NHS

Hampshire and
Isle of Wight Healthcare

NHS Foundation Trust

Director of Digital and Artificial Intelligence

CANDIDATE INFORMATION PACK
DECEMBER 2024

Hunter Healthcare

Welcome

Thank you for your interest in our Director of Digital and Artificial Intelligence (AI) opportunity here at Hampshire and Isle of Wight Healthcare NHS Foundation Trust.

Over the past 18 months, we've been working hard to align our mental health, community and learning disability services across Solent NHS Trust and Southern Health NHS Foundation Trust, as well as the community, mental health and learning disability services previously provided by Isle of Wight NHS Trust, and the Child and Adolescent Mental Health Services previously provided in Hampshire by Sussex Partnership NHS Foundation Trust. All of this saw us officially become Hampshire and Isle of Wight Healthcare on October 1, 2024.

Bringing our services together will improve consistency of care between these services and the organisations which are currently responsible for different parts of peoples' care. It will also make sure people have the same access to services and experience the same health outcomes.

We have an exciting future ahead and we believe digital is a cornerstone of that journey. There has been a monumental shift in the way we deliver our services, with technology playing an increasingly pivotal role, and we want to ensure we're at the forefront of digital capability, empowered by a culture that champions system and infrastructure transformation.

The Director of Digital and AI is the most senior Digital leadership role in our new organisation reporting to the Chief of Strategy & Transformation. You will work as part of a new triumvirate including the Chief Clinical Information Officer and Chief Nursing Information Officer and a key part of this role will include leading the harmonisation of three legacy organisations with a strong focus on creating a single cohesive team.

As a member of the Senior Leadership Team, you will be required to be highly visible and build strong links both internally and externally supporting clinical and operational colleagues to deliver high quality health and care to the population of Hampshire and the Isle of Wight. You will expertly navigate the digital landscape and offer clear direction to maximize the contribution of technology and business intelligence.

We are looking for an ambitious, innovative and compassionate leader who can bring diversity of thought and experience to the directorate and wider organisation. You will empower colleagues to deliver to the best of their abilities and hold others accountable in our pursuit of being an inclusive, outstanding organization.

If this sounds like you and you would like to learn more, please contact Brendan Davies at our recruitment partners, Hunter Healthcare, on **bdavies@hunter-healthcare.com** or 07585 356985.

Yours sincerely,

Alex Heritage
Chief of Strategy & Transformation
Hampshire and Isle of Wight Healthcare NHS Foundation Trust

About us

Hampshire and Isle of Wight Healthcare NHS Foundation Trust provides a wide range of community, mental health and learning disability services for people across Hampshire and the Isle of Wight.

We provide most of the NHS services that are delivered away from the big acute hospitals – in peoples homes, communities and in local hospitals and clinics.

We have a team of over 13,000 staff who work from over 500 sites across Hampshire and the Isle of Wight. We serve a population of around two million people, with care available for every stage of their lives.

Our aim is to work alongside the people we support and our health and care partners, to provide outstanding care that helps people live their best and healthiest lives.

We are a University Hospital Trust. This means we have been nationally recognised as being dedicated to providing high quality, holistic and evidence-based care. It also means we commit significant resources and investment in research and have a keen focus on the educational development and training of our current and future workforces.

Our values

Our values define the way we want to work, the way we want to treat each other and the people we support.

We embarked on a collaborative journey to find the right values for our new organisation. Through staff engagement sessions, leadership events, and an engagement campaign, we gathered invaluable feedback from staff, service users, and community partners which ultimately evolved into our CARE values: Compassion, Accountability, Respect and Excellence.

- Compassion – We listen, we are kind, and put the needs of people first
- Accountability – We work together openly and responsibly
- Respect – We treat each person fairly as an individual
- Excellence – We empower people to continuously improve care

The services we provide

Our clinical services are supported by shared corporate services such as estates, IT services and human resources. We are actively involved in research and innovation to constantly improve the quality of our care across our services and sharing best practice and learnings. We also have an award-winning research centre dedicated to finding better ways to treat or prevent the development of Memory Disorders.

