

Appendix 2

JOB DESCRIPTION – NON EXECUTIVE DIRECTOR

Where the appointment is for an Audit Committee Chair - the additions included in blue below should be added to the Job description and the person specification

1. JOB DETAILS

Job Title:	Non-Executive Director – General / Audit Committee Chair
Reports to:	Chair of the Board of Directors
Accountable to:	Chair of the Board of Directors and Council of Governors
Location:	Trust Headquarters, Bradford Royal Infirmary

2. JOB PURPOSE

The postholder will work with other Non-Executive Directors, the Chief Executive and other Executive Directors as an equal member of the Board of Directors.

He/she will be expected to use his/her **financial** expertise and personal knowledge of the community to guide and advise on the work of the Board of Directors of Bradford Teaching Hospitals NHS Foundation Trust.

A strong commitment to the NHS and an interest and understanding of healthcare issues is required.

The normal term of office is three years. Formal appointment will be by the Council of Governors.

3. JOB DIMENSIONS

Participate fully in the work of the Board of Directors and maintain appropriate links with individual directors.

4. ORGANISATIONAL STRUCTURE

Information is available at:

<https://www.bradfordhospitals.nhs.uk/our-trust/how-we-make-decisions/>

5. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Please see person specification below.

6. PRIMARY DUTIES & AREAS OF RESPONSIBILITY

1. To ensure that the Board of Directors establishes clear objectives and delivers agreed plans and meets the terms of its authorisation set by ~~Monitor~~ NHS England. Regularly review performance against these objectives.
2. To support and challenge where appropriate, the Chair, Chief Executive and other Executive Directors to ensure that the Board of Directors conforms to the highest standards of corporate governance and makes appropriate decisions.
3. To encourage the best use of financial resources (including the development of effective financial control arrangements to secure high levels of probity and value for money).
4. To Chair the Foundation Trust's Audit Committee and ensure it fulfils all the responsibilities set out in the Foundation Trust's Standing Orders and, To lead or participate in other committees or sub-groups of the Board of Directors charged with specific activities to support the delivery of services.
5. To share and use relevant expertise with Senior Managers and Clinicians in a changing healthcare environment.
6. To represent the Trust's views with national, regional or local bodies or individuals and ensure that the views of a wide range of stakeholders are considered.
7. To uphold the values of the Trust, be an appropriate role model and to ensure that the Board promotes equality and diversity for all its patients, staff and other stakeholders.
8. To promote appropriate processes and procedures to deliver high standards of professional, clinical, administrative and personal behaviours across the Trust.
9. To be aware of and act in accordance with relevant Trust policies.
10. To be an ambassador for the Trust; be knowledgeable and aware of local issues, and assist the Trust in its efforts to support local regeneration as a major employer in Bradford.
11. Have an understanding of the partnership working arrangements at 'Place' and 'Integrated Care System' level and how this might impact on the way in which we formulate our strategy.
12. Be able to understand the complexity of the system we work within; operate beyond organisational boundaries and be comfortable with the ambiguity of working across these boundaries at a national, system, and Place level.
13. Be aware of and understand the governance arrangements for cross-organisation working and the impact these arrangements may have on the way in which the Board of Directors operates.

7. COMMUNICATION AND WORKING RELATIONSHIPS

The main working relationships and communication channels linked to the post are:

- Board of Directors
- Council of Governors
- Senior Managers and Clinicians within the Foundation Trust
- Stakeholders in the Bradford District & Craven and West Yorkshire Communities

Bradford Teaching Hospitals NHS Foundation Trust is part of the West Yorkshire Health and Care Partnership (our Integrated Care System), West Yorkshire Association of Acute Trusts (WYAAT), ~~a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients, and the Bradford District and Craven Health and Care Partnership.~~

By bringing together the wide range of skills and expertise across West Yorkshire and Bradford District and Craven, ~~and Harrogate~~ we are working differently, innovating and driving forward change to deliver the highest quality care. ~~By w~~Working for Bradford Teaching Hospitals NHS Foundation Trust ~~this~~ is your opportunity to be a part of that change.

More information can be found at the links below:

<https://www.wypartnership.co.uk/>

<https://bdcpartnership.co.uk/>

<https://wyaat.wypartnership.co.uk/>

~~WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.~~

8. JOB DESCRIPTION AGREEMENT

Non-Executive Director's Signature: _____

Date: _____

Chairman's Signature: _____

Date: _____



PERSON SPECIFICATION

Post Title: Non-Executive Director

Post Ref: (To complete)

An Equal Opportunity Employer

Bradford Teaching Hospitals NHS Foundation Trust positively welcomes applications from Disabled People and will make reasonable adjustments to posts in compliance with the Equality Act 2010.

E or D indicates whether a selection criterion is 'Essential' to the job role or 'Desirable'.

As a minimum a candidate must meet the essential criteria for the post to be recruited.

Skills	How Identified	E/D
Well-developed political awareness	Application / Interview	E
Excellent interpersonal and communication skills	Application / Interview	E
Ability to challenge and debate constructively in difficult discussions	Application / Interview	E
Ability to demonstrate sound judgement and common sense	Application / Interview	E
Ability to analyse complex information and have strong analytical and problem solving skills	Application / Interview	E
Evidence of experience of working within a Committee structure	Application / Interview	E
The ability to work constructively as a member of a diverse team valuing diversity internally across the trust and externally across the wider community	Application / Interview	E

Knowledge	How Identified	E/D
Understanding of Information Governance and Confidentiality	Application / Interview	E
Good understanding of corporate governance, finance and risk management in large organisations	Application / Interview	E
Understanding of our local community and associated healthcare issues	Application / Interview	E
Understanding of NHS Policy	Application / Interview	D
Recent and relevant financial experience	Application / Interview	E

Qualification	How Identified	E/D
Degree (minimum 2:2) or equivalent	Application	E

Other Requirements	How Identified	E/D
Understanding of the healthcare needs of the local community and awareness of local issues ideally gained through public or voluntary sector involvement or employment	Application/Interview	D
Eligibility to become a member of Bradford Teaching Hospitals NHS Foundation Trust	Application/Interview	E
Commitment to personal and organisational development	Application/Interview	D

Values and Behaviours (some of these standard core values may be demonstrated in meeting other criteria cited on this person specification)	How Identified	E/D
We are one team <ul style="list-style-type: none"> We trust each other and work together We talk clearly and honestly. We make every penny count. We get better all the time 	Application form/ Interview/ Test	E
We care <ul style="list-style-type: none"> We are kind and compassionate. We take ownership and keep our word. We are passionate, proud and committed. We say thank you. 	Application form/ Interview/ Test	E
We value people <ul style="list-style-type: none"> We respect each other and our patients We embrace difference We support each other We say when we have done well and learn from mistakes 	Application form/ Interview/ Test	E

Other Requirements: <i>Includes; Working Conditions</i>	How Identified	E/D
Able to fulfil Occupational Health requirements for the post (with reasonable adjustments, if necessary). Including clearance on blood borne viruses, in compliance with Trust Policy.	Occupational Health Paper Screening, followed by an Immunisation Assessment in the first week of work	E