

Candidate Briefing Pack

Director of Nursing, Allied Health
Professional and Quality





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Welcome from the Chief Executive

Thank you for expressing an interest in joining Leicestershire Partnership NHS Trust (LPT). This is a crucial time for the NHS and the Trust and a particularly exciting time to join our leadership team.

Since my appointment as Chief Executive I have been working to develop an executive team that can lead LPT in these most demanding of times. As a trust we are on a journey of improvement. Having focused considerable time and effort on delivering some immediate improvements and tackling some of our most urgent quality and safety issues highlighted in our CQC report, we are now seeking to move to a more comprehensive, strategic approach.

This approach is outlined in our new Strategy 'STEP up to GREAT', our ambitious plan to deliver long term sustainability that makes sense to the front line and helps to deliver improvements in our priority areas. I am confident this will make a real difference for the better for our patients and support our staff in their efforts to deliver the high standards of care to which they aspire. This will be reflected within our CQC ratings at our next inspection.

I want our patients, service users, carers and staff to recommend LPT as a place to receive care and I want to give everyone who works for us, and with us, a reason to feel proud of the services we provide.

LPT is committed to continuous improvement, sharing learning and adopting best practice. This is the basis of our formal buddy relationship with Northamptonshire Healthcare NHS Foundation Trust (NHFT). I am keen to bring some of the thinking and best practice that has made NHFT a CQC 'Outstanding' Trust. This sharing of best practice works both ways and I am pleased to see the many benefits NHFT has gained by working more closely with colleagues at LPT.

We also have an important role to play across the wider system, with our partners in Leicester, Leicestershire and Rutland, as part of an emerging Integrated Care System. We have formed good working relationships with other mental health providers across the East Midlands and we have strong links with the University of Leicester.

Through the relationships we create with our stakeholders, the work we do with our partners to identify and deliver new models of care, through the constant drive for innovation and through the engagement of our staff in what needs to be done. We are excited by the possibilities this presents and how this might enable us to continue to deliver quality care for all those we serve and for those who care for them.

I am looking for an experienced individual who can work as part of our Trust Board and make a significant contribution to our corporate and clinical strategy. I will also be looking for someone who can provide strong clinical leadership, both within our Trust and across the wider system.

I do hope you enjoy reading this information pack and learning more about LPT and the role. I hope that you will be inspired to make an application and if you believe you have the necessary experience and qualities, I very much look forward to receiving your application.

Angela Hillery
Chief Executive

Who we are

We (Leicestershire Partnership NHS Trust) are an integrated mental health, community health and learning disability services provider for all ages. Our 6,500 staff and volunteers provide services through over 100 in-patient and community settings, as well as in people's homes, across Leicester, Leicestershire and Rutland. Our collective vision is to create high quality, compassionate care and wellbeing for all – with quality and safety as our number one priority.

Our strategy: Step up to Great

Quality and safety for all is our number one priority. We have strengthened our vision and strategy, to make our direction of travel as clear as possible for everyone. This has been brought together using feedback from staff, service users and stakeholders to evolve our work so far into a clearer trust-wide strategy for all areas: Step Up to Great.

Through Step Up to Great we have identified key priority areas to focus on together. Our Step up to Great Mental Health plan for adult and older people's services is one of these priority areas of transformation. It will be shaped by operational and clinical leaders, in collaboration with our staff, supported by the transformation team to ensure that we put these service improvements into practice over the coming few years. And we are clear that by doing this it will help us achieve improvements in the quality and safety of our services. It is about making a real and sustainable difference for our patients and supporting our staff to deliver high standards of care every day.

NHS
Leicestershire Partnership
NHS Trust



“Creating high quality, compassionate care and wellbeing for all”



STEP up to GREAT



Job Description

BAND:	Executive Director (Voting) Very Senior Manager
HOURS AND: DURATION	Permanent Full time
DBS LEVEL:	Enhanced
REPORTS TO:	Chief Executive
ACCOUNTABLE TO:	Chief Executive
LOCATION:	The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements.

JOB SUMMARY/PURPOSE:

As an Executive member of the Trust Board the post holder's prime responsibility is to work corporately with other Board members in determining and delivering the Trust's strategic plans, managing the organisation's performance and assuring good governance across all of the organisation's functions. A key element of this role will be to lead and drive forward the professional nursing and allied health professional agendas to meet the changing needs of the Trust and the NHS. The post holder will be the Lead Executive for specifically setting standards and providing professional advice to the Chief Executive, the Board of Directors and directorates on all nursing matters and assuring delivery of the Trust's strategic plans in the following areas:

- Leading the Trust Board's statutory duties of clinical governance in conjunction with the Medical Director.
- Lead the development of the Trust Quality Strategy
- Professional leadership to the nursing and AHP profession throughout the Trust.
- Lead service user and carer involvement across the Trust
- Provision of nursing advice to the trust board
- Risk management and Board Assurance Framework
- Child and Adult Safeguarding
- Infection prevention and Control
- Patient safety services including incident reporting processes
- Patient experience including complaints and PALs
- Live the values of the Trust, to be an appropriate role model and to ensure that the board promotes, the Nolan Principles and supports equality and diversity for all service users, staff and other stakeholders.

