

Candidate Briefing Pack

Deputy Chief Executive Officer



Contents

- 2 Welcome
- 3 Who we are
- 4 Job Description
- 9 Person Specification
- 11 Application Process





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 strategic intentions. I will also be looking for someone who can provide strong 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.



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





Job Description

JOB TITLE:	Deputy CEO
BAND:	VSM
HOURS AND: DURATION	37.5 hours per week
DBS LEVEL:	Enhanced DBS
REPORTS TO:	Chief Executive Officer
ACCOUNTABLE TO:	Chief Executive Officer
LOCATION:	The post holder will be based at Bridge Park Plaza. However the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements.

JOB PURPOSE:

Role Purpose

The role of Deputy Chief Executive has been created specifically to work closely with the CEO and the Executive Team to provide leadership and capacity to secure the Trust's objectives. This is within a context of a joint CEO arrangement across two NHS organisations. The role will help to facilitate, develop and collectively drive the Trust's strategic goals and objectives as a member of the Leicester Partnership NHS Trust (LPT) Executive team.

The Trust CEO holds a joint post across two NHS organisations Northamptonshire Healthcare NHS Foundation Trust (NHFT) and LPT and therefore this deputy post is required to support this arrangement and deputise for the CEO within LPT. This will require an ability to provide strong effective leadership and decisions in line with Trust objectives and to act on behalf of the Chief Executive Officer in their absence.

The DCEO will lead strategic planning across the Trust and will co-ordinate the delivery of core functions of the Trust ensuring the necessary planning, information, and performance management arrangements are in place to support delivery of services and Trust objectives. This will require new ways of working in line with PLACE development and the emergent ICS developments and will necessitate working closely and in conjunction with Executive Directors and the CEO on these requirements and transitions.

The DCEO, on behalf of the CEO, will work closely with other Directors in relation to key elements of overall Trust performance to ensure relevant and timely progress is achieved.

The DCEO will be adept at recognising the need for strategic influencing and develop

excellent relationships with key internal individuals and senior external stakeholders and will undertake horizon- scanning to inform CEO of emerging risks, challenges and opportunities.

The DCEO will be accountable for the delivery of a Trust portfolio and will undertake responsibilities within system (ICS) programmes as required, contributing to the development and management of the overall corporate agenda.

The DCEO will provide demonstratable leadership and commitment to ensuring equality, celebrating diversity and promoting social inclusion.

The DCEO will Chair Trust operational committees as required including the Operational executive meetings.

Operating Context

NHFT and LPT have an established buddy relationship/strategic transformation programme and have a shared CEO and several shared Executive posts. This has supported quality improvements of both Trusts as well as enabling the continuous and emerging development of integrated care in their localities (ICS) and in regional Mental Health alliances, supporting New Care Models.

The Deputy CEO will report to the Chief Executive Officer and will be responsible with other Directors for achievement of performance, quality and financial standards and for the provision of high standards of regulatory activity and patient safety.

The Deputy CEO will be a member of the Board of Directors at LPT and ensure that there is constant and visible Trust wide leadership.

The DCEO will provide effective leadership, acting as a role model for our people and ensuring the development of a culture and core values which enable LPT to continuously improve and innovate.

KEY RESULT AREAS

Leadership and Strategy Implementation

- To support the Chief Executive and be responsible with the Executive Directors and through them to manage all the Trust's resources, ensuring the Trust delivers its strategic goals, complies with the requirements of their regulators and meets its obligation in contracts with commissioners.
- To support the Chief Executive in development of a cohesive leadership team through the Executive Directors and together develop clear work plans for assurance and improvement within the Trust.
- Provide leadership to develop a fully engaged workforce and an accountable, delivery focused culture.
- To support the Medical Director and Director of Nursing in the development and engagement of clinicians in leadership.

- To progress the development of integrated care through close collaboration with partner organisations and communities.
- To play an active role in the development of the emerging Health and Care partnerships, PLACE and ICS.
- To establish new ways of working within strategic planning function in line with PLACE development and the emergent ICS developments by working closely and in conjunction with Executive Directors, key partners and the CEO on these requirements and transitions.

Performance and Governance

- To ensure robust systems are in place to monitor the overall performance of the Trust against business targets and plans and against standards for accreditation and regulation.
- To lead strategic planning across the Trust and co-ordinate the delivery of core functions of the Trust ensuring the necessary planning, information, and performance management arrangements are in place to support delivery of services and Trust objectives
- Support the CEO in ensuring that there is an effective system of governance and performance management in place within the Trust to monitor how the Trust effectively uses its resources.
- Ensuring effective corporate management of resources, (people, organisation, structures and management systems), regularly reviewing and re-prioritising these to ensure effective utilisation in conjunction with Executive Directors.
- To identify and minimise key risks to the achievement of the Trust's objectives
- Represent the Trust at a local level including CCG, Local Authority, and other appropriate meetings.
- Ensure the Trust delivers quality, operational, financial and workforce performance against agreed plans and with the Chief Executive hold the relevant Board Directors to account for the delivery of their plans.
- Nurture opportunities which improve service delivery and performance to the highest level possible thus contributing to the overall success of the Trust.
- With the Medical Director and Director of Nursing and other Trust senior leaders seek opportunities to challenge and improve practice in all areas including clinical quality, patient experience and operational effectiveness and put remedial actions in place to ensure and evidence improvement and demonstrate that quality and safety are of the utmost priority in the daily operation of the hospital site.

