronic Patient Record alongside our neighboring acute Trust. Your leadership will be key to achieving our vision of becoming a Trust that delivers world-class mental health and social care services, driven by the values of caring, learning and empowering others. The role will also be key to further developing the partnerships with our nearby Universities – Anglia Ruskin and the University of Essex and taking forward our programme of academic research and innovation.

I am delighted that you are considering this fantastic opportunity to have a genuine impact across a large geography and diverse range of services at a time of significant change for our people and our organisation. The following pages will give you some more insight into EPUT and our work. I would also encourage you to speak to our partners at Hunter Healthcare, who are managing the recruitment process: Finn McNulty, 07966 006091 and fmcnulty@hunter-healthcare.com.

We look forward to hearing from you.

Paul Scott
Chief Executive Officer
Essex Partnership University NHS Foundation Trust

About Us

Essex Partnership University NHS Foundation Trust (EPUT) was formed in 2017. It provides a wide range of community health, mental health and learning disability services to support more than 3.2 million people living across Luton and Bedfordshire, Essex and Suffolk.

We are a large employer in the East of England with more than 6,500 staff working across more than 200 sites. We also provide services in people's homes and community settings.

Over the last few years, we have been transforming our **vision, values and strategic objectives** as part of a cultural transformation of the organisation:

Our Vision

Our vision is to be **the leading health and well-being service in the provision of mental health and community care.**

This vision encapsulates the importance of both mental and physical health for the population we serve, both in an inpatient and community environment. Our focus is on supporting the whole person, taking into account their physical and mental health and involving family and carers as well as partners in the wider health and social care sectors.

Our purpose is clear in stating that 'what we do together matters'. At the heart of this is enabling each other to be the best that we can, working together with our system partners to make our services better and helping our communities thrive.

To help us we have developed a set of values which we aspire to. By living our values and behaviours throughout the organisation we will improve together every day.

Our Values

Our core values are:

- We care
- We learn
- We empower

Our Strategic Objectives

Our five-year strategy set out a clear and exciting direction for our services and was developed with our staff, partner organisations and representatives of the communities we serve. We set four strategic objectives which help to define what success for the organisation will look like:

- We will deliver safe, high quality integrated care services
- We will work with our partners to make our services better
- We will enable each other to be the best we can be
- We will help our communities thrive

We have made progress but there is more to do – our priorities are clear:

- Improve patient and carer involvement
- Deliver Time to Care and Community First
- Introduce the new EPR

This needs to be seen in context of the wider changes to the NHS with the announcement of the Government's 10-year plan for health and the structural changes occurring with Local Authority devolution, changes to ICB structure and scope and the removal of NHS England with a greater role for DHSC.

EPUT is going through a strategy refresh to take into account the need to respond to the implications of the 10-year plan and the changing local commissioning, regulatory and political environment. This is being considered by Board but already it remains clear that the focus will continue to be on:

- Delivering on quality and financial promises
- Be at the forefront of learning both from a quality and digital innovation perspective
- Programme of clinical and leadership engagement to ensure that EPUT is set to embrace the future to deliver place based care

Co-production

As a Trust, we are working hard to put the people we care for and their supporters at the heart of everything we do.

Lived experience is so important to us that over the last three years we have changed policies (our reward and recognition policy has been recognised as exemplary by the Quality of Care team in NHS England), procedures, and systems, to enable those with lived experience to work in partnership with the Trust, using their lived experience to drive change and improvements.

As a result of this work, we have a growing community of lived experience practitioners who make up the Trust's lived experience team.

In 2021 we restructured the Patient Experience portfolio, under the leadership of an experienced senior manager, to amplify the voice of lived experience across our services. Positive outcomes include:

Increasing opportunities for lived experience roles

Around 300 people with direct or family experience of using EPUT services now support strategy developments, change programmes, service improvements and funding bids.

We have trained around 100 Peer Support Workers (and this number continues to grow) who have personal experience of mental health challenges, many of whom have received treatment on a mental health inpatient ward. They provide one-to-one and group support to patients, drawing on their own lived experiences to offer hope through recovery.

We are recruiting Family and Carer Ambassadors, a new and innovative peer worker role which is focussed on supporting families and carers of people being cared for on our inpatient wards.

Decision-making and governance

We have taken steps to make the voice of lived experience stronger in our decision making and governance across the Trust. To aid this a Working in Partnership with People and Communities Strategy was agreed by the Board in November 2023.

We have established an EPUT Forum which is aligned to the NHS Constitution and sits alongside the Trust's Your Voice meetings.

Our Lived Experience Advisory Panel for research was set up in July 2024 with the aim of strengthening lived experience in the design and delivery of mental health research.

We have set up an Experience Executive Oversight group – this is inclusive of our Lived Experience team and senior leaders across the Trust who influence the development of strategic ambitions.

