

Freedom of Information Act 2000 disclosure log entry

Reference

19-20330

Date sent

21/01/2020

Subject

Trust/Board Secretary or Company Secretary Post Details

Details of enquiry

1) Is there a Trust Secretary/Board Secretary/Trust Board Secretary/Company Secretary or equivalent post within your NHS Trust?

Yes, the role is fulfilled by the director of HR and corporate governance.

2) If so, what Agenda for Change band does this post fall within, and what is the current post holder's annual salary?

The role is not employed on AfC terms and conditions, but on a very senior manager spot salary. The salary for this position is £85,500.

3) If so, could you please also provide a copy of their current Job Description?

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This is attached overleaf

JOB DESCRIPTION

POST: **Director of HR & Corporate Governance**

GRADE: Personal Salary

HOURS: Notionally 37½ hours per week, but those necessary to fulfil the requirements of the role

DURATION: Permanent

LOCATION: The Tavistock Centre with periodic travel

RESPONSIBLE TO: Deputy Chief Executive & Finance Director

ACCOUNTABLE TO: Chief Executive

JOB SUMMARY:

The post holder will work closely with the chief executive, deputy chief executive and other senior managers to develop the Trust's workforce to deliver high quality clinical care, education and research that is aligned to the organisation's mission, values and strategic objectives.

The role will lead the Trust's HR, organisational development and corporate governance activities. This will include setting appropriate strategies, ensuring that there are robust governance processes in place and that the organisation contributes to the external environment.

MAIN DUTIES OF THE POST:

Strategy and change management

- Lead the development, implementation and review of a Trust wide organisational development and people strategy.
- Develop delivery plans to support the implementation of the Trust's people strategy and report on progress through appropriate management committees, board sub-committees and periodically to the Trust board.
- Contribute to the development and implementation of the strategic priorities, identifying where organisational development interventions and programmes will support the organisation to achieve its ambitions.

HR Policy and Practice

- Lead the development of the Trust's HR policies and procedures ensuring that they reflect best practice and are compliant with legislation.
- Advise the board and directors about complex employee relations matters which impact service delivery.
- Participate on regional and national networks to ensure the Trust benefits from best practice from the wider health, social care and higher education systems.
- Ensure that the Trust has in place appropriate reward and recognition processes. This includes ensuring that the organisation's pay systems are robust.

Resourcing, workforce planning and intelligence

- Ensure that the Trust has in place a robust recruitment and selection procedure which capitalises on the organisation's brand and attracts high quality talent in to the organisation.
- To be accountable for ensuring that Trust remains compliant with all national regulatory and legislative compliance processes i.e. criminal record checks, professional registration and Home Office requirements.
- To lead the development of robust workforce planning processes which assess the organisation's skill mix, the available supply in the market and any other workforce development requirements that will be needed.
- Lead the resourcing processes for all director positions including the chair and non-executive directors. This will include participating on the selection process.
- Ensure that the organisation is provided with robust workforce information to support data informed decisions about employee experience.
- Develop, implement and report on a range of key workforce indicators which demonstrate operational HR performance.
- Ensure that the Trust harnesses the use of people management technology ensuring processes and systems are robust.

Employee relations

- Instil a culture of organisational development analysis and systemic solutions as opposed to reactive employee relations activity within the organisation.
- Have an expert knowledge of employment law and how this applies to the organisation.

- Advise the board and other directors on complex and contentious employee relation cases including conduct, capability, redundancy and any other complex employment matters.
- Manage the Trust's employment law contract ensuring that the organisation is supported by credible advisers who have knowledge of the health and academic sectors.
- Jointly chair the joint staff consultative committee and ensure that effective partnership relationships are maintained with the organisation's recognised trade unions.

Education, learning and development

- Oversee the Trust's staff education, learning and development programmes ensuring that they align with the organisation's strategic priorities.
- To ensure the robust management of the Trust's non-medical education training levy funds and ensure that compliance is reported to the appropriate arm's length bodies.
- Ensure the organisation records and reports on all mandatory and statutory training requirements.
- To lead the development of a robust performance appraisal system for staff at all levels of the organisation and that the outputs inform the annual learning needs analysis.

Corporate Governance

- Provide independent advice and support to the chair, chief executive and board on all matters relating to regulation, statutory and legislative compliance and interpretation.
- Ensure the board of directors, council of governors and sub-committees are properly constituted, operated and supported, according to standing orders and the relevant legal and statutory framework.
- Ensure standing orders are in place, acted upon and reviewed as necessary, and with the deputy chief executive and director of finance, ensure that SFIs are similarly in place, reviewed and acted upon by the board.
- Oversee the development of statutory annual returns, including the annual plan, annual report and quality accounts, ensuring these are presented to the Regulator, and laid before Parliament.
- Ensure the statutory obligations of the Trust are fulfilled, determining forward plans for the business of the board, in consultation with the chair and chief Executive.

- Be responsible for advising the board in relation to regulatory compliance and assurance, including advice on self-certification statements and any other board assurances.
- Support the chair and chief executive in developing the capability of the Board, ensuring the right mix of skills and experience, and overseeing the programme of board development and specifically the induction/training of non-executive directors.
- Ensure an annual appraisal process is in place for non-executive directors and work closely with the chair on this.