Our role in the system

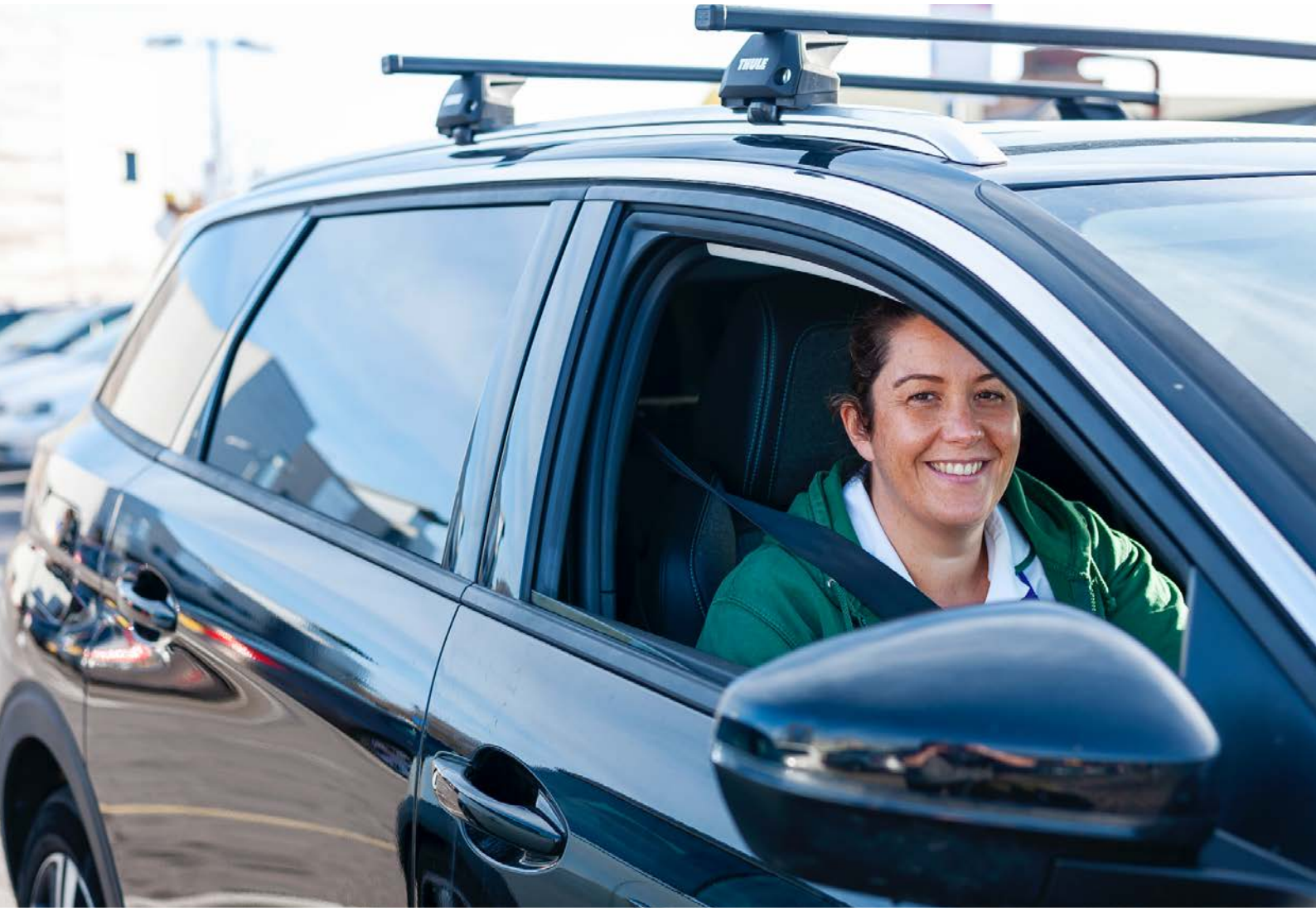
Across Hampshire and Isle of Wight, lots of organisations are involved in helping people with their health and care needs. These organisations are all working together to give people the best experience and improve the health and wellbeing of all our communities. All these organisations working together are called the health and care system.

In this system, our main role is to help people get the care they need away from big acute hospitals. We do this by helping to prevent ill health, and delivering community care closer to where people live. We are the main provider of mental health care for people of all ages, from talking therapies to specialist hospital treatment.

We work closely with other health and care partners in the system. They include other NHS Trusts, local GPs, the Integrated Care Board, local authorities, voluntary, charity and social enterprise organisations and local communities.

Because we are the only NHS Trust that works across the whole of Hampshire and Isle of Wight, and because we provide such a wide range of services, we have a really good picture of the health and wellbeing needs of our diverse communities.

This means we can help to shape the way care is planned and delivered, to make people's experience of using the local NHS better and more joined up.



