**Job Description**

**Job Title: Non-Executive Director (NED)**

**Based: Wavertree**

**Hours:** **1 day per month meeting attendance plus site visits & preparation for meetings**

|  |
| --- |
| **Job Summary** |
| To shape the strategy, vision and purpose of Primary Care 24 (PC24), holding the organization to account for the delivery of its strategic objectives. Provide independent advice, challenge and support through the Chair of the Board, the Chief Executive and the Executive Team, to shape how Primary Care 24 (PC24) will deliver services and comply with the requirements set out by our commissioners and the Financial Conduct Authority. |
| **Key Responsibilities** |

As a Non-Executive Director at PC24 you will be responsible for the following:

* This role will undertake the Chair responsibility for the organisations Resources Committee, focussing on financial, people and wider resource management including estate and information technology.
* Ensuring that the work of PC24 is carried out within a robust governance framework, maintaining compliance with regulatory requirements, ensuring high levels of accountability, probity and value for money.
* Contributing to the shaping and development of the future vision and strategic direction of PC24
* Contributing to ensuring that PC24 provides safe, caring and effective healthcare services to its patients and the wider community.
* To assist in the appointment (or removal) of the Chief Executive and other members of the Executive Team.
* Monitor the performance and conduct of the Executive Team in meeting their agreed goals, objectives and statutory responsibilities.
* Provide visible leadership within PC24, modelling the organisation’s values and positive behaviours through visits to centres and staff engagement.
* Promote equality of opportunity and prevention of discrimination in the treatment of its patients and staff.
* Foster and maintain relationships with local commissioners, public figures and the third sector.
* Contribute to the development of the workforce, community and partner stakeholder engagement groups.
* Provide effective governance to PC24 by ensuring that the organisation delivers high-quality and safe health services, invests its resources in a way that delivers optimal outcomes and provides accessible and responsive services to the local population.
* Ensure that PC24 works with its patients and members of the public to help shape health services to meet their needs and that public money is spent in a fair, efficient, effective and economic way.

**Personal Specification**

|  |  |
| --- | --- |
| Essential | Desirable |
| Experience | |
| Experience of working at a senior level in the private, public or voluntary sector | Experience of working in a commercial environment |
| Understanding of the interfaces between planned and unplanned (Urgent and Emergency) Health Care and between Primary and Secondary care systems | Experience of establishing, developing or taking to market innovative products or services. |
| Experience as a Non-Executive Director, Governor, Trustee or equivalent in the commercial, voluntary or public sector |  |
| Skills | |
| Exceptional leadership skills, engendering respect from others | Human resource (people) management skills |
| Demonstrable resource or financial management skills |  |
| Chairing committees or formal meetings, demonstrating an ability to weigh up arguments and summarise for others |  |
| The ability to:   * challenge constructively and support members of the Executive Team * engage positively with staff, stakeholders and patients and feedback appropriately into the organisation * represent PC24 effectively to patients, partner organisations and regulators * engage and network effectively with organisations inside and outside the NHS * grasp relevant issues and understand the relationships between interested parties. |  |

|  |  |
| --- | --- |
| Knowledge | |
| Good knowledge and understanding of corporate governance and risk | A good understanding of the commercial sector |
| Understanding of health inequalities, Social Enterprise, Social Value and sustainability and personal commitment to the delivery of PC24’s relevant objectives | A demonstrable understanding of marketing and communications |
| Clear understanding of the legal and regulatory duties, liabilities and responsibilities of Directors in the healthcare sector |  |
| Knowledge and understanding of the developing health economy of the region and of PC24’s position within it |  |
| Other | |
| Evidence of a commitment to living and promoting   * PC24 values: Dignity, Respect, Caring & Compassion * NHS values and principles * the values of Equity, Diversity & Inclusion in all aspects of work | An ability to work in a fast-changing environment |
| Live in the NHS Northwest region attending Board meetings and Committee meetings they are chairing in person. For meetings, where the Non-Executive Director is a member, not the Chair, attendance should also be in person unless prior permission to attend online has been given by the Chair of the meeting. In these exceptional cases attendance online would be facilitated. | A demonstrable interest in innovation and an entrepreneurial outlook. |
| Have the necessary computing skills, including familiarity with Microsoft Office and its video conference systems, to support paperless working for Board and its Committees. |  |