

## Managing Director for South Tyneside Health Collaboration

### Post Details

<b>Job Title:</b> Managing Director	
<b>Main Location:</b> South Tyneside	<b>Job Type:</b> Permanent
<b>Responsible to:</b> STHC Board of Directors	<b>Date:</b> 16 <sup>th</sup> May 2022
<b>Working Pattern:</b> 0.5 wte	<b>Salary:</b> £65k wte

### About us

South Tyneside Health Collaboration (STHC) is poised for its next phase of growth and development and as such is seeking a Managing Director to lead the business forward.

STHC already successfully delivers NHS contracts and services, such as operational management services for the primary Care Networks (PCNs) and several large contracts, including the recent COVID 19 Vaccination programme across South Tyneside and has new contracts and opportunities in the pipeline.

STHC aims always to provide excellent support and healthcare services, to deliver the best possible Primary Care to patients in South Tyneside. STHC supports 21 practices (18 of them Collaboration Members) across a population of 157,000 patients across South Tyneside.

STHC's Transformation Strategy outlines the importance of investment in Leadership, Management and Operational delivery roles to achieve growth objectives.

This is an exciting opportunity for the right candidate to take the business to the next level and further establish STHC as an important provider of services.

### Job summary

As a member of the Executive Team, the Managing Director will come with a track record of running all aspects of a business and experience with hands-on expertise across the local NHS Transformation Programme, enabling successful delivery of urgent care and primary care focussed projects. This includes leading an in-depth service re-development and commercial negotiation. The Managing Director will provide managerial and operational support, and directly line-manage Service Directors and Operations Managers.

The Managing Director will enable the Collaboration to progress to its next stage of growth and maturity as a Health Partner and pivotal organisation within South Tyneside ICP and enable our relationships with our primary care members to flourish.

The Managing Director is the Accountable Officer, responsible for all aspects of the performance of the company, providing vision, leadership together with strategic and operational management. As well as strong leadership skills, the Managing Director will be expected to be hands on to meet the requirement of the growing business.

## **Responsibilities and key result areas to include:**

### **1. Vision, Strategy and Business development**

Work with Board members to develop and promote and implement the Company's vision, values, aims, and strategic objectives.

Manage the Company in accordance with its strategic direction, values, objectives and general policies.

Evaluate and manage opportunities threats and risks (strategic, operational and reputational) in the external environment and assess current and future strengths and weaknesses of the Company.

In conjunction with the Board, develop and regularly review the Company's business plan to ensure it is relevant to the Company's vision and the development of a successful organisation.

Apply best practice to the operation of STHC and its services.

Ensure retention of existing contracts through effective leadership management, innovating for improvements and cost-effective service delivery.

Develop and grow the business via acquisition of new contracts including developing board capacity and director portfolios to meet this aim.

Ensure a sustainable organisation, with a balance of contracts and services to support the viability of the business longer term.

### **2. Leadership, Culture and Values and People**

Demonstrate integrity, vision, and courage and provide inspirational leadership for the STHC in a style that creates an open and participative culture.

Act as a role model for the culture and values of the Company.

Manage relationships within the Board effectively and collaboratively.

Develop effective and productive working relationships and communication with the management/administrative team to ensure staff are motivated, developed, supported, respected and involved.

Foster a culture which values continuing professional development.

Oversee the Line management of identified STHC staff. Ensure correct procedures are followed for recruitment and selection, performance management, and identification of training and development needs, in accordance with the employment policies and practices of the Company.

Promote equal opportunities both as an employer and a provider of services and lead on the development and recognition of the importance of the Equality and Diversity throughout the Company.

Manage any personal or organisational conflicts with integrity and transparency.

Identify, allocate and oversee programmes of work for Directors and board members as appropriate.

### **3. Governance, Quality and Performance**

Establish strong governance arrangements that ensure that the Company's services have excellent outcomes for patients and that the organisation remains financially health and operates ethically and in line with public expectations.

Ensure that the Company has robust arrangements in place to monitor, maintain, and where possible improve clinical quality.

Maintain the highest standards of conduct and integrity within the Company and ensure compliance with best practice, statute and regulatory requirements in all matters including financial, governance, legal and clinical related issues.

Understand the legal position in relation to all key aspects of the business, financial assets, people, IT and intellectual property

Provide the Board with high quality advice and information and ensure its attention is drawn to matters it should consider and decide upon.

Establish systems of control and limits of delegation and provide the Board with regular assurance on their effectiveness

Authorise investigation of incidents and complaints to ensure that remedial actions are undertaken, that staff are supported and lessons are learned.