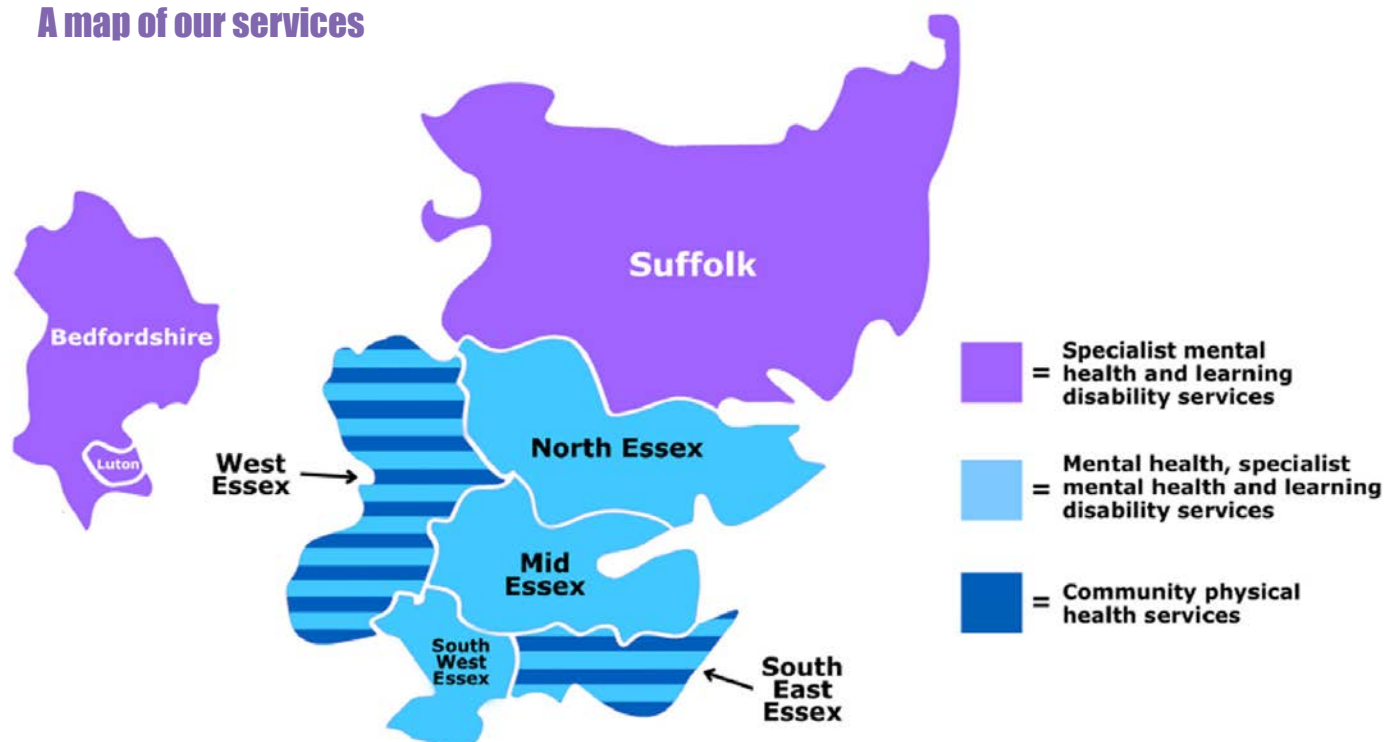
EPUT has mandated a requirement for people with lived experience to be a panel member for interviews for roles bands 8a and above.



Our Services

- **Mental Health Services:** we provide a wide range of treatment and support to young people, adults and older people experiencing mental illness, both as inpatients and within the community. A number of our specialist services have achieved accreditation from the Royal College of Psychiatrists.
- **Community Health Services:** our diverse range of community health services provides support and treatment to both adults and children. We deliver this care in community hospitals, health centres, GP surgeries and in our patients' homes.
- **Learning Disability Services:** crisis support and inpatient services. Our community learning disability teams work in partnership with local councils to provide assessment and support for adults with learning disabilities.
- **Social Care:** we provide personalised social care support to people with a range of needs, including people with learning disabilities or mental illness and support them to live independently.
- **Collaborative arrangements:** the Trust is part of both the Mid and South Essex Community provider collaborative and the East of England Specialist Mental Health Commissioning Collaborative.
- **The Mid and South Essex Community Provider Collaborative** is a contractual joint venture that brings together three community service providers (EPUT, North East London NHS Foundation Trust and Provide) to explore ways to improve services, learn from each other, provide a coherent voice of community services and create a platform for developing our services further. The collaborative is overseen by a Board made up of the constituent Trust Chairs, CEOs and executives.
- **The East of England Mental Health Specialist Commissioning Collaborative** is a partnership between EPUT, Hertfordshire Partnership University NHS Foundation Trust and Cambridgeshire and Peterborough NHS Foundation Trust and independent sector providers which commissions specialist services utilising knowledge and skills from within all three organisations. It covers specialist children's and young people's services, medium and low secure adult services.

A map of our services



Context

There is increasing recognition that the challenges for our services, and the health and care system as a whole, are significant.

People are living longer, there is an increasing demand for both health and care services, and advances in technology have made more expensive therapies available. All of this must be managed within a tightening financial system.

To meet these challenges, we have to adopt new ways of working and achieve higher levels of co-ordination with other parts of the system. The development of our staff, with new skills and the introduction of new roles, is at the heart of this. Technology also has a key role in making our services more accessible and using information well. Innovation is also required to ensure that our services continue to be centres of excellence.

Delivering our strategic objectives will make sure that we can meet the needs of local people with high quality services and good use of resources.

The Lampard Inquiry

The Lampard Inquiry is an independent statutory inquiry investigating the deaths of mental health inpatients in Essex, chaired by Baroness Kate Lampard CBE. The Inquiry continues the work of the Essex Mental Health Independent Inquiry and considers deaths between January 2000 and December 2023.