MAIN DUTIES AND RESPONSIBILITIES/KEY RESULT AREAS**KEY RESPONSIBILITIES**

1. Ensure that the Chief Executive and the Board of Directors is provided with full information and advice on the professional nursing and wider clinical aspects of the Trust's strategic plans, programmes and projects.
2. Work with the Medical Director, Clinical Directors and Directorate managers to facilitate a culture of clinical innovation that enables the Trust to be seen as a 'centre of excellence' for clinical practice.
3. Lead the Trust's clinical response alongside the Medical Director on emergent issues and incidents, for example pandemic diseases.
4. Provide coherent and professional leadership and direction to the Trust's nursing and clinical workforce that engages and inspires the achievement of the Trust's objectives and strategic plans.
5. Lead the development of the Quality Strategy and Quality Account
6. Act on behalf of the Trust on nursing and quality matters relating to external bodies including the Department of Health, NHSi, NHS England, Care Quality Commission and other Trusts, Universities or on any other such circumstances which may arise from time to time.
7. Provide coherent and innovative leadership to the nursing workforce to enable it to contribute to patient services in the Trust.
8. To continue to develop and implement the Trust strategy for nursing services.
9. Provide professional nursing support to senior nursing staff within the Trust.
10. Take lead responsibility for the establishment and maintenance of service user and carer involvement and ensure this is embedded at all levels across the organisation, up to and including trust board.
11. Take lead responsibility for matters relating to pre and post-registration professional nursing education and training, including a professional perspective to the career development of senior nurses.
12. Promote the appropriate development of the nursing role and ensure a high level of credibility for the profession as a whole, both inside and external to the profession.
13. Provide the focus for nursing standards, policies and practices. Liaising at a multiprofessional level to ensure clinical policies are consistent and comply with Statutory regulations, NMC and professional standards and local policy.
14. Develop effective and comprehensive advisory networks, ensuring the continuing development of innovative nursing practice and the identification of the implications for local nursing of national policy changes
15. Ensure appropriate clinical supervision arrangements exist in the Trust for Nurses and AHPs
16. Provide professional support and supervision of the safeguarding function across the trust.
17. Facilitate the implementation of the Trust's Quality Improvement and Patient safety strategic approach.

18. Help raise external profile and recognition of nursing in the Trust through activities such as research and development, publications by nurses, conference and seminar presentations.
19. Ensure good links with professional heads to maintain multi-disciplinary awareness of clinical governance development issues.
20. Ensure that all complaints are acknowledged and thoroughly investigated and responded to, in accordance with the NHS Complaints Procedure.
21. Ensure the analysis of complaints, recommending for action those measures that are necessary to improve/remove causes of complaints, thus ensuring that complaints facilitate a learning process within the Trust.
22. Lead on development and delivery of the Trust's Risk Management Strategy, helping to create the culture necessary to secure the effective implementation of that strategy.
23. Lead on development and delivery of the Trust's Safeguarding Strategies including the development of policies and procedures.
24. Co-ordinate the Trust's User and Carer Involvement activity including the management of the PALS service.
25. To ensure effective system of Team Briefing and other communication arrangements are in place in the Directorate Team
26. To supervise, appraise and produce individual PDPs and coach Directorate staff and to jointly undertake the activities with Directorate General Managers in respect of the Directorate Senior Nurses.
27. Deliver a balanced budget, including agreed cost improvement plans for the budgets managed.
28. To establish and maintain close working relationships with the De Montfort University and the University of Leicester.
29. Lead Executive Director responsible for the Trust's Clinical Governance, assurance systems and processes & Patient Safety.
30. Lead executive for the reporting and monitoring of the quality schedule and quality aspects of the contracts with commissioners.
31. Influence the development of nursing research and clinical audit to strengthen the contribution made by nursing to clinical effectiveness and research and development.
32. Encourage the development of evidence-based practice and evidence-based nursing in particular.
33. Support the process of development and dissemination of clinical policies and Procedures
34. Provide such other services or duties as the Board and/or Chief Executive may determine and agree with you from time to time.
35. Set up robust succession planning processes with the Directorate Senior Nurses to enable positive opportunities for staff seeking Development within the Trust.
36. Take part in the Trust's director on-call rota and provide support/advice to line managers
37. To deputise for the Chief Executive when required.