Living and working here

Nestled in the heart of southern England, Hampshire and the Isle of Wight offer an unrivaled blend of modernity, rich history, and natural beauty, making it the ideal location for those seeking a fulfilling and impactful career. If you are an expert in Digital and Artificial Intelligence (AI), Hampshire and Isle of Wight Healthcare NHS Foundation Trust (HIW NHSFT) is the perfect place for you to lead the future of healthcare technology while embracing a life in one of the UK's most attractive regions.

A thriving and innovative region

Hampshire, with its bustling cities such as Southampton and Portsmouth, and the Isle of Wight, renowned for its stunning landscapes, provide the perfect backdrop for cutting-edge healthcare initiatives.

Hampshire is home to world-class universities, research institutions, and a dynamic tech industry. The region is not only a hub for innovation but also a place where digital transformation in healthcare is already making a profound impact, paving the way for AI specialists to thrive. HIW NHSFT offers the unique opportunity to apply your expertise to shape the future of healthcare services across this vibrant region.

Beautiful countryside and coastal living

Encompassing the historic city of Winchester, the thriving port city of Southampton, and the scenic Isle of Wight, Hampshire and the Isle of Wight offer an exceptional quality of life. Surrounded by pristine countryside, rolling hills, and the dramatic coastline of the South Coast, the region is perfect for those who love outdoor pursuits.

From hiking in the New Forest National Park to enjoying the coastal beauty of the Isle of Wight, there are plenty of opportunities for relaxation and recreation after a productive day at work.

The Isle of Wight, just a short ferry ride from the mainland, is a tranquil haven for nature lovers. It is renowned for its exceptional beaches, charming villages, and the iconic Needles rocks. Hampshire, meanwhile, boasts historic towns like Alton, Basingstoke, and the medieval beauty of Winchester, home to the famous Winchester Cathedral.

A rich rultural and historic legacy

Living and working here means you'll be surrounded by centuries of history and culture. From the ancient Roman walls of Winchester to the naval heritage of Portsmouth, the region's cultural significance cannot be overstated. Southampton, once the departure point for the ill-fated Titanic, is a thriving cultural city offering world-class museums, galleries, and theatres.

For those with a passion for history, the region also boasts magnificent landmarks such as Jane Austen's House Museum in Chawton, the historic Roman Baths at Bath, and the Henry VIII's Hampton Court Palace.

The perfect place for work-life balance

At HIW NHSFT, we're at the forefront of healthcare technology, integrating AI solutions to improve patient care, enhance efficiency, and drive future innovation. As a leading expert in AI, you'll play a vital role in transforming the delivery of services, while working in a supportive, forward-thinking environment that values collaboration and creativity.

Beyond your work, the region's low stress levels, excellent schools, beautiful scenery, and easy access to London and Europe make Hampshire and the Isle of Wight the perfect place to establish your home. Whether you're seeking a city vibe or the quiet of the countryside, you'll find your ideal living space.

Job description

Job Title	Director of Digital & Artificial Intelligence
Grade / Banding	AfC B9
Reports to	Chief of Strategy & Transformation
Accountable to	Chief of Strategy & Transformation Member of the Senior Leadership with regular reporting to Foundation Trust Board for functional accountability

ROLE PURPOSE

As a member of the Trust's senior leadership community, the Director of Digital & AI will lead, inform, and influence highly complex transformation and continuous improvement working with stakeholders internally and externally, including for example, NHS and other public sector executives, NHS England regional leads and leaders of education, voluntary, community and private sector organisations.

They will play a leading role, on behalf of the organisation, in managing relationships with stakeholders across the Integrated Care System, working collaboratively to cultivate a partnership and person-centred co-deign approach which supports impactful change and improves health equity for the populations of Hampshire and the Isle of Wight.

They will influence the agenda of both the organisation and the system to support the long-term ambition to move the focus more heavily towards prevention and earlier intervention, influencing the complex system change that will be required to impact on the wider determinants of health and to support a more sustainable health and care system.

Digital health services are pivotal to the ambitious transformation agenda of Hampshire & Isle of Wight Healthcare NHS Foundation Trust. Our Digital transformation programme will provide the foundations to enable this to happen.

Working closely with the Board the role will ensure that the vision, direction, and new Trust strategy is fully enabled by digital change and innovation including artificial intelligence, automation and new ways of working.

The post holder will work closely with all key stakeholders and play an influential role with respect to developing the health and care economy digital agenda in partnership with other organisations.

The post holder will lead all the required option appraisal, business case, procurement, implementation, and benefits realisation of new systems for the Trust.

