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## Chief Executive Job Description

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Job Title:	Chief Executive
Band:	Very Senior Manager (VSM)
Hours:	37.5 hours
Location:	Warrington Hospital
Responsible for:	Executive Directors: <ul style="list-style-type: none"><li>• Chief Operating Officer &amp; Deputy Chief Executive</li><li>• Executive Medical Director</li><li>• Chief Nurse</li><li>• Chief Finance Officer</li><li>• Chief People Officer</li><li>• Director of Strategy and Partnerships</li><li>• Director of Communication &amp; Engagement</li><li>• Company Secretary &amp; Associate Director of Corporate Governance</li></ul>
Accountable to:	Chairman

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### Warrington and Halton NHS Hospitals – About Us

#### Our Mission

We will be outstanding for our patients, our communities and each other.

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#### Our Vision

We will be a great place to receive healthcare, work and learn.



To achieve our vision, we believe we need to focus on the **Quality** of our services, on the **People** who deliver them and on ensuring our organisation's **Sustainability** with the wider health economies in which we operate.

We call this our **QPS** framework and we use QPS to shape our future strategy and to help us to deliver our vision and mission.

Putting people first remains our collective and individual responsibility and is central to the delivery of high-quality care that is safe, effective, caring, and responsive.

The Trust has developed its 'Our Values' which promote a culture that learns from its mistakes, from excellence and innovations, and where our staff feel valued for their contribution to delivering a first class service.



**Working together:** Listening and understanding to be able to work well with others

**Excellence:** Being the best we can be, with patients and families at the heart of all we do

**Inclusive:** Supporting and valuing everyone to be their true and authentic selves

**Kind:** Acting consistently with compassion, empathy, civility and respect

**Embracing change:** Reflecting, learning and improving, seeking feedback and new ideas

### **Role Summary**

As accountable officer, and full voting member of the Board, to be responsible for overall management of the Trust and its performance in terms of service provision, financial and corporate viability, ensuring that the Trust meets all its statutory and service obligations and for modernising, collaborating and integrating local services along with other partner organisations.



## **Main Tasks and Responsibilities**

### **Strategic and Operational Matters**

- Setting agreed objectives aligned to the Trust's strategic ambitions within Warrington and Halton Place and having regard to responsibilities to regulators, patients, employees, system partners, the Integrated Care Board, governors, members and other stakeholders.
- Successful achievement of objectives and execution of strategy following presentation to, and approval by, the Board of Directors, bearing in mind the appropriate input of the Council of Governors.
- Regularly reviewing the operational performance and strategic direction of the Foundation Trust and making any performance improvements and adjustments necessary.
- Recommending to Board of Directors an annual budget and strategic financial plan and ensuring their achievement following the approval of the board of directors.
- Ensuring financial management and corporate governance systems are in place and are sufficiently robust to enable the Foundation Trust to meet its objectives and report on their performance, in accordance with legal and regulatory requirements.
- Ensuring efficient and effective use of resources and high-quality care to patients served by the Foundation Trust.
- Providing first class healthcare services and collaboration and partnership with other members of the local health economy.
- Ensuring key performance standards and measures for the Foundation Trust are identified, including those relating to performance, quality, service, care, audit, personnel, financial and budgetary are monitored and reported appropriately.
- Regularly reviewing the Foundation Trust's organisational structure and recommending changes as appropriate.
- Oversight for the development and implementation of integrated strategies for the Foundation Trust's services.
- Examining all services, investments and major capital expenditure proposed by the Foundation Trust, and its subsidiaries/joint ventures and the recommendation to the Board of Directors of those which are material by nature of cost.
- Ensuring the Foundation Trust is aware of its risk appetite and managing its resources and activities accordingly.

### **Compliance**

- To be the Accountable Officer, responsible for ensuring that the Foundation Trust meets its statutory requirement and service obligations as set out in the Terms of Authorisation.
- Ultimately responsible for the Foundation Trust's clinical governance and standards of clinical care and ensuring that appropriate assurance and management processes are in place to fully comply with regulatory requirements.
- Ensuring effective mechanisms are in place to implement systems and monitor organisational learning from untoward incidents arising within the Foundation Trust.



- Ensuring the effective implementation of Board of Directors' decisions.
- Developing and following approval by the Board of Directors, implementing appropriate policies covering all aspects of the Foundation Trust's operations, ensuring that all such policies are followed and conform with the highest standards.
- Ensuring appropriate internal controls are in place; and
- Ensuring that all statutory and corporate duties are discharged.

