

# CANDIDATE BRIEFING

## CHIEF EXECUTIVE

## FOR

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- Link to <http://www.oldt.nhs.uk/>

This job is unlikely to attract a work permit. Applications from candidates who require a permit to work in the UK may not be considered if there are a sufficient number of other suitable candidates.

COPY OF ADVERTISEMENT



*Tomorrow's World, today.*

**Ridgeway Partnership**  
 Oxfordshire Learning Disability NHS Trust

**The Ridgeway Partnership** is one of the leading providers in the UK of specialist health services to people with learning disabilities. The Trust also provides social care services which include enabling service users to live in their own home as a tenant, providing residential care in a registered care home in Oxfordshire and providing respite or Short Term Breaks services. The Trust provides services for adults and children who have complex and demanding health and social care support needs across the whole county and beyond. Our services include forensic, acute admission, rehabilitation and community health services as well as providing support to people living in their own homes. We have an ambitious organisational change and business expansion agenda, which includes the anticipated Foundation Trust authorisation in mid-2009.

**Chief Executive** *Attractive salary package*

The Chief Executive will provide high level strategic leadership and management to the whole organisation with an emphasis on high standards of care and effective use of resources. You will provide vision, direction and leadership to enable the Trust to achieve its strategic goals and deliver growth.

The successful candidate will have a proven track record of leading and delivering organisational change at Board level. In order to develop and deliver a sustainable future for the Trust, you will possess a high degree of commercial acumen and a sharp business mind. The capability to innovate and modernise in a fast changing environment is vital, as is the ability to influence and work collaboratively with a broad and diverse range of stakeholders across and beyond the county.

**Director of Operations** *Attractive salary package*

The Director of Operations is a Board level post which will contribute to the strategic leadership and direction of the Trust. The post carries Executive responsibility for managing the safe, effective delivery and performance of the Trust's operational services; Specialist Health Services and Supported Lifestyles and forging close working relationships across the two areas. Through working collaboratively with the board and our staff, you will help create a culture and vision for the Trust that embraces change with a determination to improve our services to service users.

The successful candidate will have significant experience at or near board level with a demonstrable track record of success in a complex health or social care organisation. A developed level of knowledge and understanding of national targets, performance, financial and strategic management and planning is essential. A decisive leader, you will be used to managing competing demands, capable and committed to translating policy and analysis into practical actions.

For further information on the roles and the Trust please visit [www.acertus.co.uk/ridgeway](http://www.acertus.co.uk/ridgeway) or telephone either Linda McCue or Krystyna Ruzsokiewicz on 01730 266208, email [eva.griffiths@acertus.co.uk](mailto:eva.griffiths@acertus.co.uk).

Closing date is 16th March, interviews for the Chief Executive post are scheduled to take place during w/c 30th March, the Director of Operations during w/c 6th April.



## JOB DESCRIPTION

**Job Title:** Chief Executive

**Accountable to:** Chair of the Trust

### **Role Summary**

The Chief Executive will provide high level strategic leadership and management to the whole organisation with an emphasis on high standards of care and efficient and effective use of resources. He/she is the accountable officer responsible for ensuring that the Trust meets its statutory and service obligations and works effectively with the local authorities and other partner organisations. The Chief Executive will play a key role in building a shared vision of the aims, values and culture of the Trust.

### **Main Duties and Responsibilities**

- To provide vision, direction and leadership in enabling the Trust to achieve its strategic goals and objectives and deliver growth
- To manage the Trust in line with its values and objectives and the general policies and specific decisions of the Board ensuring that all activities are directed towards the achievement of these.
- To lead the Trust's strategy for securing authorisation as a Foundation Trust and ensuring subsequently that the benefits of Foundation status are fully exploited
- To take ultimate responsibility for clinical governance and standards of clinical care and ensure that appropriate assurance and management processes are in place to fully comply with the Healthcare Commission's Annual health Check standards and targets
- To ensure that effective mechanisms are in place to implement systems and monitor organisational learning from untoward incidents occurring within the Trust or the wider NHS
- To ensure that sound financial management and corporate governance systems and processes are in place to enable Trust objectives and national financial duties to be met, and that financial performance is effectively monitored by the Trust Board, Executive and Operational Management teams in Directorates
- To understand, assess and manage strategic, reputational and operational risk
- To ensure the development and implementation of integrated strategies for Trust services, including marketing, communications, workforce, information management and technology, estates and performance monitoring and management
- To ensure that the Trust recruits, retains, motivates and develops the appropriate staff to achieve its aims