The post holder will work closely with the Chief Finance Officer who holds portfolio responsibility for the management of information and is the Trust SIRO.

KEY ACTIVITIES / RESPONSIBILITIES

Digital Transformation

- To be the lead director responsible for Digital Delivery Plan and transformation.
- To work closely with the Chief Medical Officer and Chief Nursing Officer (and their Teams) to ensure our Digital approach puts service users first and promotes quality, safety and improves patient outcomes, their well-being and patient experience.
- To work closely with the Chief People Officer to identify opportunities to improve the working lives, productivity, and experience of our staff.
- To ensure that Digital plays a major role in developing integrated services with Health and Social Care partners and contributes to the overall aims of the Integrated Care System.
- To take overall responsibility for the portfolio of Digital programmes and budgets and ensure that the programmes support the Trust's strategic objectives and can respond to future demand and change.
- With reference to national strategy and standards, provide guidance and advice to the Trust Board on long term digital direction and innovations.
- To work closely with the Chief Finance Officer to set and ring fence the budget for investment in digital technology and infrastructure to support delivery of the Trust's Delivery Plan including leading on the Digital Delivery Plan
- Ensure all Digital services are provided in the most cost effective and efficient way.
- Identify opportunities for additional external funding and lead the production of business cases and applications for funding.
- Build positive relationships with the key stakeholders in the Trust and partner organisations, and in particular work closely with the lead director for the Integrated Care Board Digital agenda.
- Lead on and drive the implementation of the Digital programmes, ensuring effective controls and reporting of risks and issues.
- Horizon scanning for new digital opportunities which will support the Trust's transformation agenda.

Operational Digital Delivery

- Responsible for the delivery of all Digital services that meet or exceed user expectations, whether provided in-house or by a third-party vendor. This will include data centre services, applications, desktop services, networks, cyber security, software licencing and service desk.
- Set the strategic approach, policy, and standards for Digital, ensuring excellent digital governance throughout the organisation.
- Implement effective voice and mobile technologies ensuring service users and our communities have easy access to online services.
- Maintain and enforce standards and policies for the use of information and communication technologies.
- Responsible for the Trust's information security, ensuring that the Trust meets its statutory requirements.
- Monitor and manage the performance of Digital systems and services, in respect of their contribution to business performance. Provide effective scrutiny of financial and performance data. Ensure continuous improvement in the services delivered, applying risk management principles in relation to all the Digital contracts.

Digital Programme Delivery

- Demonstrate an in-depth knowledge of both the business and Digital strategies and what objectives and business benefit must be fulfilled. Ensure that the Digital programme design aligns with the Trust's business strategy and contributes, enables the Trust strategic goals and targets.
- Take overall responsibility and accountability for the portfolio of programmes delivering the Digital Delivery Plan, assuring key outcomes for customers, managing dependencies, budget and benefits tracking, communications and engagement, strategic Digital framework specification, development and compliance.
- Working with the Procurement team, lead on Digital strategic sourcing and procurements to ensure a value for money, sustainable, fit for purpose service through a set of cost-effective external service contracts and, where necessary, that transitions are managed successfully.

- Manage and assure the Programme and Project management and governance of all Digital programmes and projects and maintain consistency of approach and working relationships with the Trust Programme Management office.
- Actively prioritise competing programmes and projects and allocate available resources effectively to drive greatest return on investment.
- Set the leadership conditions for effective resource management to respond to business priorities cost- effectively. Authorise the allocation of resources for the planning, development, and delivery, as appropriate, of all Digital services and products. Set and maintain a portfolio management approach across digital projects and/or the digital elements of major programmes.
- Monitor and review the economics of programme processes, and ensure effective governance arrangements, supported by comprehensive reporting, are in place.
- Establish a benefits realisation methodology suitable for all digital projects, and robustly monitor all projects in line with this.
- Formulate and gain acceptance through the agreed governance structures for business cases for Digital programmes.
- Support improvement of the financial position of the Trust, including participation in Cost Improvement Plans and other financial transformation projects.

Digital Security

- Ensure all appropriate measures are taken to secure the Digital services and the confidentiality of the information held and processed in delivering those services.
- Accountable for monitoring and vigilance of all issues relating to cyber security.
- Ensure environmental and virtual security of the servers and network.
- Ensure access security, managing a range of access controls to the network, devices, applications and data.
- Monitor, test and report on the security of the Trust's digital security measures.
- Maintain effective disaster recovery procedures and policies.
- Ensure staff are well informed and trained on digital security and confidentiality and understand the value of the data they access and process.
- Work with the Chief Operating Officer (Lead EPPR Director) to ensure that all operational services relying on IT have robust business continuity plans in place.