### **Leadership**

- Providing coherent leadership of the Foundation Trust's Executive Team, including representing the organisation to patients, members, suppliers, government, fellow NHS bodies, regulators, the media and wider stakeholders.
- Providing vision, direction and leadership in enabling the Foundation Trust to achieve its strategic goals and objectives.
- Leading the executive directors and senior management team in the day-to-day running of the Foundation Trust.
- Managing and developing the senior management team in the fulfilment of their duties and responsibilities, ensuring appraisals are undertaken at least annually and individual development and training opportunities are provided and relevant.
- Making recommendations on remuneration policy, executive remuneration and terms of employment to the remuneration committee.
- Providing guidance to the nomination committee on the role and capabilities required in respect of executive director appointments.
- Setting HR policies, including management development and succession planning for the senior management team and approving the appointment and termination of employment of members of that team; and
- Providing a means of timely and accurate disclosure of information, including as escalation route for issues.

**This job description outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and this job description may, therefore be amended in consultation with the post holder.**

### **Trust Policies and Procedures**

**The post holder is required to comply with Trust Policies, Procedures and Standards at all times.**

### **Confidentiality**

**The post holder is required to maintain the confidentiality of information regarding patients, staff and other health service business in accordance with the Caldicott Guidelines and Data Protection Act and Children's Act and all other relevant legislation as appropriate.**



#### **Risk Management**

All staff have a responsibility to report any risks and clinical and non-clinical accidents and incidents promptly and co-operate with any investigations undertaken.

#### **Health and Safety**

All staff must be aware of their responsibilities under the Health and Safety at Work Act 1974 and must ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

#### **Equal Opportunities**

The trust is positively committed to the promotion and management of diversity and equality of opportunity.

#### **Conflicts Of Interest**

The Trust is responsible for ensuring the service provided for patients in its care meets the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends.

The Trust standing orders require employees to declare any interest, direct or indirect, with contracts involving the Local Health Community.

Staff are not allowed to further their private interests in the course of their NHS duties.

#### **Appraisal and Statutory Training**

All newly appointed staff will receive an initial appraisal within 6 months of commencing in the post. Thereafter, appraisals will be conducted on an annual basis.

The post holder will undertake all statutory and mandatory training as deemed necessary by the Trust.

#### **Safeguarding Statement**

Warrington and Halton Hospital NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm.

All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

#### **Infection Prevention And Control**

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health and Social Care Act 2008 (updated 2010), establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections.

It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.



**Managers, Heads of Departments, Matrons and other Clinical Leaders are responsible for ensuring that:**

- **The necessary equipment and mechanisms are in place to support infection prevention.**
- **Health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI.**

### **Corporate Responsibilities**

1. **Trust Strategy:** As a member of the Executive Team to provide strategic oversight and corporate leadership in the overall direction of the Trust so that the Trust has a clear strategy and direction as the basis of corporate and clinical service business planning and prioritisation.
2. **Business Plans:** To oversee the development and review of the Trust's (Care Groups and CBU) business plans to ensure that they are consistent with Trust strategic direction, NHS priorities and stakeholder requirements and that the plans are successfully delivered in accordance with agreed internal and external measures of performance (e.g., scorecards).
3. **Leadership:** To provide clear leadership to the Trust and staff, ensuring that performance is appropriately managed through an agreed performance management framework and that all staff are appraised and developed, in order to ensure an efficient, effective and engaged workforce. Also, to act as a role model for the application of Trust values.
4. **Continuous improvement:** To lead and encourage the development of new and innovative practice across the Trust to ensure the continuous improvement of Trust efficiency and effectiveness and the development of high standards of patient service and internal "customer" support.
5. **Risk and Governance:** To ensure that all regulatory and risk management requirements are satisfied and to direct the development of systems, control processes which will establish safe and consistent service delivery and monitoring arrangements. Also, to ensure that remedial action is promptly taken where unacceptable risks are identified.
6. **Financial management:** To ensure sound financial management in the Trust and the achievement of expenditure (capital and revenue) and income targets.
7. **Emergency arrangements:** In exceptional circumstances to participate in the Trust's emergency and on-call arrangements, providing appropriate leadership in the event of unexpected service issues or major disaster in compliance with the Trust emergency procedures.
8. **Representing the Trust:** To act as ambassador for the Trust, ensuring that the needs and views of the Trust are fairly represented in external (including national and sector) forums and that opportunities are taken to enhance the reputation of the Trust and realise business development opportunities.
9. **Customer Service:** To promote the development of a robust customer service culture to ensure that it is understood and delivered by staff across the organisation, for both internal and external customers.
10. **Performance management:** Oversee and monitor the delivery of high quality and safe patient services through robust performance management and reporting systems.
11. **Infection Control:** Establish and maintain the highest standards of clinical and environmental hygiene to assure infection control standards and eliminate hospital acquired infections and implement all statutory instruments e.g., Health Act 2006 (Hygiene Code)
12. **Equality:** Exercise corporate responsibility for ensuring the equality of diversity agenda is delivered and monitored, including production of equality impact assessments for all new policies and major pieces of work.