EPUT is fully committed to supporting the aims of the Inquiry and to helping ensure that patients and families affected can receive the answers they deserve.

Transformation of services

- Time to Care is focussed on changing the way in which we operate our inpatient wards and is designed to release more clinical time spent in direct patient care.
- The programme was designed with our patients and their families and is based on the creation of a multi-disciplinary team at ward level.
- This represents a move away from a nursing and medical model of care to one based on therapeutic engagement and activity throughout the day.
- Admission is based on a clear need and purpose and each patient has a care plan and path to discharge.
- Inpatient and community teams work closely on planning for discharge and on-going care and support in the community.
- Time to Care represents a huge cultural shift and one that needs to flow through to our Community Mental health teams – hence the work that has started with Community First.
- This will be a programme of change to better align community teams to the way in which our inpatient mental health teams are working and to reflect the move to support and care for more people in their homes.
- The focus on both community physical mental and health will be key to the direction of travel set out in the Government's 10-year plan for health with its focus on "left shift", i.e.: the movement out of hospitals towards prevention and support in the community.

Our People

Recruiting, retaining and supporting staff

- Our turnover rate is at 8.4%
- Overall vacancy rates are 11%
- EPUT has an effective and engaged Joint Local Negotiating Committee (JLNC) and Medical Staffing Committee (MSC). These key committees demonstrate a collaborative and supportive environment at EPUT which is integral to fostering positive working relationships
- Over the past 18 months EPUT has significantly reduced the number of Consultant vacancies through effective recruitment strategies and talent mapping process with higher trainees.
- So far this year, we have welcomed
 - 227 nurses
 - 303 additional clinical services
 - 46 allied health professionals
 - 60 medical staff
- We are working with system partners on **joint recruitment campaigns**.
- We have launched our **MSE ICS Healthcare Academy**. The Academy is led by EPUT and unifies recruitment efforts between system partners with the goal of candidate attraction, training and retention. The academy has an acute and mental health focused induction programme.
- EPUT recognises that cultural misalignment remains a systemic challenge across the NHS, with past interventions often delivering short term fixes rather than lasting change. To break this cycle, we have commissioned an innovative cultural inquiry and leadership development programme in partnership with brap and The King's Fund, which are two nationally respected organisations with proven expertise in equity, leadership, and organisational development. This collaboration will provide the challenge, support, and facilitation needed to confront entrenched issues and co-create a culture that truly reflects our values, empowers our people, and underpins our long term strategic ambitions.
- We have been working over the past 12 months to lower our temporary staffing usage, this has resulted in:
 - 30% reduction in bank use
 - 55% reduction in agency use
 - 17% reduction in medical locum use
 - Resulted overall in a 7% reduction in temporary staff as a % total pay spend
 - Removed all off framework agency usage
 - Removed agency HCA use
 - Increased direct engagement compliance for medical from 24% to 83%



Recent Highlights

We celebrate the achievements of our colleagues, patients and volunteers through our communications channels – here's a summary of recent highpoints:

- Falls service in West Essex helps more than 2,500 patients in two years | News – Greatest Hits Radio (Essex)
- British patients trial major new blood test for Alzheimer's disease | Bournemouth Echo
- Oracle Health EPR to go live across two Essex trusts
- St Clare Hospice partners with Saffron Walden hospital | Saffron Walden Reporter
- Garden centre donates £500 to Colchester mental health rehabilitation unit – Essex-TV
- Children's charity donates clothing to Essex hospital community clothes cycle initiative – Essex-TV
- New initiative to keep patients active in hospital – Essex Magazine
- Essex NHS trust expands award-winning programme to support 'rising stars'
- Community helps young people create garden at mental health ward
- Essex Trust part of research into benefits of education programme for families of patients with mental health conditions – Essex-TV
- <https://www.yourharlow.com/2025/07/18/research-study-into-benefits-of-education-programme-to-help-families-understand-specific-mental-health-conditions/>
- Ofsted praises school for young people receiving inpatient mental healthcare – Essex-TV
- Family fun at Clifton Lodge summer party – Essex Magazine

CQC report into inpatients and PICU:

- 'Notable improvement' in mental health wards, but more needed



New Services

The digital innovation across EPUT is encapsulated in a number of key programmes but also needs to be seen in the wider context of EPUT as a digital innovator working alongside suppliers as an informed client – something that can potentially be commercialised.

Recognising the value that we add as an organisation to inform digital innovation and development to deliver patient benefits, we are moving from a client/supplier relationship to a partnership model.

Nova EPR

The development of a unified Electronic Patient Record (EPR) system across Mid and South Essex NHS Foundation Trust is ground breaking.

The first of its kind to be delivered across acute, mental and community services, it will transform how care is delivered by enabling seamless communication and a single view of a patient's record, removing the boundaries between providers.

In collaboration with our focus on Time to Care and patient, family and carer involvement, this will revolutionise how we deliver care for our patients, with a profound impact on our ambition of delivering better, quality and safer care.

The Nova Programme is the delivery vehicle for the new EPR system, consisting of subject matter experts across both Trusts and the wider ICS to ensure its successful implementation.

Sophia

SOPHIA is a digital platform that provides instant, easy access to policies and standard operating procedures (SOPs).