Ensure the Company meets all legislative requirements for health & safety and fire to ensure the protection of staff and patients.

### **4. Communication and Partnership Working**

Develop effective relationships with a true spirit of openness and accountability with STHC members and Primary Care Network Clinical Directors and core and associate members.

Develop and maintain effective working relationships with all key stakeholders, regulators and external agencies to promote the work of the Company and influence decisions for the benefit of the Company.

Ensure effective two-way communication with all member practices.

Ensure STHC's strategy which sets out the Board's vision, aims and services is freely accessible to service users and the general public.

Ensure that patients' views are sought and influence STHC CIC strategy, policies and service delivery.

Work jointly with Clinical Commissioning Groups, ICP/ICS, the local authorities, voluntary services and other agencies to improve healthcare in the local area.

## **5. Financial health**

Ensure that there are robust arrangements in place for the effective management of resources throughout the organisation and that the Board is kept informed of issues relating to the finances of the Company

Oversee the overall budget for STHC operations and ensure that timely management information is shared with the board regarding the status of the company's financial status e.g., monthly/quarterly MI reports.

Ensure STHC conducts all its financial affairs legally and appropriate risk management processes are in place

Ensure that the requirement to publish annual accounts is met and that an Annual Report including accounts is produced and shared with members.

### **How to apply:**

Interested candidates are welcome to request an informal discussion ahead of a formal application being made. If you would like to arrange this, in the first instance please email [recruit@healthcollaboration.co.uk](mailto:recruit@healthcollaboration.co.uk) with your contact details and brief info about your background.

### **Closing date: 6<sup>th</sup> June 2022**

All applicants will be contacted to advise the outcome of their application.

### **Further information:**

Please visit our website to find out more and see our latest infographic from our AGM January 2022 which can be found in the vacancies section – this illustrates some of our work and achievements over recent months.

[Home - South Tyneside Health Collaboration](#)

## Person specification

### Job title Managing Director

Evidence for suitability in the role will be measured via a mixture of application form, group discussion and interview.

Essential: E Desirable: D

Qualifications	Criteria
Degree or equivalent qualification	D
Masters in leadership or management	D
Evidence of continuous professional development.	D
<b>Experience</b>	
A track record of success within a complex healthcare context.	E
Proven experience of working effectively with colleagues, both clinical and non-clinical.	E
Experience of formulating and delivering strategies and business plans.	E
A track record of developing and delivering effective change management plans at senior level.	D
Experience of achievement with regards to delivering clinical and non-clinical performance targets and holding to account.	E
Demonstrable experience of delivering compliance with best practice, statute and regulatory requirements with regard to financial, governance, legal and clinical matters.	E
A track record of establishing strong governance frameworks which deliver excellent outcomes for patients	D
<b>Skills, knowledge and abilities</b>	
Strong influencing and political skills.	E
Strong strategic skills with an ability to consider a number of competing pressures and develop a clear sense of prioritisation to create the most effective strategic direction.	E
Considerable financial acumen with strong business management skills.	E
Excellent communication skills, both verbally and written, able to convince a range of stakeholders and build a positive reputation for an organisation.	E
Able to listen and take account of the views of others	E
Collaborative leader with the skill to take on board the views of others and then take effective decisions.	E
Appropriate transport arrangements, as you may be required to travel outside of your normal workplace from time to time.	E
<b>Personal qualities</b>	

Effective leader and role model, able to inspire and motivate at all levels and develop strong working relationships with a range of stakeholders	E
Clear understanding of the national and regional strategic and policy landscape, able to appreciate the implications at an organisational and local level, adjusting organisational plans accordingly.	E
Creative, lateral thinker with the capacity to challenge the status quo in a constructive and developmental manner.	E
Open individual, able to encourage the creation of a culture where innovation can flourish.	E
An inspirational leader of integrity, who demonstrably adopts the values of STHC.	E

### Health and Safety/Risk Management

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice Health & Safety Policy, to include:

- The post-holder must comply at all times with Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents.
- The post-holder will comply with the Data Protection Act (1984) and the Access to Health Records Act (1990).
- Using personal security systems within the workplace according to practice guidelines;
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks;
- Making effective use of training to update knowledge and skills;
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards;
- Reporting potential risks identified.

### Equality and Diversity

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation;
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues.

## 8. Confidentiality

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately;
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their careers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential.
- The post-holder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

**This Job Description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The Job Description may be amended over time, in consultation with the post holder to meet the needs of the service.**