**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Post Title:** | Deputy Director of Corporate Governance |
| **Band:** | 8B |
| **Hours:** | 37.5 hours per week |
| **Directorate:** | Trust Secretariat |
| **Reports to:** | Director of Corporate Governance |
| **Base:** | Springfield Hospital, Tooting |
| **Direct Reports:** | 2 Committee Governance Managers |
| **Key Liaisons** | Chair  Chief Executive  Non-Executive Directors  Executive Team  All Corporate Staff  Key Operational Staff  External Stakeholders such as NHS England, CQC, DHSC |

**Trust Values:**

**Collaborative – Compassionate – Consistent – Respectful - Open**

Our values are in keeping with the NHS Constitution and our [Behaviours Framework](file:///C:\elicia-mollineau\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\8BU75JUU\Values%20Leaflet%20Web_FINAL.pdf) set the standards for how we plan and make decisions; deliver quality care; behave with each other and service users and recruit, induct, appraise and develop our staff. We are looking for staff who will help us live these values and help to make SWLSTG a better place for everyone.

|  |
| --- |
| **SUMMARY**  The postholder will support the Director of Corporate Governance in ensuring the delivery of a comprehensive corporate governance service to the Trust. The postholder will be required to work closely on an intensive basis with the Chair, Chief Executive Officer, Non-Executive Directors and Executive Directors to support the effective leadership of the Trust and ensure compliance with the NHS Code of Governance. This will include working with Board Committees, the Executive Leadership Team and decision making groups to help ensure that the Trust can deliver its strategic ambitions and secure on-going compliance with the NHS regulatory framework  This includes ensuring that meetings of the Board, Board Committees and key Executive Groups are compliant with the Trust’s standing orders and standing financial instructions are conducted in line with their agreed Terms of Reference.  The Deputy Director of Corporate Governance will have key corporate governance responsibilities in respect of public access to information and the management of the Trust policy development process. The post will be a key point of contact for advice on complex corporate governance matters within the organisation, so that decision-making is effective, risk is managed and the right outcomes are delivered.  This post has an expectation that work matters are undertaken within agreed parameters and work is self managed. |
| **BOARD GOVERNANCE**   1. With the Director of Corporate Governance, ensure the Board of Directors, their Committees and key Executive Groups are properly constituted, convened, operated and supported in accordance with the Trust Standing Orders, the NHS Code of Governance and the regulatory framework. 2. Provide expert and specialist governance and other advice to the Board of Directors and Executive Groups to support the effective discharge of their responsibilities to achieve quality governance and clinical effectiveness objectives. 3. Provide the full range of specialist company secretarial services to the Board of Directors Board committees and Executive Groups allocated to the post holder including planning and organisation of meetings, the forward planning of business the timely planning, preparation, submission and issuing of agendas, reports, supporting papers and minutes for all meetings, ensuring minutes of the Board and working groups, properly record decisions made and their context. 4. To attend the Board of Directors bi-monthly business meeting and facilitate the smooth management including minute taking, inviting of external presenters and to manage the ad hoc expectations of the Chair and Chief Executive Officer. This will include supporting the production of the Chief Executive’s report to the Board. 5. A significant part of the role is to manage the paperless vault where all the Board of Directors, Board Committees and Executive Leadership Team papers are managed. 6. To ensure that the Board of Directors papers are made available on the Trust website and that the website is maintained with announcements and updates as required. 7. To ensure specialist and high level administration support is provided to the following Board Committees, meetings and groups:  * Executive Leadership Team * Corporate Directorate Performance Reviews * Finance and Performance Committee * Estates Modernisation Committee * Audit Committee * Quality and Safety Assurance Committee * Remuneration Committee * Equality and Diversity Committee * Workforce and Organisational Development Committee * Charitable Funds Committee  1. An important element of the role is to maintain the Board of Directors declarations of interest register and to publish regular updates on the trust website including other relevant updates, as required. 2. Deputise for the Director of Corporate Governance at Board meetings, Board Committee meetings, or other meetings when required. 3. Support the Chair and Director of Corporate Governance in managing the communications and processes associated with and between the Board and their Board Committees and Working Groups, ensuring that these are carried out in a way that enables the Board to undertake their duties as effectively as possible. 4. Support the Director of Corporate Governance in ensuring that appropriate arrangements are in place to manage Non-Executive Director appointments, re-appointments , including managing the process for resignations and replacements.. 5. Support the Director of Corporate Governance in ensuring that effective arrangements are in place for the proper induction and on-going development and support for Non-Executive Directors and provide advice and support regarding the discharge of their duties. 6. Work with the Trust Chair and Director of Corporate Governance to arrange the Annual Public Meeting, in accordance with regulations . 7. To lead projects as requested by the Director of Corporate Governance. 8. To develop systems and processes to support the governance agenda working as appropriate with NHS Providers, the Director of Corporate Governance and others. 9. To possess advanced keyboard skills and to utilise advanced skills to carry out all tasks as advised by the Trust Board members to include the Chair, Chief Executive and other Executive Directors. |
