

Role Profile

AfC Ref (if applicable):	Not applicable
1 Job details	
Job title: Band: Hours: Contract: Location: Responsible to: Reports to: Liaises with:	Associate Non-Executive Director (NED) Development Role Not applicable circa. 3 days per month Up to a maximum of 24 months St Catherine's Health Centre WCHC Chair WCHC Chair Key internal and external stakeholders

2 Introduction
<p>This role profile describes the skills, experience and attributes that are required to be considered for our Associate NED Development programme at WCHC.</p> <p>The NHS is founded on principles and values that bind together the diverse communities and people it serves – patients and public – and the staff who work for it.</p> <p>You must demonstrate a clear commitment to the Trust's values and the NHS values and principles outlined in the NHS Constitution and Principles of Public Life by upholding the highest standards of conduct and candour by displaying selflessness, integrity, objectivity, accountability, openness, honesty and leadership.</p>

3 Skills, Experience, and Attributes
<p>You are already a senior leader, ideally at sub-board level, and aspire to reach the board level within the next 2 years.</p> <p>You will need to be able to demonstrate that you can use your senior level experience to:</p> <ul style="list-style-type: none"> - Bring independence, external perspectives, skills, and challenge to strategy development. - Shape and support an inclusive, compassionate, person-centred culture for the trust, encouraging diversity, change and innovation using a collaborative and engaging leadership style. - Use personal knowledge and experience to support Trust NEDs to fulfil their statutory duties.

- Achieve the best sustainable outcomes for patients and service users by encouraging continuous improvement, clinical excellence, and value for money.
- Demonstrate an understanding of balancing organisational priorities with wider collaboration
- Ability to form alliances and work diplomatically across complex interfaces
- Utilise personal lived experience to add valuable insight to discussions and decisions.
- Utilise existing leadership skills to evidence your potential to adopt and effectively demonstrate NHS Leadership Competencies as documented within the NHS leadership competency framework for board members.

4 Lived Experience

Personally, you will bring a range of professional expertise as well as community understanding and experience.

We are interested in your life experience and personal motivation that will add valuable personal insights.

Those lived experiences could be:

- a patient or carer of a service user
- working with or supporting those in minority or underrepresented groups
- direct lived experience in one or more minority or under-represented groups
- engaging with diverse ethnic, cultural, social and economic groups and communities
- experience of engaging with gender issues
- experience of engaging with challenges of younger people's issues
- experience of engaging with mental health issues and or living with physical disability
- experience of the Armed Forces and/or being from the Armed Forces Community
- experience as a working carer or supporting working carers

5 Additional Criteria

You will also have:

- the self-knowledge and appetite to drive your own learning and development, and the ability to engage with and add value to the work of WCHC
- senior experience from private, public or voluntary sector with a good understanding of the legal duties, liabilities and responsibilities of being a non-executive director in today's NHS.
- a passion and keen interest in contributing as a non-executive director at board level in a complex NHS organisation

6 Vision and values

Our common purpose and values were developed by staff from across the organisation and reflect who we are and what we stand for.

Our common purpose is...

Together...

we will support you and your community to live well.

Our values...

Compassion

Supportive and caring, listening to others.

Open

Communicating openly, honestly and sharing ideas.

Trust

Trusted to deliver, feeling valued and safe.

7 Data protection (Data Protection Act 1998) / Freedom of Information Act 2000 / Computer Misuse Act 1990

Wirral Community Health and Care NHS Foundation Trust fully supports the principles of corporate governance and recognises its public accountability, but equally places importance on the confidentiality of, and the security to safeguard, both personal information about patients and staff and commercially sensitive information. It is an annual requirement for employees to complete basic online Information Governance training.

Responsibilities for all staff

To ensure the confidentiality and security of all information that is dealt with in the course of performing your duties in accordance with the requirements of the General Data Protection Regulations 2018 and adhere to the principles of Caldicott.

Employee should be aware that the Trust operates a 'Code of Conduct for handling personal identifiable information'. They should become familiar with the 'Code' and keep up to date with any changes that are made. Breaches of the guidelines in the 'Code' could be regarded as gross misconduct and may result in serious disciplinary action being taken, up to and including dismissal.

To comply with and keep up to date with the requirements of legislation such as the Freedom of Information Act 2000 and the Computer Misuse Act 1990.

With the addition of management responsibilities for managers

To ensure that your staff maintain that the confidentiality and security of all information that is dealt with in the course of performing their duties is in accordance with the requirements of the General Data Protection Regulations 2018 and the principles of Caldicott.

To ensure that your staff are aware of their obligations under legislation such as the Freedom of Information Act 2000, the Computer Misuse Act 1990 and that staff are updated with any changes or additions relevant to legislation.

Compassion Open Trust

8 Appraisal / Learning and development

Wirral Community Health and Care NHS Foundation Trust is committed to supporting staff in carrying out their roles. As part of our commitment to supporting staff carrying out their roles, the Trust operates an annual appraisal. Wirral Community Health and Care NHS Foundation Trust appraisal is based on the principles of good people management and how organisations can enable people to work effectively.

Wirral Community Health and Care NHS Foundation Trust appraisal aims to support the effective learning and development of individuals and teams.

9 Equal opportunities

Wirral Community Health and Care NHS Foundation Trust recognises the need for a diverse workforce and is committed to Equal Opportunities in employment and seeks to eliminate unlawful racial, sexual or disability discrimination, to promote equality of opportunity and good relations between staff and clients of differing groups under the Equality Act 2010.

10 Risk management and health and safety at work

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

11 Infection control

Reducing the risk of infection through good infection control practice is the key priority for Wirral Community NHS Foundation Trust. It is the responsibility of every member of staff to prevent and control the spread of infection. In order to maintain high standards of infection and prevention control all staff are expected to comply with Trust infection and prevention control policies, procedures and best practice guidance and report and concerns to their managers.

Staff are required to attend mandatory infection prevention and control training as set out in the Trust mandatory training matrixes.

12 Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

13 Smoking

The NHS is smoke free. Smoking is not permitted on any of our premises, grounds or the surrounding land including car parking facilities. This also applies to the use of electronic cigarettes (vaping). The use of electronic cigarettes is prohibited wherever smoking is prohibited.

14 Policies and procedures

Wirral Community Health and Care NHS Foundation Trust has numerous policies and procedures in place which provide standard organisational ways of working in line with organisational objectives, relevant legislation and requirements. Policies allow for continuity and consistency within the Trust. Employees must abide by and adhere to all Wirral Community NHS Foundation Trust's policies at all times.

15 Agreed role profile

Post holder

Name:.....

(please print)

Signature:.....

Date:.....

Manager

Name:.....

(please print)

Signature:.....

Date:.....