

ROLE DESCRIPTION

Governance support manager

NHS Providers

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Job title:	Governance support manager
Contract:	2 years FTC in the first instance (Secondments considered)
Reporting to:	Member development manager
Salary:	£41500 - £48000 + generous benefits
Location:	London (Westminster), but home working is in operation at the current time
Website:	www.nhsproviders.org

ABOUT NHS PROVIDERS

NHS Providers is the membership organisation for the NHS hospital, mental health, community and ambulance services that treat patients and service users in the NHS. We help those NHS foundation trusts and trusts to deliver high-quality, patient-focused care by enabling them to learn from each other, acting as their public voice and helping shape the system in which they operate.

NHS Providers has all trusts in membership, collectively accounting for £92bn of annual expenditure and employing over one million staff. As the single voice for NHS providers, we are recognised for our effective lobbying and influence, as a promoter of shared learning, and as a provider of exceptional support and development to our members. We are the 'go to' organisation for comment and debate on the issues facing public providers of NHS services. We have a particularly important role to support our members in a changing NHS landscape, as the focus increasingly shifts to working in integrated local health and care systems.

We are a busy, high performing team of around 70 staff, based in central London.

We strive always to live our values, which are:

- **Inclusive:** We celebrate and champion diversity and seek out different viewpoints. We act to call out and tackle discrimination.
- **Collaborative:** We work as a team internally, and with our members, stakeholders and partners to deliver positive results.
- **Respectful:** We act with honesty, compassion, openness, and integrity, and recognise the contribution each of us makes.
- **Effective:** We deliver professional, high-quality work which is member led and supports the health and care service to deliver value and positive change for patients.

PURPOSE OF THE ROLE

This new role will expand NHS Providers capacity and capability to support trusts with guidance on governance issues, advising on and dealing with the many queries and issues that arise within our member trusts. This new role is being introduced at a particularly interesting and important time ahead of a new health and social care bill (expected to be implemented from April 2022) as trusts seek to consolidate new 'provider collaboration' arrangements, and relationships with system partners and Integrated Care System Boards (ICBs).

Working closely with our experienced governance advisor and a small group of governance professionals at NHS Providers and sitting within the development and engagement team (D&E), the postholder will develop specialist healthcare governance knowledge to support our work for members. The postholder will also interact with colleagues in the policy team, getting involved in initiatives which influence national policy and guidance on governance issues on behalf of members, supporting those members through individual contact and through our networks, and development and training activities to better understand and implement good governance within their trusts and integrated care systems.

NATURE AND SCOPE OF ROLE

NHS Providers strategic direction has evolved, and our remit has expanded during the pandemic, with a renewed focus on effective corporate governance in a changing NHS world at the forefront of our work. This is particularly pertinent as trusts seek to maintain robust governance in challenging times, and as trust boards equip themselves to support system working.

This role will be responsible for supporting our work with trusts on governance. Sitting within the development and engagement team and working closely with the head of development and engagement and board and governor development team, the postholder will support our governance activities and board leadership and governor support and training initiatives. Working closely with the NHS Providers governance advisor who sits within our team of specialist policy advisors, the postholder will also have the opportunity to gain a deeper understanding and expertise in this specialist area and have an important input to our wider influencing and policy work as it relates to governance issues.

The role will be of interest to all applicants with an interest and some experience of governance issues who wish to broaden and develop their knowledge and experience of health and corporate governance across England - as well as those enthusiastic to work with, and for, the NHS and the provider sector.