Feedback from the CQC highlighted gaps in colleagues' awareness and adherence to policies and SOPs, which are crucial for ensuring patient safety and high-quality care.

SOPHIA aims to address these concerns by offering a single, accessible platform for all policies and SOPs.

Developed in partnership with Carradale Futures, the platform simplifies access to 'gold standard' resources, supporting consistent and safe care across inpatient and community services.



Structure and Governance

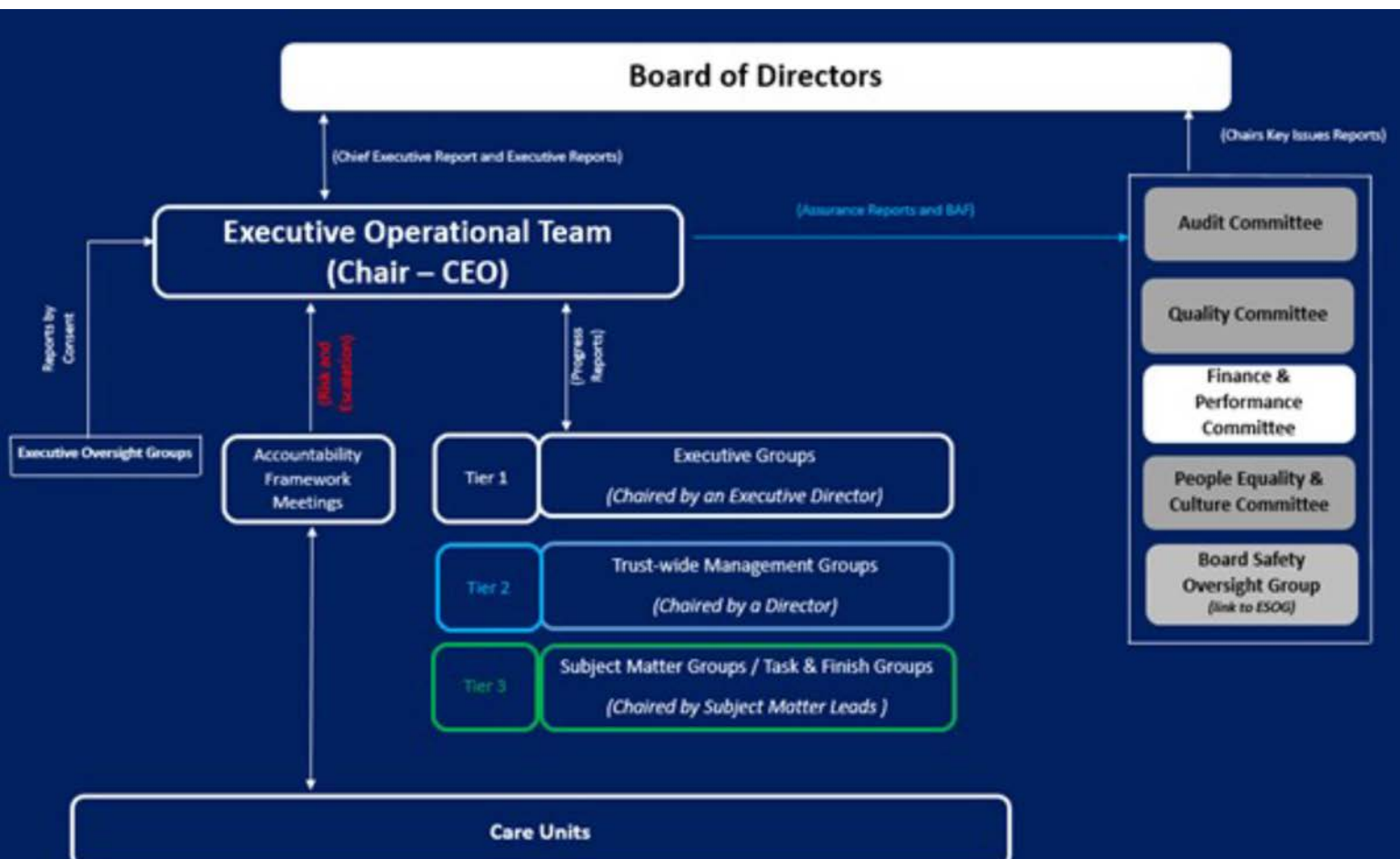
The Trust is organised internally into six care units, alongside our corporate services:

- Community Mid and South Essex
- Community North East Essex
- Community West Essex
- Psychological services
- Specialist services
- Inpatient and Urgent and Emergency Care Mental Health

The Care Units are responsible for general business within a delegated portfolio and budget. They report monthly to accountability meetings against performance metrics which are set out within our accountability framework (AF). They also have responsibility for governance: safety, clinical effectiveness, safeguarding and patient experience. The Executive Team reports into the Trust Board committees on a monthly basis. The committees and their remits are as follows:

- Quality committee – safety, experience and effectiveness assurance.
- Audit committee – independent and objective advice on financial and governance obligations and compliance with all relevant legislation and guidance.
- People committee – oversees the Trust's People Plan, monitors standard workforce metrics, and recruitment strategies and approaches.

The Board meets on a monthly basis. The Board and its committees have formal minutes and the Senior Leadership Team provides strategic and operational support. The chart below describes the Trust's governance structure.