Artificial Intelligence

- Lead on the development of new ways of working through artificial intelligence and automation.
- Provide visible leadership as a hands-on subject matter expert, architecting and crafting scalable solutions, and driving digital excellence across the organisation.
- Provide collaborative leadership to appraise and then build out the AI lifecycle including the required functions for AI, Machine Learning and Automation
- Work closely with the senior clinical leadership community (including CCIO and CNIO) on the appraisal and advice regarding AI and the ethical considerations of its use.
- Support the wider organisational understanding and provided briefings and training to allow for greater understanding of the role of AI in current operating models and future transformation.

Director On-call

- Participate in the Director on-call rota and support and advise services appropriately.

Trust Leadership Community

- All members of the Trust's senior leadership community are required to lead and inform complex transformation and improvement, through collaboration and mature partnership working, and to work beyond their immediate functional responsibilities. This calls for individuals to use the power of influence and humility, rather than positional authority to engage and align people, focus their teams, sustain momentum, and ensure success. Effective collaborative and connected leadership requires the full commitment and ability of senior leaders to create an environment of trust, inclusion, mutual respect, and shared aspiration, in which all can contribute fully and openly to achieving collective goals.

Staff Responsibilities

- In order for those providing the Foundation Trust's services to treat patients and service users with respect, care and compassion, all members of the workforce must be treated in the same manner. Therefore, senior leaders are expected to advocate and uphold a values-driven culture in which equality, diversity, inclusion, and allyship are actively promoted across the organisation, and where all members of the workforce are fully supported to perform their roles to the best of their abilities, encouraged to innovate and continuously improve, and given every opportunity to develop. In particular, it is vital that proactive talent management and development of clinical and care professional leaders is embedded at all levels of the organisation.

Financial Responsibilities

- The postholder will have ownership and management of an allocated budget, be a budget signatory, have ordering responsibilities, and responsibility for the safe use of equipment used by others.

Physical, Mental and Emotional Effort

- As described above, the nature of the role will require significant mental and some emotional effort, the post holder will require significant tenacity, and resilience, with an ability to quickly 'bounce back' from setbacks.

Working Conditions

- Protect the environment by reducing waste and unnecessary travel whilst at work
- Ability to travel daily for meetings across a range of sites in Southampton/Portsmouth/Hampshire.
- Often office and desk based with minimal exposure to patient areas

Professional Standards

All colleagues employed by the Foundation Trust in recognised professions are required to ensure they work to the appropriate professional standards and/or Codes of Practice and all managers are expected to abide by the Code of Conduct for NHS Managers. All employees of the Trust have a responsibility to:

- participate in continuous personal and professional development, including, statutory and mandatory training, as appropriate for the post.
- maintain consistently high personal and professional standards; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues.

Management of Risk

- All employees of the Foundation Trust have a responsibility to themselves and others in relation to managing risk and will be provided with the necessary training and support to enable them to meet this responsibility. Employees should be familiar with and understand their role within relevant organisation policies and procedures, including those relating to information governance, and major incident, in addition to any local response plans. Managers are responsible for implementing and monitoring identified risk management control measures within their designated scope of responsibility and for escalating these as appropriate in line with local procedures.

Person specification

Criteria	Essential
Qualifications	• MSc level of professional qualification, commensurate with the nature of the role and any mandated requirements associated with it, or equivalent demonstrable experience. • Recognised qualification in leadership and management, at post graduate level, or equivalent leadership experience.
Experience needed – general or specific	• Significant knowledge of current NHS national and regional health policy in relation to the digital agenda • Evidence of having held one or more senior leader roles in a health and care organisation or equivalent experience. • Track record of delivering digital transformation with demonstrable outputs and outcomes • Demonstrates significant digital service knowledge and extensive experience acquired through training and experience at a senior level. • Proven practical experience with implementation of EPR/EHR solutions. • Commercial experience with different IT delivery models (e.g., avoiding big upfront investments, making suppliers co-invest, pay-for-use models, not owning technical infrastructure, i.e. cloud, etc.) • Demonstrable success in managing highly complex large technology/ software programmes with budgets of >£20m affecting 5000+ staff. • Experience of developing and implementing digital strategy within a large organisation. • Demonstrable experience of implementing and delivering benefits realization. • Excellent technology knowledge of systems and applications in healthcare. • Knowledge of artificial intelligence and automation. • Detailed knowledge of programme methodologies • Specialist knowledge of digital risks and issues within large complex organisations. • Comfortable and adept in leading with humility, recognising that this is an essential characteristic for every leader. • Exceptional communication skills which engender community confidence, strong collaborations, and excellent partnership working. • Well-developed critical thinking and strategic problem-solving skills - the ability to contribute to a joint strategic plan and undertake problem resolution and action. • Analytical rigour and numerical competence. • Sophisticated influencing and negotiating skills. • Ability to promote compassionate and inclusive working practices and cultures that encourage and enable individuals and teams to thrive at organisation, partnership, and system levels. • Ability to work at pace and consistently deliver in a demanding and high-profile role. • Demonstrable commitment to collaborative leadership practices, with a track record of improvements in equality, diversity, inclusion, and social justice.