| **CORPORATE GOVERNANCE**   1. Support the Director of Corporate Governance in ensuring that advice is provided on all matters relating to statutory and legislative compliance, including compliance with the requirements of the Trust’s standing orders and standing financial instructions, the NHS Code of Governance and other best practice in corporate governance. 2. Keep up to date on all new corporate regulatory developments and other corporate governance matters such as the annual reporting process. 3. Support the Director of Corporate Governance to ensure that relevant returns and reports to NHS England, CQC and other statutory bodies are submitted correctly and in a timely manner and that the Trust complies with the relevant legislation. 4. Support the Director of Corporate Governance in ensuring that all Board and corporate records and documents are appropriately developed, consulted upon, maintained, reviewed and updated, including the NHS Constitution, the Trust Governance Manual, Standing Orders, Standing Financial Instructions, Schedule of Matters Reserved for the Board, and Board Committee Terms of Reference, Board agendas, papers and minutes, etc. 5. To lead, oversee and manage the co-ordination of the complaint sign-off process with the Executive Directors to ensure compliance with the Trust’s KPIs. To provide updates to the Director of Corporate Governance. 6. To lead, facilitate and manage the policy review process ensuring that appropriate arrangements are in place for the timely review and approval of Trust policies. 7. To liaise with policy authors to support their understanding of the policy processes and to ensure that their policies are reviewed by the appropriate groups. 8. To lead and manage on a daily basis the InSite policy and procedure software to allow for seamless upload plus the management of archives and historic versions. 9. To support the management of policy archives when requested for ongoing investigations or inquests. 10. To facilitate and be accountable for ensuring that all Registers required by legislation and regulation, are established and maintained and are available for public inspection, including:  * Register of members of the Board of Directors; * Register of Directors’ interests; * Register of use of the Trust seal; * Declarations of Staff Interests; * Declarations of Gifts and Hospitality; and * Register of tenders received  1. To be responsible for the maintenance and management of the Executive Directors and Non-Executive Directors Fit and Proper Persons declarations and to ensure this is readily available for inspection by accredited bodies when inspecting the Trusts management processes. 2. To collate and analyse data for inclusion in all Board Committees’ annual reports. 3. To interpret and disseminate Board briefings on key developments including NHS Provider updates as appropriate . 4. Responsible for producing the Trust’s Annual Report and Accounts, ensuring adherence to regulatory guidance, and that nationally set timescales are met, including submission to the regulator. This will include the preparation, publication, distribution and presentation of the Annual Report and Accounts. The post holder will also be responsible for the production of the summary Annual Report and Accounts. 5. An important element of the role is to lead, maintain and manage the tender process whereby bid submissions are received, documented and managed in conjunction with the Head of Procurement and the Procurement Team. |
| 1. **LINE MANAGEMENT** 2. To be responsible for the line management of the Committee Governance Manager and Committee Governance Officer. 3. To arrange appropriate training to ensure that all members of the Trust Board are up to date with relevant mandatory training requirements. 4. To support external management consultants commissioned by the Trust for specific pieces of work. 5. To make arrangements for the induction of Board members and provide advice and support regarding the discharge of their duties. 6. To monitor the tenure of members of the Board. 7. To support the appraisal process for the Chair and Non-Executive Directors. 8. To support the process for well led review and reviews of the effectiveness of the Trust Board. 9. Develop good and effective communication throughout the Trust Secretariat with Executive Directors and Non-Executive Directors and with all stakeholders. 10. To monitor the workload and outputs from the Trust Secretariat team and to consistency check the minutes and agendas are of agreed practice. 11. To provide advice and support to Trust Secretariat staff to support their professional development. 12. To mentor and provide support to Trust Secretariat staff.   **INFORMATION RESOURCES**   1. Responsible for the designing and operation of the policy management system. 2. Responsible for the ongoing management of the paperless system used by all Board members to include the Chair, Chief Executive, all Non-Executive Directors and other Executive Directors. 