- To develop and maintain positive collaborative partnership arrangements with the local PCT's, local authorities, MP's, voluntary sector, universities and other relevant agencies
- To review and evaluate present and future opportunities, threats and risks in the external environment and current and future strengths, weaknesses and risks to the Trust
- To build a strong external image for the Trust and create opportunities to enhance the profile of the Trust and its services. To build on service user and public involvement to ensure high quality and accessible services that are effective and efficient and timely
- To work with the Chair and the whole Board to provide effective leadership to the Trust and to ensure the Board is fit for purpose through structured programmes of Board development tailored to individual and corporate needs
- To lead and manage the members of the Trust's Executive Board ensuring their professional performance and development needs are addressed and that the culture of a learning organisation delivering high quality services permeates throughout the Trust
- To contribute to the development of policy affecting the Trust's services through active involvement in national, SHA and local forum and initiatives
- To adhere to the standards of conduct expected of all NHS managers set out in the NHS Code of Conduct for NHS Managers
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## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Education/Experience</b>	<p>Educated to degree level</p> <p>Five years experience as Board Level Director</p> <p>Clear evidence of continuous personal, professional and managerial development</p>	<p>Post graduate /professional qualification</p> <p>Relevant business or management qualification</p>
<b>Knowledge/Skills/Abilities</b>	<p>Demonstrable success in leading and delivering organisational change</p> <p>Track record of managing innovation and service improvement</p> <p>Ability to lead against a changing context of national policies and drivers</p> <p>Business acumen and commercial awareness geared to the risks and opportunities provided by Foundation Trust status</p> <p>Political astuteness with a sharp business mind</p> <p>Ability to scan the environment and develop strategy accordingly</p> <p>Strategic thinker with ability to communicate the vision</p>	<p>Regional or national appointments contributing to the development of healthcare/social care policy</p> <p>Understanding of application of IT strategies to service delivery</p> <p>Knowledge and understanding of national health policy, key strategies and in particular mental health and learning disability issues</p> <p>Knowledge of the Foundation Trust accountability framework and the importance of the Accounting Officer role</p>

## APPLICATION AND SELECTION PROCESS

Action	Chief Executive post	Director of Operations post
Press advertisement appears	25 <sup>th</sup> and 26 <sup>th</sup> February	25 <sup>th</sup> and 26 <sup>th</sup> February
Closing date	23 <sup>rd</sup> March	23 <sup>rd</sup> March
Initial interviews with Acertus	W/c 23 <sup>rd</sup> , 30 <sup>th</sup> March and w/c 6 <sup>th</sup> April	W/c 23 <sup>rd</sup> , 30 <sup>th</sup> March and w/c 6 <sup>th</sup> April
Final panel interviews, stakeholder meetings	22 <sup>nd</sup> April	14 <sup>th</sup> April

If you are interested in applying for either position please forward, preferably via email, an up to date CV accompanied by a covering letter to:

[Eve.griffiths@acertus.co.uk](mailto:Eve.griffiths@acertus.co.uk)

Acertus Search & Select, 2<sup>nd</sup> Floor Pages Court, St Peters Road, Petersfield, Hampshire GU32 3HX

Your application should demonstrate how you meet the requirements of the role and person specification. All information given will be treated in the strictest confidence.

To arrange an informal / confidential conversation to discuss either role in more detail with either Linda McCue or Krystyna Ruskiewicz please contact Eve Griffiths on 01730 266208 or via the email address above.

Appointments will be subject to the receipt of two satisfactory references. Referees will not be contacted without your authorisation.

You are invited to complete and return the attached Equal Opportunities Monitoring Form.

This will help our client to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission, that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential, and used for statistical purposes only. The form will not be treated as part of your application.