Job Description

Job Title:	Executive Medical Director
Band:	VSM
Responsible to:	Chief Executive Officer
Accountable to:	Chief Executive Officer
Base:	Head Office, The Lodge, but with travel Trust-wide
Hours of work:	37.5 hours; 10 PA's per week – 8 PA's for Medical Management; 2 PA's for Clinical Activity, including CPD

Areas of responsibility and accountability:

- Medical Workforce
- Responsible Officer for Medical Revalidation
- Medical Education
- Pharmacy
- Caldicott Guardian
- Research & Innovation

ROLE SUMMARY

- This role is an Executive Director of the Trust Board and will plan an active role in the determination and delivery of corporate strategies and associated business plans.
- Be accountable to the Chief Executive for ensuring appropriate arrangements are in place for good quality governance and assurance systems within the Trust for the provision of high quality patient care, high quality medical leadership and overseeing the performance of all medical staff across the Trust.
- The post holder will also be the Responsible Officer for the Trust. As such they will take lead executive director responsibility for the implementation of the responsible officer role and be responsible to the Board for clinical performance and clinical governance in respect of medical staff.
- To monitor the performance of the Trust and ensure that national and local performance targets as well as professional standards are met.
- To work collaboratively with the Executive Team and with the local health economies in which the Trust provides services to ensure that patients/clients receive the best possible care within the available resources.
- To take on lead responsibilities in line with assigned portfolio as listed above. These may be amended by the Chief Executive overtime in discussion with the post holder.

KEY RESPONSIBILITIES

Leadership

As an executive member of the Trust Board, to take shared responsibility for:

- The highest standards of excellence and professionalism in the provision of high quality care to patients, clients and carers, ensuring they are safe, effective and focused on patient experience.
- Ensuring services are developed in line with the future needs of local people and that service users and the public are involved in the services provided.
- Ensuring high quality strategic and operational management in line with the Trust's values and objectives.
- Provide active leadership of the Trust within a framework of prudent and effective controls which enables risk to be assessed and managed.
- To develop and maintain a working environment which enables staff to give their best and to feel valued, and to ensure that the principles of the best practice when supporting our people are embedded throughout the Trust.
- Lead the management of medical staff and monitoring of staff performance in line with agreed standards, ensuring that appropriate systems are in place to support this e.g. appraisal, and that any necessary action is taken to maintain high quality service delivery.
- To oversee and be accountable for the training, support and development of the medical workforce in order that it maintains and develops in practices that enhance the patient and staff experience and encourage innovation.
- To provide active leadership for staff across the Trust that models exemplary behaviour and personal integrity.
- To take the lead in advising the Trust Board on all matters related to the portfolio of the Chief Medical Officer. To produce written reports and make presentations as required and provide verbal updates to the Trust Board and other forums on key and relevant issues as required.
- To be responsible, with other members of the executive board for the development of the strategic direction of the organisation and for its overall financial and non-financial performance.

Performance and Compliance

- Ensure compliance by the Trust with its provider licence and within the remit of its constitution. This extends to mandatory and relevant statutory requirements and contractual obligations.
- Ensure the Trust operates within the financial framework laid down by NHS England and that there are robust information systems in place which support activity and aid the management of the Trust.
- To support the Chief Finance and Resources Officer and Chief Executive in the provision of appropriate financial planning for all key financial programmes e.g. cost improvement/cost efficiency programmes.
- To advise the Chief Executive on matters of financial and operational efficiency and to be proactive in identifying opportunities for improvement.

Quality and Patient Safety

- To work closely with the Chief Nurse to embed a culture and practice that demonstrates the highest standards of patient safety and quality.
- To deliver continuous improvements in the quality of services and care ensuring compliance with all healthcare standards and regulations.
- To be responsible for ensuring that the Trust provides a safe place of work as far as is reasonably practical.
- To be responsible for ensuring that all corporate initiatives, policies and procedures are followed and that regular monitoring takes place.

Strategic

- To develop and promote the Trust's vision, strategic aims and objectives ensuring that the necessary financial and human resources are in place for the Trust to meet its strategic aims.
- To work closely with the Chief People Officer in developing a culture of effective and inclusive clinical and medical leadership where the medical staff are and feel fully engaged with the Trust strategic aims.

Research & Innovation

- To lead the development and aspirations of EPUT to be an exemplar organisation when developing our portfolio associated to research and innovation.
- To work closely with executive colleagues and our partners in education to seek opportunities in the field of research and innovation that support our strategic ambitions.
- To embrace the digital agenda and lead on initiatives in Artificial Intelligence and digitisation that support the development of healthcare and effective use of staff resource at EPUT.

Assurance and Governance

- To ensure that all appropriate policies are in place and communicated effectively.
- To ensure that all clinical investigations and complaints are dealt with effectively and efficiently.
- As part of the Trust Board, participate in setting the Trust's values and standards of conduct, ensuring its obligations to its members, patients and other stakeholders are understood and met. Create a culture which fosters teamwork, lifelong learning, constant service improvement and equality and diversity, demonstrating this through personal example.
- To work closely with the Executive Chief Nurse in the development and implementation of a clinical risk management strategy and key clinical indicators.
- Work proactively with non-executive colleagues and members of the Council of Governors to enhance collaboration with a view to supporting the strategic and operational aims of the Trust.
- To attend the Trust's Audit committee, providing professional expertise to the committee as appropriate.
- To ensure that the Trust has a culture that supports openness, honesty and transparency in line with its values and consistent with the Duty of Candour.
- To ensure robust mechanisms are in place to address both NHS England and CQC regulatory standards.