- 13. Confidentiality:** In all matters to assure confidentiality of person identifiable information (PID) and all other data related to the good reputation and viability of the Trust.
- 14. Policies:** Ensure that the Trust's policies are integral to communication and engagement portfolio.
- 15. Corporate Projects:** Be responsible for the sponsorship of projects that are of a corporate nature and ensure implementation and benefits realisation are achieved.
- 16. Sustainability:** To be an ambassador of the Trust's sustainability and green agenda, by raising awareness and promoting good practice in order to encourage behavioural change in employees, patients, visitors, partners and suppliers.

## **FIT AND PROPER PERSONS TEST & DISCLOSURE AND BARRING SERVICE**

**As a Board member of an NHS Trust you are required to meet the fit and proper person requirements laid down** in the Health and Social Care Act 2008 (Regulation of Regulated Activities) Regulations 2014 as amended by the Health and Social Care Act 2008 (Regulation of Regulated Activities) (Amendment) Regulations 2014) and any subsequent relevant legislation, including annual checks of compliance.

Your employment with the Trust is conditional on you meeting the Fit and Proper Persons Test at appointment and thereafter do not fall within the definition of an 'unfit person' as specified in the trust's provider licence and your DBS is annually checked.

### **Additional Information**

This post will be subject to an enhanced disclosure check with the Disclosure and Barring Service. For more information regarding the DBS please access the following web site: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

This job description will be reviewed during the annual appraisal.

The employee shares with the employer responsibility to suggest alterations to the scope of duties to improve the working situation and to adapt to change and facilitate service improvement.

Any changes to this role specification will be made in consultation with the post holder.



## Chief Executive Person Specification

	ESSENTIAL	DESIRABLE
<b>EXPERIENCE</b>	<p>Significant experience at board level.</p> <p>Track record of managing successful major change in a complex organisation.</p> <p>Demonstrable record of managing change through integration of services across traditional organisational boundaries.</p> <p>Evidence of well-developed and effective networks, including partnership working across health and social care.</p> <p>Significant experience of working with system partners to influence and collaborate on commissioning decisions.</p> <p>Knowledge and understanding of the NHS financial and commissioning processes.</p>	<p>Operating at Chief Executive or Deputy Chief Executive in a Foundation Trust or NHS Trust or equivalent experience gained in a complex organisational environment.</p> <p>Demonstrable record of managing change through integration of services across traditional organisational boundaries.</p>
<b>QUALIFICATIONS</b>	<p>Degree or equivalent experience.</p> <p>Master's qualification or equivalent experience of strategic leadership and management in a complex health care environment.</p> <p>Evidence of professional and personal development in strategic leadership and management in last two years.</p>	<p>Management qualification (e.g. MBA)</p>





<b>SKILLS, KNOWLEDGE &amp; COMPETENCIES</b>	<p>Effective leader with the ability to inspire confidence and respect, within and outside the organisation.</p> <p>Extensive knowledge and capability in:</p> <ul style="list-style-type: none"> <li>• Financial Management</li> <li>• Corporate Governance</li> <li>• Health and Safety policy</li> <li>• Strategic Planning</li> <li>• Integrated System Working</li> <li>• Change Management</li> <li>• Quality Management</li> <li>• Building Effective Teams</li> <li>• Public Relations</li> </ul> <p>Ability to understand and develop policy frameworks.</p> <p>Politically astute, within a complex health and social care system.</p> <p>Proven ability to deliver.</p> <p>Evidence of how managed work activity has transferred into organisational benefits.</p> <p>Ability to lead change by influencing others.</p> <p>Ability to inspire colleagues and key stakeholders.</p> <p>Evidence of collaborative working with emphasis on empowerment and partnership working.</p> <p>Excellent organisational and time management skills.</p> <p>Experience of providing information, which is accurate, reliable, relevant and timely to support the effective assessment of performance and inform key decisions by assurance committees/Trust Board.</p>	
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	<p>Experience of developing and overseeing processes in place to support clinical and non-clinical governance which allows rapid identification and escalation of adverse events or deterioration in compliance and performance.</p> <p>Sound understanding of NHS strategic change agenda and political environment.</p> <p>Commitment to the health, safety and wellbeing of staff and patients with scope of role.</p> <p>Knowledge and capability to lead system workstreams on behalf of either the Trust or for Cheshire and Merseyside.</p>	
<p><b>SPECIFIC JOB REQUIREMENTS</b>          (e.g. physical demands)</p>	<p>Access to 24-hour transportation and work across two sites.</p> <p>In exceptional circumstances, may be required to participate in the Executive on-call rota.</p> <p>Self-disciplined with high level of personal integrity</p> <p>Upholds the Trust's Values and Behaviours in all aspects of their work</p>	<p>High personal resilience and a commitment to deliver.</p>

Reviewed April 2024