Staff leadership and financial management

- To be responsible for line managing the, separate, HR and corporate governance functions. This includes recruitment, appraisal and managing performance.
- Have oversight and ensure the robust management of a number of revenue pay and non-pay budgets.

THE FIT AND PROPER PERSON REQUIREMENT

The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 (the 2014 Regulations) places a duty on NHS providers not to appoint a person or allow a person to continue to be an executive director or equivalent or a non-executive director under given circumstances.

The post-holder will be required to confirm, and to annually declare, that they:

- are of good character;
- have the necessary qualifications, skills and experience; and
- are able to perform the work that you are employed for after reasonable adjustments are made; and
- have not been responsible for, been privy to, contributed to or facilitated any serious misconduct or mismanagement (whether unlawful or not) in the course of carrying on a regulated activity or providing a service elsewhere which, if provided in England, would be a regulated activity.

Good character is measured by the criteria set out in Part 2 of Schedule 4 of the Regulations which include:

- whether an individual has been convicted in the UK of any offence or been convicted elsewhere of any offence which if committed in any part of the UK would constitute an offence; and
- whether an individual has been erased, removed or struck off a register maintained by a regulator of a health or social work professional body.

The post-holder is also required to confirm that none of the grounds of unfitness specified in Part 1 of Schedule 4 apply to them (e.g. bankruptcy, sequestration and insolvency, appearing on barred lists and being prohibited from holding directorships under other laws).

The individual will be required to confirm through the annual declaration of interests process every year that they continue to meet the above requirements.

CONFIDENTIALITY

All information concerning patients/clients and staff must be treated as strictly confidential at all times. Policies governing Trusts confidentiality processes are available on Intranet.

CODE OF CONDUCT

As an employee of the Trust you are expected to comply with the code of conduct for employees at all times, and any breach of it whilst in practice will be investigated by the Trust.

Copies of the code of conduct can be obtained the intranet.

VALUING DIVERSITY

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Please also refer to the Trust's Equal Opportunity policy.

HEALTH & SAFETY

All staff must comply with Trusts Health & Safety Policies and Procedures and it is the responsibility for all staff to promote safeguarding and wellbeing. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

NO SMOKING POLICY

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Support is provided for staff members who wish to stop smoking.

RISK MANAGEMENT

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

SAFEGUARDING

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the Trusts' Safeguarding policies and procedures, act promptly on concern, communicate effectively and share information appropriately.

Mandatory Training

The post-holder will also be required to attend mandatory training events as set out in the Trusts Staff Training Policy which includes attendance at induction and ongoing training in fire safety, health and safety, infection control, risk management, safeguarding children and to participate in appraisal.

General

The post-holder will be required adhere to all Trust wide policies and procedures including: Equal Opportunities, Risk Management, Health and Safety, Safeguarding Children, Confidentiality and compliance with the Data Protection Act, IM&T Security Policy. The Trust is committed to promoting Equality and Diversity in employment and in the services it provides.

This job description is subject to annual review in consultation with the post-holder.

We are an Equal Opportunities employer

PERSON SPECIFICATION

Post:	Director of HR & Corporate Governance					Grade		Personal Salary	
Department	HR & Corporate Governance			Candidate Name					
Requirements		Essential	Desirable	For interview use only			For interview use only		
				Fully Met	Part Met	Not Met	Evidence to support assessment i.e. presentation, response to interview questions or any other relevant information from the person specification		
Qualification/Training/Education									
Chartered member of the Chartered Institute of Personnel and Development (CIPD)		E							
Chartered Fellow of the CIPD		D							
Masters degree or previous proven experience to a comparable level.		E							
Evidence of ongoing continuing professional development.		E							
Previous Experience									
Significant experience of working in a senior HR position.		E							
Working in a complex, unionised environment.		E							
Leading organisational change.		E							
Initiating, developing and implementing strategies.		E							
Working with board level directors.		E							
Leading diversity and inclusion agendas		E							

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Department	HR & Corporate Governance		Candidate Name				
Requirements		Essential	Desirable	For interview use only			For interview use only Evidence to support assessment i.e. presentation, response to interview questions or any other relevant information from the person specification
				Fully Met	Part Met	Not Met	
Skills & Knowledge							
Knowledge of HR best practice both in the NHS and the external environment.		E					
Robust and detailed understanding of current and emerging employment law.		E					
An aware of the Trust's strategic ambitions, mission and values.		E					
Ability to communicate with credibility and tact with people at all levels of the organisation.		E					
Robustly developed interpersonal skills.		E					
Ability to lead, develop and motivate staff from various professional backgrounds.		E					
Ability to write well developed reports, policies and strategies.		E					
Sound financial acumen.		E					
Personal Attributes							
Able to demonstrate a commitment to and a desire to live by the Trust's values.		E					

The Tavistock and Portman 
 NHS Foundation Trust

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				Fully Met	Part Met	Not Met	
Delivery focused		E					
Organised		E					
Caring and empathetic		E					
Inclusive		E					
Tenacious		E					