Partnerships

- To work in effective partnership with local and national NHS partners, local authorities, local health commissioning groups, other health care providers, voluntary groups, ICB and other key stakeholders.
- To ensure initiatives are developed and implemented to further joint working between health and social services to the benefit of patients/clients.
- To be responsible for maintaining good relations with providers/stakeholders both within and external to the NHS.

Communication

- To promote public understanding of the Trust's values, objectives, policies and services.
- To maintain effective and regular communication with regulatory bodies.
- To promote harmonious and effective working relationships with the recognised trade unions, professional bodies, staff representatives and the GMC.

Key Leads

- Provide advice on medical issues to the Executive Team and Trust Board, ensuring that the Trust has appropriate structures and processes to access medical opinions and advice, both internally and from external organisations and relevant professional bodies.
- Ensure the provision of medical advice and involvement of clinicians across the whole Trust in service provision that will meet the future needs of service users.
- With support from Deputy Medical Directors and the Procurement team take the lead in the medical, quality and patient safety aspects of contract negotiations and strategy development across all geographical areas of the Trust, visiting sites and attending meetings as necessary.
- Participate in discussions with the ICB, local authorities and other appropriate organisations across all geographical areas of the Trust in relation to resource allocation, clinical policy issues and other relevant matters.

- Take responsibility for ensuring that the medical workforce is in place, robust and fit to practice and each staff member to be compliant with the revalidation requirements. Establishing performance management and enhanced appraisal processes through appropriate policies, systems and processes to enable this.
- With the Director of Medical Education take the lead on workforce planning for medical staff, ensuring close links with education establishments regarding medical training, and advising on the most appropriate cost-effective deployment and utilisation of medical resources.
- To ensure that medical education and continuing professional development requirements under review and advise the Trust Board of the implications of any changes required.
- Ensure the effective oversight of the Joint Local Negotiating Committee and Medical Staffing Committees and that the views of the Trust are represented.
- Maintain regular contact with other Medical Directors, Responsible Officers and Directors of Public Health at local, regional and national level.
- Represent the Trust's medical services at local, regional and national level and take the lead on the implementation of national initiatives relating to medical issues.
- Ensure that all delegated budgets are appropriately managed, in accordance with Trust SFIs, Standing Orders and the Scheme of Delegation, ensuring corrective action is taken if and when necessary.
- The post holder will be responsible for the management of the Chief Pharmacist and all responsibilities within that Department.
- To ensure that the Trust meets the requirements of the Caldicott Review through their role as the Caldicott Guardian.

Other

- Participate in the clinical on-call rota.

Assurance Statement

- The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

Additional Duties

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate

NHS Constitution

- You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant line manager or through the necessary processes within the Trust.
- You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

Duty of Candour

- You must adhere to the principles of openness, transparency and the statutory Duty of Candour in your day-to-day work and conduct and encourage the same behaviours within the wider organisation.

Equal Opportunities Statement

- The Trust operates an Equal Opportunities policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

No Smoking Policy

- The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

Infection Control

- The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

Health and Safety

- All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

General Data Protection Regulation 2018

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work. The Trust will always seek to process your personal data in accordance with its obligations and your rights. The GDPR requires that personal data shall be;

- Processed lawfully, fairly and in a transparent manner in relation to individuals.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information.

These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

Information Asset Owners and Administrators

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format.

An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function

As an Information Asset Administrator you will ensure you fulfil the following responsibilities

- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

Confidentiality

- Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.
- You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.
- “Confidential Information” includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.
- You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.
- This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.
- Failure to comply with these requirements could result in action being taken under the Trust’s Conduct/Disciplinary Policy and Procedure.
- This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

Risk Management

- All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

Safeguarding Duty

- “It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

Information Technology

- It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

Changes to this Job Description

- Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.
- On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.
- The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

NHS Leadership Competency Framework for Board Members

DOMAIN 1: DRIVING HIGH-QUALITY AND SUSTAINABLE OUTCOMES

The skills, knowledge and behaviours needed to deliver and bring about high quality and safe care and lasting change and improvement – from ensuring all staff are trained and well led, to fostering improvement and innovation which leads to better health and care outcomes.

ROLE What does good look like?	COMPETENCIES REQUIRED As an effective Chair:
I am a member of a Unitary Board which is committed to ensuring excellence in the delivery (and / or the commissioning) of high quality and safe care within our limited resources, including our workforce. I seek to ensure that my organisation demonstrates continual improvement and that we strive to meet the standards expected by our patients and communities, as well as by our commissioners and regulators, by increasing productivity and bringing about better health and care outcomes with lasting change and improvement.	I contribute as a leader: - to ensure that my organisation delivers the best possible care for patients - to ensure that my organisation creates the culture, capability and approach for continuous improvement, applied systematically across the organisation
	I assess and understand: - the performance of my organisation and ensure that, where required, actions are taken to improve - the importance of efficient use of limited resources and seek to maximise: - productivity and value for money - delivery of high quality and safe services at population level - the need for a balanced and evidence-based approach in the context of the Board's risk appetite when considering innovative solutions and improvements
	I recognise and champion the importance of: - attracting, developing and retaining an excellent and motivated workforce - building diverse talent pipelines and ensuring appropriate succession plans are in place for critical roles - retaining staff with key skills and experience in the NHS, supporting flexible working options as appropriate
	I personally: - seek out and act on performance feedback and review, and continually build my own skills and capability - model behaviours that demonstrate my willingness to learn and improve, including undertaking relevant training

DOMAIN 2: SETTING STRATEGY AND DELIVERING LONG-TERM TRANSFORMATION

The skills that need to be employed in strategy development and planning, and ensuring a system wide view, along with using intelligence from quality, performance, finance and workforce measures to feed into strategy development.

