

JOB DESCRIPTION

Job Title & Grade	Deputy Director of Corporate Governance and Deputy Trust Secretary
Contract	Substantive
Hours	Full-time 37.5 Hours
Location	Kings College Hospital, Denmark Hill
Care Group	Corporate
Accountable to	Director of Corporate Affairs and Trust Secretary
Responsible to	Director of Corporate Affairs and Trust Secretary

1. KING'S COLLEGE HOSPITAL NHS FOUNDATION TRUST

King's College Hospital NHS Foundation Trust is one of the UK's largest and busiest teaching Trusts with a turnover of c£1 billion, 1.5 million patient contacts a year and more than 15,000 staff based across South East London. The Trust provides a full range of local and specialist services across its five sites. The Trust-wide strategy of Strong Roots, Global Reach is our Vision to be BOLD, Brilliant people, outstanding care, Leaders in Research, Innovation and Education, Diversity, Equality and Inclusion at the heart of everything we do. By being person centred, digitally-enabled, and focused on sustainability, we aim to take Team King's to another level.

We are at a pivotal point in our history and we require individuals who are ready to join a highly professional team and make a real, lasting difference to our patients and our people.

King's is committed to delivering Sustainable Healthcare for all via our Green Plan. In line with national Greener NHS ambitions, we have set net zero carbon targets by 2040 for our NHS Carbon Footprint and 2045 for our NHS Carbon Footprint Plus. Everyone's contribution is required in order to meet the goals set out in our Green Plan and we encourage all staff to work responsibly, minimising their contributions to the Trust's carbon emissions, waste and pollution wherever possible.

The Trust is recognised internationally for its work in liver disease and transplantation, neurosciences, cardiac, haemato-oncology, fetal medicine, stroke, major trauma, and emergency medicine.

King's is a key partner in one of London's foremost Academic Health Science Centres, King's Health Partners (KHP). KHP is one of only six Department of Health-designated AHSCs in England. It brings together a world-leading research-led university – King's College London – and three successful NHS Foundation Trusts: King's College Hospital, Guy's and St Thomas', and South London and Maudsley.

King's launched revised organisational values centred on King's as a kind, respectful team:

- **Kind.** We show compassion and understanding and bring a positive attitude to our work. □ **Respectful.** We promote equality, are inclusive and honest, speaking up when needed.
- **Team.** We support each other, communicate openly, and are reassuringly professional.

We offer a family friendly working approach for all staff to ensure a good work-life balance. The Trust provides a supportive mentoring and career planning programme. Applications for job sharing are welcome.

Key Strategic Accountabilities

- Specifically, the Deputy Director of Corporate Affairs will be accountable for:
- Supporting the Director of CATS to ensure compliance with the requirements of the Health and Social Care Act 2008 (regulated Activities) Regulations 2014
- Supporting the Director of CA as principal advisor to the Chair and Chief Executive on all issues relating to corporate governance
- Developing and implementing governance policies and procedures for KCH and to advise the board of directors and the council of governors on developments in Governance issues including the implications of system-wide governance policies and procedures.
- Support the relationship management with the Council of Governors and other key groups to ensure that these groups are well supported to enable them to deliver their responsibilities.
- Ensuring meetings of the board of directors and the council of governors, their subcommittees and panels run effectively and efficiently, they are properly recorded and directors and governors receive appropriate administrative support, advice and guidance.
- Supporting the Director of CATS in their tasks and responsibilities as Company Secretary; leading and managing the Trust's Secretariat and acting as support to the Director of CA in the development and implementation of robust risk, performance management and assurance frameworks.

Support the development and maintenance of the Board Assurance Framework.

- Providing leadership to and management of the Corporate Governance provision within the Trust and provides the executive line management duties to the Trust Secretariat

Main Duties and Responsibilities

Company Secretary role/Corporate Governance

- Embed and maintain effective procedures to ensure the Foundation Trust (FT) complies with the requirements of the Health and Social Care Act, as amended, and with the terms of its licence/authorisation. Also establish effective procedures to

ensure the Trust complies with the terms of its constitution and any amendments to the constitution are drafted and incorporated in line with correct procedures.

- Embed and maintain effective corporate governance arrangements, including policies and procedures that affect the FT, and ensure the board of directors and council of governors are fully briefed on these matters and have regard to them when taking decisions. Devise and maintain appropriate standing orders and a scheme of delegation and reserved powers for the board of directors, and ensure arrangements are in place for the safe custody and application of the common seal.
- Ensure the Trust's Assurance arrangements operate effectively and in accordance with the constitution and support the trusts arrangements for the management of strategic and corporate objectives. . Ensure the Board Assurance Framework document is developed and maintained and used dynamically by the Board to safeguard the achievement of strategic priorities and objectives.
- Provide independent expert advice and support to the Director of CASP on all matters relating to statutory, regulatory and legislative compliance and interpretation and on constitutional matters, correct and proper conduct of business and the efficient and effective resolution of issues. Act as key point of contact for information and advice for Non-Executive Directors.
- Provide authoritative advice and support to members of the board of directors and the council of governors on the discharge of their duties, both on an individual basis and by presentations at Board or sub-committee meetings, and arrange for the board of directors and the council of governors to access, as required, legal advice on the effective discharge of their corporate governance responsibilities and any matters related thereto.
- Act as key point of contact for, the Trust's main regulators and co-ordinate the production of timely responses to regulator requests for information.
- Plan and arrange, in conjunction with the Chair and Chief Executive, meetings of the board of directors and the council of governors, ensuring the timely production of agendas, reports and subsequent minutes, and the taking of follow-up action. Ensure that general meetings of the board of directors and the council of governors are conducted in accordance with the corporation's constitution, and that any committees of the board of directors and the council of governors are properly established and constituted in accordance with the constitution and standing orders, with clear terms of reference.
- Ensure that the following registers are maintained and made available for public inspection in accordance with the constitution:
 - Members Register;
 - Register of governors;
 - Register of Interests of governors;
 - Register of directors;
 - Register of Interests of directors.