- With the Executive Team and other Trust senior leaders seek opportunities to challenge and improve practice in all areas including clinical quality, patient experience and operational effectiveness.

On Call

- To participate in the relevant Trust on call rota and provide leadership, advice and guidance.

Communications and Working Relationships

- Board of Directors
- Strategic Transformation Committee (NHFT/LPT)
- Trust Executive Team, Directors and Senior Leaders within the Trust and local system
- CCGs, NHS Improvement and NHS England, Care Quality Commission, Health and Wellbeing Boards, Overview and Scrutiny Committees, Health and Care Partnerships
- Local Authority and other local providers including Primary Care, Mental Health and Social Services
- Local Voluntary and Representative Groups

General Information

This job description is not intended to be an exhaustive list of duties, but merely to highlight the current main responsibilities of the post. The Trust reserves the right to change terms from time to time. Along with your main duties; you will also be expected to carry out any other duties that are reasonably asked of you. It may be reviewed from time to time in agreement with the post holder and line manager. The post holder will be required to comply with all policies and procedures issued by and on behalf LPT.

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



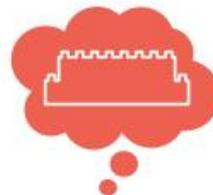
**Recognising and valuing
people's differences**



Working together



**Taking personal
responsibility**



**Always learning and
improving**

ADDITIONAL INFORMATION

Standard requirements of all our Job Descriptions can be found in the job description attached to this advert.

Person Specification

	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
Educated to degree level or equivalent level of experience	✓	
Further professional qualification	✓	
Evidence of continuous personal and professional development	✓	
SKILLS, KNOWLEDGE AND ABILITIES		
Demonstrable track record of sound financial and operational management in a Board level position	✓	
Demonstrable track record of operational performance improvement	✓	
Demonstrable effective partnership working with internal and external stakeholders	✓	
Sound knowledge of problem solving and improvement methodologies	✓	
Ability to influence, negotiate and persuade regarding complex or sensitive issues	✓	
Ability to operate effectively in clinical, academic, and operational environments with multiple stakeholders	✓	
Motivational skills to lead staff to deliver operational objectives and standards	✓	
Highly developed communication and interpersonal skills - verbal, written and presentation together with excellent listening skills including facilitation	✓	
Building effective, productive and relevant working relationships, both internally and externally, with a diverse range of senior stakeholders including a political environment.	✓	
EXPERIENCE		
Significant senior management experience in an NHS Trust operating at Board level or Organisation with comparable scope, responsibilities, budget and resources	✓	
Proven successful leadership and management of large multi-disciplined teams: establishing key performance indicators and raising performance levels developing critical capabilities; leading through organisational changes-effectively dealing with uncertainty and areas of conflict to ensure current and future success.;	✓	
Experience of increasing staff engagement and motivation to improve performance	✓	
Experience of leading service and / or transformational change	✓	
Experience of managing complex problems	✓	

PERSONAL ATTRIBUTES		
Committed people person; empowering, enabling, motivating and developing others.	✓	
Ability to think and plan strategically, tactically and creatively focused on adding value to the Organisation and making real lasting change	✓	
High energy levels, an innovative approach and ability to inspire and enthuse others	✓	
The intellect and interpersonal skills to command the respect of clinicians and managers as well as external stakeholders	✓	
Evidence of holding to a clear strategy and set of values while responding appropriately to short term challenges and priorities	✓	
Proactive, versatile and problem-solving approach	✓	
Ability to seek and exploit opportunities to advance objectives	✓	
Robust and persistent in the pursuit of objectives and maintaining personal credibility	✓	
A demonstrable commitment to ensuring equality, celebrating diversity and promoting social inclusion within an organisation.	✓	
Able to prioritise and work under pressure	✓	
OTHER FACTORS		
Ability to fulfil the travel requirements of post	✓	

Application Process

The deadline for applications is:

Sunday 6th December 2020

Interviews will be held on:

21st December 2020

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

Sinead Ellis-Austin
Business Manager to CEO
Leicestershire Partnership NHS Trust
M: 07864 954 289 E: Sinead.Ellis-Austin@leicspart.nhs.uk