ROLE What does good look like?	COMPETENCIES REQUIRED As an effective Chair:
I am a member of a Unitary Board leading the development of strategies which deliver against the needs of people using our services, as well as statutory duties and national and local system priorities. We set strategies for long term transformation that benefits the whole system and reflects best practice, including maximising the opportunities offered by digital technology. We use relevant data and take quality, performance, finance, workforce intelligence and proven innovation and improvement processes into account when setting strategy.	I contribute as a leader to: - the development of a strategy that meets the needs of patients and communities, as well as statutory duties, national and local system priorities - ensure there is a long-term strategic focus while delivering short-term objectives - ensure that our strategies are informed by the political, economic, social and technological environment in which the organisation operates - ensure effective prioritisation within the resources available when setting strategy and help others to do the same
	I personally: - listen with care to the views of the public, staff and people who use services, and support the organisation to develop the appropriate engagement skills to do the same - seek out and use new insights on current and future trends and use evidence, research and innovation to help inform strategies
	I assess and understand: - the importance of continually understanding the impact of the delivery of strategic plans, including through quality and inequalities impact assessments - the need to include evaluation and monitoring arrangements for key financial, quality and performance indicators as part of developing strategy - clinical best practice, regulation, legislation, national and local priorities, risk and financial implications when developing strategies and delivery plans
	I recognise and champion the importance of long-term transformation that: - benefits the whole system - promotes workforce reform - incorporates the adoption of proven improvement and safety approaches - takes data and digital innovation and other technology developments into account



DOMAIN 3: PROMOTING EQUITY AND INCLUSION, AND REDUCING HEALTH AND WORKFORCE INEQUALITIES

The importance of continually reviewing plans and strategies to ensure their delivery leads to improved services and outcomes for all communities, narrows health and workforce inequalities, and promotes inclusion.

ROLE What does good look like?	COMPETENCIES REQUIRED As an effective Chair:
I am a member of a Unitary Board which identifies, understands and addresses variation and inequalities in the quality of care and outcomes to ensure there are improved services and outcomes for all patients and communities, including our workforce, and continued improvements to health and workforce inequalities.	I contribute as a leader to: a. improve population health outcomes and reduce health inequalities by improving access, experience and the quality of care b. ensure that resource deployment takes account of the need to improve equity of health outcomes with measurable impact and identifiable outcomes c. reduce workforce inequalities and promote inclusive and compassionate leadership across all staff groups
	I assess and understand: a. the need to work in partnership with other boards and organisations across the system to improve population health and reduce health inequalities (linked to Domain 6)
	I recognise and champion: a. the need for the Board to consider population health risks as well as organisational and system risks
	I personally: a. demonstrate social and cultural awareness and work professionally and thoughtfully with people from all backgrounds b. encourage challenge to the way I lead and use this continually to improve my approaches to equality, diversity and inclusion and reducing health and workforce inequalities

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DOMAIN 4: PROVIDING ROBUST GOVERNANCE AND ASSURANCE

The system of leadership accountability and the behaviours, values and standards that underpin our work as leaders. This domain also covers the principles of evaluation, the significance of evidence and assurance in decision making and ensuring patient safety, and the vital importance of collaboration on the Board to drive delivery and improvement.

ROLE What does good look like?	COMPETENCIES REQUIRED As an effective Chair:
I understand my responsibilities as a Board member and how we work together as a Unitary Board to reach collective agreement on our approach and decisions. We use a variety of information sources and data to assure our financial performance, quality and safety frameworks, workforce arrangements and operational delivery. We are visible throughout the organisation and our leadership is underpinned by the organisation's behaviours, values and standards. We are seen as a Well Led organisation and we understand the vital importance of working collaboratively.	I contribute as a leader by: - working collaboratively on the implementation of agreed strategies - participating in robust and respectful debate and constructive challenge to other Board members - being bound by collective decisions based on objective evaluation of research, evidence, risks and options - contributing to effective governance and risk management arrangements - contributing to evaluation and development of Board effectiveness
	I understand Board member responsibilities and my individual contribution in relation to: - financial performance - establishing and maintaining arrangements to meet statutory duties, national and local system priorities - delivery of high quality and safe care - continuous, measurable improvement
	I assess and understand: - the level and quality of assurance from the Board's committees and other sources - where I need to challenge other Board members to provide evidence and assurance on risks and how they impact decision making - how to monitor my organisation's risks proactively through the use of the Board Assurance Framework, the risk management strategy and risk appetite statements - the use of intelligence and data from a variety of sources to recognise and identify early warning signals and risks – including, for example, incident data; surveys; external reviews; regulatory intelligence; understanding variation and inequalities
	I recognise and champion - the need to triangulate observations from direct engagement with staff, patients and service users, and engagement with stakeholders - working across systems, particularly in responding to patient safety incidents, and an understanding of how this links with continuous quality improvement
	I personally: understand the individual and collective strengths of the Board, and I use my personal and professional knowledge and experience to contribute at the Board and support others to do the same

DOMAIN 5: CREATING A COMPASSIONATE, JUST AND POSITIVE CULTURE

The skills and behaviours needed to develop great team and organisation cultures. This includes ensuring all staff and service users are listened to and heard, being respectful and challenging inappropriate behaviours.