Personal Values	• Committed to creating an environment of trust, mutual respect, and shared aspiration in which everyone can contribute fully and openly to achieving collective goals. • Lives by the values of openness and integrity and has created cultures where this thrives. • Values and promotes continuing professional and personal development.
Personal Attributes	• Excellent personal integrity. • Highly developed communication and listening skills. • Significant tenacity, and resilience, with an ability to quickly 'bounce back' from setbacks. • Comfortable and adept at living with and leading and managing through ambiguity and great levels of complexity. • Through personal influence and credibility, able to gain and maintain the trust and confidence of others. • Able to assess highly complex situations and issues quickly and accurately. • Politically sensitive. • Financially and commercially astute. • Outcomes-driven. • A strong desire to make a full and effective contribution as a member of a high performing team.
What our services users expect of this post holder	• Personally committed to the values of the NHS Long-Term Plan, the NHS People Plan, the NHS Constitution, the Nolan Principles, and the Fit and Proper Persons regime. • Strong commitment to the NHS and its values and principles. • Authenticity – a high level of self-awareness, empathy, and emotional intelligence, with an understanding of own strengths and limitations.

Further information

HEALTH AND SAFETY

Everyone is responsible for their own safety and the consequences of their own acts and omissions that can affect the health, safety and wellbeing of others. Southern Health NHS Foundation Trust is committed to promoting a healthy and safe environment for staff, visitors and patients that enter Trust premises. Employees have a duty under the Health and Safety at Work etc. Act 1974 to take responsibility for their own and others health and safety while at work or on Trust Business. All SHFT employees are responsible for:

- Carrying out their work in a safe and competent manner, following detailed safe operating procedures, where applicable or directed by their relevant functional manager and in accordance with all SHFT policies and procedures.
- Attending mandatory and statutory training sessions and other training, as directed by their line manager. Employees must bring to the attention of their line manager any outstanding training requirements needed to ensure they carry out their work activities in a safe and competent manner. A member of staff should not carry out any work activity if they are not qualified or trained to carry out these tasks.
- Conducting activities with due regard for safety of themselves and others within the scope of their knowledge and training. All employees are required to co-operate with and assist workplace/departmental health and safety representatives as required, in accordance with the organisations' Health and Safety policy.
- Using any machinery, equipment, dangerous substances, transport equipment or personal protective equipment (PPE) provided, in a safe manner and in accordance with their level of competence and any training and instruction received.
- Reporting all health and safety related incidents/ accidents, dangerous occurrences' and near miss events via the Trusts incident reporting system. If the incident or event requires immediate action to preserve evidence and an investigation is required, the member of staff should contact the Corporate Health and Safety Department.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

SUSTAINABLE DEVELOPMENT

It is the responsibility of all employees to support the Trusts' vision for sustainable development. To undertake their duties in a way that is not wasteful of environment, financial and social resources.

EQUALITY AND DIVERSITY

It is the responsibility of all employees to support the Trust's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

INFORMATION GOVERNANCE

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

PERFORMANCE APPRAISAL AND PROFESSIONAL DEVELOPMENT

The Trust is committed to providing a high quality service through the effective management and development of its employees. The Performance Appraisal process ensures that the Trust is able to achieve its key aims of delivering cost effective, high quality and responsive healthcare, whilst enabling employees to understand how the outcome of their contribution fits within these overall aims.

All staff have the responsibility to support all learners and to keep their knowledge of supporting learners in practice up-to-date, according to appropriate governing bodies regulations.

STATUTORY AND MANDATORY TRAINING

The Trust will assess the requirements for Statutory and Mandatory training for all new staff prior to commencement and aims to ensure that all Statutory and Mandatory training requirements are completed before staff start their full duties.