COMPLIANCE RESPONSIBILITIES

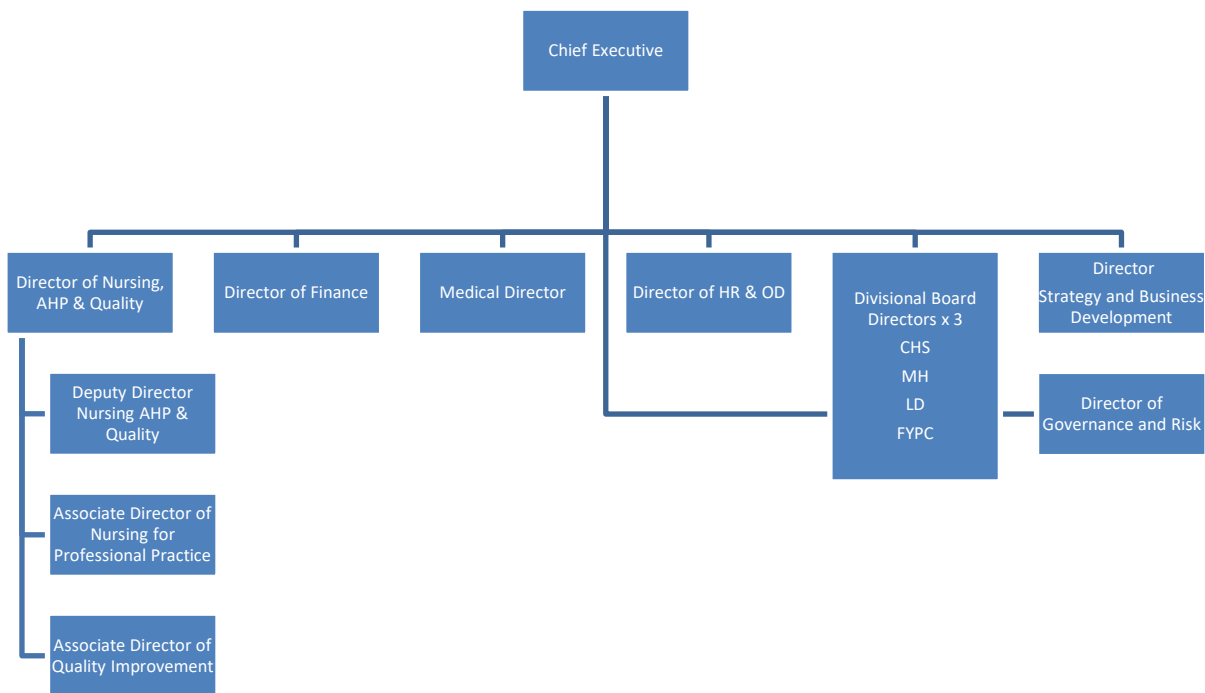
Standards required to maintain professional registration and good standing.

This job description is a summary of the main duties but is not exhaustive. It will be reviewed annually and updated in discussion with the postholder.

Objectives will be set annually against which the postholder's performance will be reviewed by the CEO

COMMUNICATION AND WORKING RELATIONSHIPS:

STRUCTURE



KEY WORKING RELATIONSHIPS

- Trust Board Members
- LPT Directors and staff
- CCG Directors and Staff
- Local Universities
- Clinical directors
- Local Authority senior leadership teams
- Members of voluntary sector agencies
- NHSi and NHSE Directors

The post holder will be the executive lead of the Quality Assurance Committee, and an active member of the Finance and Performance Committee and Strategic Workforce Group. A close working relationship with the Medical Director in maintaining quality of services and managing clinical governance issues is a priority.

The postholder is also expected to have close working relationships with all the Executive and Non-Executive Director colleagues and the stake holders including the commissioning groups. In addition the post holder should be able to clinically engage with the key nursing and AHP staff of the Trust and Nursing directors of other provider Trusts within the health community. Regular engagement with the key persons from local universities will be important for professional education, research and development.

PHYSICAL DIMENSIONS:

This is an office based role but will include travelling across the County to attend meetings and presentations.

EFFORT AND ENVIRONMENT

Mental Effort: There is a frequent requirement for concentration where the work pattern is unpredictable.

Emotional effort required in the job: this role involves proactively managing complex situations through employing strong interpersonal skills to engage, influence and lead a diverse range of stakeholders through transformational change.