3. Responsible for the publishing of board papers and other statutory reports on the Trust website 4. All above systems are a key element of job responsibility. 5. Attending and transcribing formal minutes of the public and private Board meeting including other confidential Remuneration Committee meetings. 6. The post-holder is required to remain attentive throughout these meetings and to be aware that there is a requirement for attendance at meetings with a duration of 3-4 hours with minimal breaks that will require prolonged concentration.   **RESEARCH AND DEVELOPMENT**   1. The post requires regular research and development activity that includes researching corporate governance best practice in a range of other bodies including other Trusts, other public bodies and the commercial sector. 2. To produce reports on the outcome of this research and presenting recommendations to the Trust on how to implement best practice identified. Areas of corporate governance best practice concerned include board governance, performance reporting, complaints management, corporate administration arrangements and annual reports. |
| **BUDGETARY RESPONSIBILITIES**   1. Within agreed limits deal with relevant invoicing and ordering on behalf of the designated area, acting as budget manager as appropriate. |
| **POLICY & SERVICE DEVELOPMENT**   1. To be responsible for the whole of the Trusts’ policy development process and database. This involves reviewing the content of all new and revised policies to ensure all Trust policies reflect the required corporate guidelines and are in-date. This is a key and vital element of the role. 2. To work closely working with Executive Directors and decision making groups to ensure all policies are compliant with statutory and regulatory requirements. This is a key and vital element of the role. 3. This will involve:  * Formulating the schedule of work to ensure reminders are sent when polices are due for review and to initiate the following up of overdue policies * Providing advice, guidance and making recommendations to policy authors * Producing monthly reports for the Executive Leadership Team on the progress with policy updates in their areas * A quality control process is in place for Trust policies.  1. The post-holder has responsibility to ensure implementation of specific corporate policies that are part of the role within the Trust Secretariat to include Fit and Proper Persons Regulations Policy, Conflicts of Interest Policy and Standing Orders and Financial Instructions. |
| **CORPORATE ADMINISTRATION TEAM**   1. Be an active member of the Trust Secretariat providing leadership and mentorship to the Executive Assistant Managers within the executive directors portfolio. 2. Organise and attend all meetings with the wider Trust Secretariat. 3. Support delivery and development of standard processes and practices to give effect to the professional functioning of the Team. |
| **COMMUNICATION AND RELATIONSHIPS SKILLS**   1. The post holder will need to act as an ambassador for the Trust and all Corporate Directorates/ Departments / Teams; showing corporate loyalty (to the Trust as a whole) and also loyalty to all of the corporate teams is a key leadership requirement of this role, such that any issues or problems that arise are dealt with effectively, regardless of which area the problem arises and all staff are encouraged to avoid ‘blame shifting’ 2. Excellent communication and relationship building skills are critical in the transmission of complex, sensitive and clinical information. 3. Persuasion and negotiation skills as a high level will also be required to manage competing priorities and will be employed with a wide field of opinion formers, leaders and clinical leaders at very senior level, both internal and external to the organisation. 4. The post holder will be required to be the first point of contact and the public face of the Trust on some occasions, a significant degree of diplomacy, tact, confidentiality and discretion will need to be displayed at all times. 5. A highly organised approach to own work will be required. This must be sufficiently flexible to accommodate the management of multiple workstreams. These can be in relation to a wide scope of topics and will be reflective of the emerging and on-going agenda. |
|  |
| **GENERAL**   1. This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager. 2. This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder. 3. The post holder is expected to comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities and Confidentiality of Information. 4. The post holder is responsible for ensuring that the work that they undertake is conducted in a manner which is safe to themselves and others, and for adhering to the advice and instructions on Health and Safety matters given by Manager(s).  If potholders consider that a hazard to Health and Safety exists, it is their responsibility to report this to their manager(s). 5. The post holder is expected to comply with the appropriate Code(s) of Conduct associated with this post. 6. South West London and St George’s Mental Health NHS Trust operates a no smoking policy. The Trust has been smoke free since 01 January 2006. 7. South West London and St. Georges Mental Health Trust is an equal opportunities employer. It is the policy of the Trust to ensure that no user of the service, past, present or future employee, or job applicant, receives less favourable treatment on the grounds of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation; in line with the Trust's Equality and Diversity Strategy. |