ROLE What does good look like?	COMPETENCIES REQUIRED As an effective Chair:
As a Board member I contribute to the development and ongoing maintenance of a compassionate and just learning culture, where staff are empowered to be involved in decision making and work effectively for their patients, communities and colleagues. As a Board member, we are each committed to continually improving our approach to quality improvement, including taking a proactive approach and culture.	I contribute as a leader: - to develop a supportive, just and positive culture across the organisation (and system) to enable all staff to work effectively for the benefit of patients, communities and colleagues - to ensure that all staff can take ownership of their work and contribute to meaningful decision making and improvement - to improve staff engagement, experience and well-being in line with our NHS People Promise (for example, with reference to equality, diversity and inclusion; freedom to speak up; personal and professional development; holding difficult conversations respectfully and addressing conflict) - to ensure there is a safe culture of speaking up for our workforce
	I assess and understand: my role in leading the organisation's approach to improving quality, from immediate safety responses to creating a proactive and improvement-focused culture
	I recognise and champion: - being respectful and I promote diversity and inclusion in my work - the ability to respond effectively in times of crisis or uncertainty
	I personally: - demonstrate visible, compassionate and inclusive leadership - speak up against any form of racism, discrimination, bullying, aggression, sexual misconduct or violence, even when I might be the only voice - challenge constructively, speaking up when I see actions and behaviours which are inappropriate and lead to staff or people using services feeling unsafe, or staff or people being excluded in any way or treated unfairly - promote flexible working where possible and use data at Board level to monitor impact on staff well-being and retention

DOMAIN 6: BUILDING A TRUSTED RELATIONSHIP WITH PARTNERS AND COMMUNITIES

The need to collaborate, consult and co-produce with colleagues in neighbouring teams, providers and systems, people using services, our communities, and our workforce. Strengthening relationships and developing collaborative behaviours are key to the integrated care environment.

ROLE What does good look like?	COMPETENCIES REQUIRED As an effective Chair:
I am part of a Board that recognises the need to collaborate, consult and co-produce with colleagues in neighbouring teams, providers and systems, people using services, our communities and our workforce. We are seen as leading an organisation that proactively works to strengthen relationships and develop collaborative behaviours to support working together effectively in an integrated care environment.	I contribute as a leader by: - fostering productive partnerships and harnessing opportunities to build and strengthen collaborative working, including with regulators and external partners - identifying and communicating the priorities for financial, access and quality improvement, working with system partners to align our efforts where the need for improvement is greatest
	I assess and understand: - the need to demonstrate continued curiosity and develop knowledge to understand and learn about the different parts of my own and other systems - the need to seek insight from patient, carer, staff and public groups across different parts of the system, including Patient Safety Partners
	I recognise and champion: - management, and transparent sharing, of organisational and system level information about financial and other risks, concerns and issues - open and constructive communication with all system partners to share a common purpose, vision and strategy

LEPUI

Person Specification

AM = Assessment method: A = Application Form; I = Interview

AM

EDUCATION/QUALIFICATIONS

- Registered Senior Medical Practitioner, eligible to practice as a Consultant Psychiatrist
- Evidence of continuing medical leadership personal development
- Post-registration management qualification (Desirable)

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KNOWLEDGE

- Demonstrable knowledge of the patient safety and quality agenda
- Demonstrable skills in financial and people management
- Excellent knowledge of the latest developments in community health including psychiatry and GMC requirements
- Excellent understanding of government policy and national initiatives in the field of mental health and learning disabilities, community services
- Ability to work effectively with, persuade, influence and retain confidence of clinicians, managers and other staff (Desirable)

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SKILLS AND EXPERIENCE

- Board level experience of medical leadership in a similarly complex NHS, commercial or wider public sector environment
- Experience of providing leadership to other clinicians in accordance with the General Medical Council Code of Conduct
- Experience of leading effective quality governance in a large and complex organisation
- Experience of involvement in new ways of working and leading relevant initiatives
- Extensive experience within their speciality which is applicable to the services provided by the Trust

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ADDITIONAL QUALITIES

- Share the Trust's beliefs and models this in their attitude and behaviour
- Ensures that the organisational values of we care, we learn, we empower are demonstrated by self and others every day and that any of concern are addressed in a timely way, either directly; or raised through the relevant line manager; or through the relevant processes

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CORPORATE

- Ability to travel across Trust sites as required
- Full UK Drivers Licence (Desirable)

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How to Apply

The closing date for applications is 16 November 2025.

For a confidential discussion please contact our partners at Hunter Healthcare: Finn McNulty, 07966 006091 and fmcnulty@hunter-healthcare.com.

All applications must quote the reference **EPUT_EMD** and 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 referees to cover the past six years. 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:
apply@hunter-healthcare.com.

All applications will be acknowledged.

KEY DATES

Closing date	16 November 2025
Shortlist	21 November 2025
Interview & Stakeholder events	12 December 2025



Essex Partnership University

NHS Foundation Trust



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

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