All required Statutory and Mandatory training must be completed within the first three months of staff start date and refresher training must also be undertaken on a regular basis and in accordance with the Trust's policy.

INFECTION PREVENTION AND CONTROL

The Trust has designated the prevention and control of infection and the full implementation of the Code of Practice (2008) as a core component in the organisations clinical governance, managing risk and patient safety programmes. All employees are expected to follow consistently high standards in the prevention and control of infection, especially with reference to hand hygiene, adherence to dress/uniform code and for clinical staff all procedures involving aseptic technique. Be aware of and follow all Trust Infection Control guidelines and procedures relevant to their work. Participate in mandatory training and annual updates. Protecting patients from infection is everyone's responsibility.

SMOKE-FREE POLICY

This Trust operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles. In the interests of promoting responsible healthcare all staff are to refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place. The policy also applies to all staff employed by the Trust at any location they may work, whether within or external to the Trust's premises. The policy contains further details including support facilities; subsequent failure to comply with this policy may result in disciplinary action.

CONFIDENTIALITY

In the course of your employment you will have access to confidential information of a personal and/or clinical nature, including information relating to the Trust, its clients, patients, employees and other parties.

You must not use such information for your own benefit nor disclose it to other persons without the consent of the Trust and the party concerned unless required to do so by law. This applies both during and after the termination of your employment. Any breach of confidentiality during employment may be regarded as serious misconduct and could lead to summary dismissal

REHABILITATION OF OFFENDERS ACT 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

SAFEGUARDING CHILDREN AND ADULTS AT RISK

Southern Health Foundation Trust (SHFT) is committed to promoting the welfare and safeguarding of children, young people and adults at risk of abuse and neglect. As an employee, you are accountable to ensure that you know to how to respond when you are concerned for the safety of a child, young person or adult at risk, applying the principles of the Family Approach to ensure evidence based analysis, risk management and appropriate action and escalation. SHFT require staff to work effectively together using the Family Approach to achieve better outcomes for adults, children and families. The Trust will support you in this duty by providing ongoing training, support and advice and have a Corporate Safeguarding Team who can be contacted for guidance and the provision of safeguarding supervision.

DATA PROTECTION

As your employer, the Trust will need to process your personal information for purposes connected with your employment. The sort of information we will process will include your contact details, your bank details and other information for payroll purposes, information about you from third parties when obtaining references and records relating to your career with the Trust (this is not an exhaustive list). Further information about how your data is processed in available in the Privacy/Fair Processing Notice (workforce) available on the Trust intranet.

RECORDS MANAGEMENT AND QUALITY

As an employee, you are legally responsible for all records that you gather, create or use as part of you work within the Trust and they remain the property of the Trust. This includes patient, financial, personal and administrative records, whether paper based or on computer. All such records are considered public records and you have a legal duty of confidence to all service users.

You should consult the Trusts Records Management Policy and ask for guidance from your manager if you have and doubt about the correct management of records with which you work. All staff have a responsibility to ensure information quality standards are achieved.

INFORMATION SECURITY

Under the provisions of the Data Protection act, it is the responsibility of each member of staff to ensure that all personal data relating to patients and members of staff, whether held in manual or electronic format, is kept secure at all times. Computer passwords must not be shared either between systems or users. The Trust may monitor e-mail messages, any files stored on the networks or on equipment and usage of the Internet, NHS.net and computer systems, irrespective of whether these relate to trust or personal use.

Access and usage of the Trusts computers must be in accordance with the Trust's Policies. Safehaven procedures are to be used for all electronic transfers of personal data. This is in order to protect the Trust's patients and staff, and its reputation and to ensure that it complies with the law and other guidelines.

NHS CONSTITUTION

You are obliged to comply with Staff Duties under the constitution, which are as follows:

- To accept professional accountability and maintain the standards of professional practice as set out by the appropriate regulatory body applicable to your profession or role.
- To take reasonable care of your health and safety at work for you, your team and others, and to cooperate with employers to ensure compliance with health and safety requirements.
- To act in accordance with the express and implied terms of your contract of employment.
- Not to discriminate against patients or staff and to adhere to equal opportunities and human rights legislation.
- To protect the confidentiality of personal information you hold unless to do so would put anyone at risk of significant harm.
- To be honest and truthful in applying for a job and in carrying out that job.

How to apply

The closing date for applications is **19 January 2025**

Applications should be made by submitting a full and updated CV, with a covering letter of no more than two sides of A4. Your supporting statement should give evidence of how you meet the requirements of the person specification relating to the role.