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential/**  **Desirable** | **Assessment** |
| **Knowledge, Training and Experience** | | |
| Educated to degree level or equivalent with additional management training experience to master’s level or equivalent | Essential | A/I |
| Qualified or part-qualified Institute of Chartered Secretaries and Administrators. | Desirable | A/C |
| Relevant experience in an administration management position within the NHS or other. | Essential | A/I |
| Knowledge of corporate governance, relevant legislation and best practice | Essential | A/I |
| Detailed appreciation of the role of NHS Trust and any applicable regulations. | Essential | A/I |
| Understanding of the roles and relationships between the Trust Chair, Chief Executive, Executive and Non-Executive Directors. | Essential | A/I |
| Knowledge of policy management | Desirable | A/I |
| Experience of board and corporate governance systems | Essential | A/I |
| **Communication Skills** | | |
| Demonstrate the ability in communication skills for delivering key messages to a range of stakeholders both internal and external (including outside the NHS) to the organisation. | Essential | A/I |
| Excellent presentational skills. | Essential | A/I |
| Ability to use informed persuasion to influence others. | Essential | A/I |
| Strong oral and written communication skills | Essential | A/I |
| Producing high standard and accurate formal minutes | Essential | A/I |
| Able to produce well-reasoned and structured arguments orally and in writing |  |  |
| **Analytical** | | |
| Ability to identify risks, anticipate issues and create solutions and to resolve problems in relation to service delivery. | Essential | A/I |
| Ability to understand a broad range of complex information quickly and making decisions where opinions differ/no obvious solution. | Essential | A/I |
| Ability to process and receive highly complex, sensitive and confidential information in an appropriate manner | Essential | A/I |
| **Planning Skills** | | |
| Skills for supporting project management to deliver required outcomes. | Essential | A/I |
| **Autonomy** | | |
| Ability to work with a high degree of autonomy using initiative and organise own workload with minimal supervision working to tight and often changing timescales. | Essential | A/I |
| **Management Skills** | | |
| Skills for managing aspects of projects ensuring they meet targets. | Essential | A/I |
| Negotiating and Influencing skills. | Essential | A/I |
| Experience in managing a team with line management responsibilities. | Essential | A/I |
| Budget management experience | Essential | A/I |
| **Physical Skills** | | |
| Advanced keyboard skills | Essential | A/I |
| Experience of drafting reports and minute-taking | Essential | A/I |
| **Behaviours & Values** | | |
| Ability to behave in accordance with our Trust values:   * Respectful - so you feel appreciated and included * Open - so you feel informed and involved * Collaborative - we expect teamwork so you feel connected and supported * Compassionate and kind so you feel valued and cared for * Consistent - in our quality of care so you feel safe and reassured. | Essential | A/I |
| **Other** | | |
| Empathy for individuals who have experienced mental health problems.  As an employee of the Trust, you have a responsibility to ensure that:   * You are familiar with and adhere to the Trusts procedures and guidelines for safeguarding children and vulnerable adults; * you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role; * To carry out responsibilities in such a way as to minimise risk of harm to children or young people and promote their welfare in accordance with the Children Act 2004 and Working Together to Safeguard Children, HM Government 2010. | Essential | A/I |

**A – Application Form**

**I – Interview**

**T – Test**

**C – Certificate**