Working conditions of the post (Environment): frequent requirement to use road transportation

OUR LEADERSHIP BEHAVIOURS: IT STARTS WITH ME

Our leadership behaviours framework set the standards of expectation we aspire to in our daily work. Meeting these standards and developing the capability to exceed them, will not only ensure that we continue to improve and respond flexibly to changing needs as an organisation, but will also help our staff to fulfil their potential, both in terms of personal achievement and career advancement.

The behaviours we expect to see at LPT are:



Valuing one another



Recognising and valuing
people's differences



Working together



Taking personal
responsibility



Always learning and
improving

Person Specification

Person Specification Selection Criteria:	3. Essential 1. Desirable	<u>Stage measured at:</u> Application Form Interview Test/ Presentation
<p>Demonstrates a commitment to the Trust's Behaviours framework</p> <p>Valuing one another Recognising and valuing people's differences Working together Taking personal responsibility Always learning and improving</p>	<p>3 3 3 3 3</p>	<p>All Interview</p>
<p>Experience (both work and 'life' related)</p> <p>Demonstrable track record of success in nursing and AHP leadership gained ideally at Board level in a comparably complex NHS, commercial or wider public sector environment.</p> <p>Track record of working effectively with, and gaining the confidence of, external or partner organisations, such as Commissioners, Clinical Academic and other NHS organisations, and of identifying and developing new opportunities for innovation and service development</p> <p>Track record of working credibly and effectively with internal stakeholders, gaining the creditability and confidence of executive and non executive colleagues, clinicians, managers, patients and carers and other staff.</p> <p>Experience in leading clinical governance agendas, including patient safety and risk management.</p> <p>Demonstrable experience of working as part of a corporate leadership team, contributing to agendas beyond your own professional brief and being actively involved in the leadership and development of the wider organisation.</p> <p>Knowledge</p> <p>Comprehensive understanding of national policy and the strategic direction of the NHS including the regulatory framework and how it impacts on the nursing profession</p> <p>An understanding of LLR its communities and the needs of the local population in relation to health services.</p> <p>An understanding of the issues facing LPT in the context of the wider health economy.</p> <p>Skills</p> <p>Inspirational and motivational leadership qualities, with the ability to drive the nursing and patient safety agenda and build, develop and work as part of a team. .</p> <p>A passion for clinical excellence, patient experience and quality with a</p>	<p>3 3 3 3 3 3 1 1 3 3</p>	<p>All Application and Interview</p>

Person Specification Selection Criteria:	3. Essential 1. Desirable	<u>Stage measured at:</u> Application Form Interview Test/ Presentation
<p>commitment to the values and principles of the NHS and LPT.</p> <p>Vision and ambition, with the ability to set out a clear direction, inspire others and to drive forward the medical agenda.</p> <p>Ability to work across boundaries and to engage with other organisations in developing new ideas and innovations.</p> <p>Excellent interpersonal and communication skills, verbal and written.</p> <p>Excellent strategic thinker, with intellectual flexibility and well developed analytical skills</p> <p>Commercial skills including strong negotiating skills and financial awareness</p> <p>Politically aware with the ability to influence and manage internal and external relationships with sensitivity and direction.</p> <p>Planning/project management skills, ability to delegate in order to deliver to multiple deadlines.</p> <p>A commitment to managing and supporting diversity.</p> <p>Public sector value set, Ambassadorial skills and a positive role model internally and externally.</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>	
<p>Qualifications</p> <p>Registered Nurse with current registration with the NMC</p> <p>Significant evidence of continued professional development in medical leadership</p> <p>Educated to masters level or equivalent qualification in nursing, leadership or management</p> <p>Educated to doctorate/PhD level</p>	<p>3</p> <p>3</p> <p>3</p> <p>1</p>	<p>Application</p> <p>Application</p> <p>Application</p> <p>Application</p>
<p>Standard Requirements</p> <p>Commitment to Equality & Valuing Diversity Principles</p> <p>Understanding of Confidentiality & Data Protection</p> <p>Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides)</p>	<p>3</p> <p>3</p> <p>3</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p>
<p>All new employees must be able to attend the Mandatory Induction Programme</p>	<p>3</p>	<p>Interview</p>

Person Specification Selection Criteria:	3. Essential 1. Desirable	<u>Stage measured at:</u> Application Form Interview Test/ Presentation
Mobility - Car driver/owner or suitable alternative	3	interview





Application Process

The deadline for applications is:

Wednesday 21st October 2020

Interviews will be held on:

Monday 23rd and Tuesday 24th November.
Successful candidates will need to be available on both days

Applications for this role are by CV and covering letter to be sent submitted via NHS Jobs or by email to Execjob@leicspart.nhs.uk

For a confidential conversation or further information regarding the position, please contact

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