ACCOUNTABILITIES

Developing and sharing governance expertise

- Advocate and promote best practice in corporate and healthcare governance for members and stakeholders, supporting the governance advisor and D&E senior teams in the development and dissemination of governance best practice in the NHS

- Working with governance specialists in the organisation and company secretaries in trusts, further organisational thinking on issues/questions of good governance for members
- Support governance policy work streams, ensuring they reflect member priorities and influence the development of national policies and guidance on governance issues
- Support the governance advisor and other policy advisors on influencing work in relation to emerging health legislation and changing practice, encouraging cohesive messaging on governance issues and a sound grasp of good governance principles across the organisation
- Support the organisation's engagement on governance issues with key national bodies such as NHS England and NHS Improvement, the Department of Health and Social Care and other key external stakeholders as well as with other commercial partners NHS Providers may work with
- Participate in the internal governance advisory group to debate, inform and secure a shared organisational view and understanding of issues of good governance
- Liaise directly with and advise board members and senior staff at member trusts on practical issues of governance, acting as an initial point of contact for member trusts seeking advice on corporate governance issues
- Research and collate information and case study material for governance-based publications and advice on good governance
- Working with the analysis team, devise and lead governance-based member surveys to inform our corporate view and further our understanding of the provider sector

Supporting member development and engagement

- Working with the board development team, support the delivery of induction and continuing training for member trust boards and councils of governors
- Advise and support the networks team in the development of agendas and programmes for quarterly network meetings and take a lead in the governance-focussed networks such as our vibrant network for company secretaries, or our network for non-executive directors
- Advise and work with the conference team on content for large conference programmes, particularly for the annual conference and exhibition (ACE), the governance and quality conference (which is open to all trust board members), and Governor Focus conference (aimed at supporting a governor audience to share learning)

- Support the work of member Boards and Councils of Governors to ensure access to best practice examples from around the country and promote joined up and integrated work programmes
- Develop a strategic focus to governance-based communications and publications, leading communications channels for trust company secretaries and governance professionals, sharing and advising on best practice, where relevant
- Support the head of development and engagement and other team members, as required, in identifying and responding to new support needs for trusts in a fast-changing world.
- Work with colleagues as required to update support, training and development materials in line with emerging national guidance (particularly around system working and provider collaboration)
- Work with colleagues to respond to day-to-day queries from trust board members and governors about governance issues

General

- Lead on newly emerging and ad hoc projects as required. This may include undertaking research and analysis, drafting submissions, compiling learning material and project management of engagement events, etc.
- Work alongside the NHS Providers communications directorate on relevant member publications and to inform media lines on governance related issues, if required
- Contribute to the wider priorities of the organisation, including development of content for the NHS Providers annual conference and exhibition.

Person specification

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Experience	<ul style="list-style-type: none"> • Experience of working within or for health and care or a similarly complex environment • Track record of work in a governance field, leading projects and working across teams • Experience of developing and delivering content and materials for external audiences • Experience of working with boards and colleagues at a senior level 	<ul style="list-style-type: none"> • Governance experience in healthcare organisation • NHS experience at senior or middle manager • Work in a membership-based representative organisation • Experience of being a respected external advocate for an organisation

	<ul style="list-style-type: none"> • Experience of understanding and distilling complex information to disseminate to a wider audience • Experience of working with governance professionals 	
Knowledge	<ul style="list-style-type: none"> • Educated to degree level or equivalent experience • Broad knowledge and interest in governance • An understanding of the current health issues and some of the challenges facing NHS boards • Interest and understanding of the challenges facing public sector organisations in the current climate. 	<ul style="list-style-type: none"> • Governance study and/or qualification • Interest in and evidence of governance studies
Skills	<ul style="list-style-type: none"> • Broad project management skills • A self starter and motivated to help colleagues and members innovate to improve services • Ability to work under pressure and prioritise to meet deadlines • Ability to work with a high degree of autonomy within the bounds of the portfolio. • Excellent verbal, written, and presentation skills • Excellent relationship building and influencing skills, working with senior stakeholders • Strong interpersonal skills, including the ability to liaise closely with board members • The ability to develop collaborative networks internally and externally • Ability to think creatively and strategically • Ability to contribute to the work and priorities of the wider organisation 	<ul style="list-style-type: none"> • Programme and/or project management studies