- Ensure effective arrangements for the management and declaration of interests, gifts, sponsorship and hospitality including the development and maintenance of Conflicts of Interest.
- Ensure Standing Orders and the Scheme of Delegation are in place, acted upon and reviewed as necessary, and with the Chief Financial Officer or their designated individual, ensure that Standing Financial Instructions are similarly in place, reviewed and acted upon by the Board of Directors.
- Make available, where appropriate, for public inspection a copy of each of the following:
 - Current constitution;
 - Current authorisation;
 - Latest annual accounts and auditors' report;
 - Latest annual report;
 - Latest information as to the forward planning of the corporation;
 - Any notice given under section 23 of the Health and Social Care Act 2008 (regulated Activities) Regulations 2014.
 - Any other information required under the Freedom of Information Act.
- Ensure that the annual report and statements that form part of the annual report, and the annual general meeting are produced/presented and arranged appropriately and in accordance with the constitution. Ensure statutory annual returns, including the annual accounts and annual report are provided to NHSE and laid before Parliament in accordance with prescribed timescales.
- Ensure arrangements are in place for the selection of the Chair and non-executive directors, and for their appointment by the council of governors
- In collaboration with the Legal Services Department, ensure that arrangements are in place for the safe custody and application of the Trust's seal and register of its use.
- Establish, in conjunction with the Chair and the Chief Executive, suitable arrangements for the evaluation of the effectiveness of the board of directors and the council of governors, including, as appropriate, the induction, training and appraisal of directors and governors.
- Ensure the provision of adequate administrative resources to facilitate the effective working of the board of directors and the council of governors and act as the initial point of contact for and between the board of directors and council of governors. Such support to include the collation of specific information and the production of papers and reports to ensure the board of directors and council of governors are suitably briefed on matters of interest regarding the corporation.

General Role Duties

- Ensure the directorate delivers key performance indicators and objectives, and meets budgetary management responsibilities whilst responding to internal and external demands.
- Ensure value for money and other audit recommendations are actively acted upon and changes implemented as appropriate.
- Line managing and being responsible for ensuring an effective system of performance management, including appraisal and personal development, for all direct reports and their staff, including active succession and workforce planning.
- The post holder may be required to undertake other relevant duties, including the operational lead for specific services and localities, as required by the Director of CASP.

General Trust Duties

- The post holder has a general duty of care for their own health, safety and well being and that of work colleagues, visitors and patients within the hospital, in addition to any specific risk management or clinical governance accountabilities associated with this post
- To observe the rules, policies, procedures and standards of King's College Hospital NHS Foundation Trust together with all relevant statutory and professional obligations
- To observe and maintain strict confidentiality of personal information relating to patients and staff
- To be responsible, with management support, for their own personal development and to actively contribute to the development of colleagues
- This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder
- The post holder has an important responsibility for and contribution to make to infection control and must be familiar with the infection control and hygiene requirements of this role. These requirements are set out in the National Code of Practice on Infection Control and in local policies and procedures which will be made clear during your induction and subsequent refresher training. These standards must be strictly complied with at all times

PERSON SPECIFICATION

Deputy Director of Corporate Governance and Deputy Trust Secretary

	Essential	Desirable
Education and Qualifications		
Masters level qualification or equivalent knowledge and experience	x	
Chartered Governance Institute Qualification.		x
Knowledge and Experience		
Significant experience of working at a Corporate level	x	
Extensive knowledge and application gained within a large, complex organisation.	x	
Work within the NHS or similar environment.		x
Can demonstrate experience of providing independent expert advice and support on all matters relating to statutory, regulatory and legislative compliance and interpretation and on constitutional matters	x	
Record of successful achievement of managing meetings at Board level	x	
Record of successful achievement in accurately recording formal Board level meetings ensuring that minutes and actions are accurately taken and followed up.	x	
Significant experience of risk management and governance	x	
Experience of providing authoritative advice on complex issues and demonstrate developed persuasive, motivational and negotiating skills.	x	
Experience of analysing complex workforce problems and develop and appraise a range of options.	x	
Experience of partnership working with a wide range of colleagues	x	
Experience of working on own initiative and co-ordinate the activities of others	x	
Significant experience of corporate governance within a large Acute NHS Hospital		x
Experience of delivering specific projects	x	
Experience of formulating and adjusting plans, policies and regulations relating to Corporate Governance, with the minimum of supervision.	x	
Ability to understand, manipulate and analyse electronic data and present appropriately.	x	
Computer literate, advanced keyboard skills.	x	
Understanding of the Equality and Diversity agenda within a public sector setting	x	
A thorough knowledge of how to formulate and present annual reports and accounts	x	
Knowledge and understanding of Charity and Voluntary Services		x