Along with your application, please include:

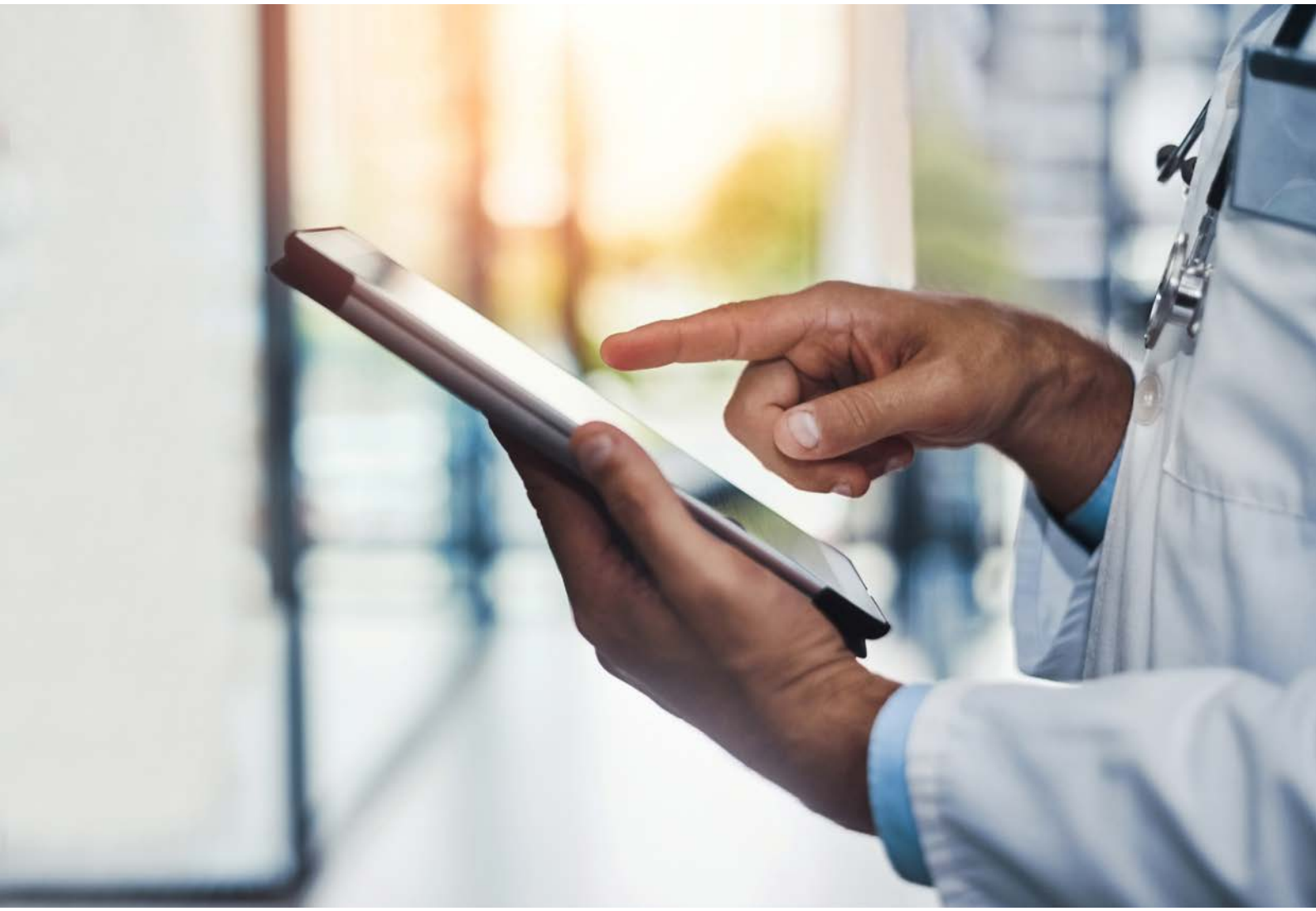
- Contact details for up to four referees (who will not be contacted without your permission)
- A contact email address and telephone number
- Information on current salary and notice period
- A completed **Equal Opportunities Monitoring Form** and **Fit and Proper Person Monitoring Form.**

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 on 07585 356985 or **bdavies@hunter-healthcare.com**

KEY DATES:

Application Deadline	19 January 2025
Shortlisting	24 January 2025
Stakeholder events & interviews	11 February 2025



Hampshire and Isle of Wight Healthcare

NHS Foundation Trust

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