

## NON-EXECUTIVE DIRECTOR ROLE DESCRIPTION

### PURPOSE OF THE ROLE

Birmingham Women's and Children's NHS Foundation Trust has a national and international reputation as one of the leading providers of services for children, young people, women and their families and is a centre of excellence, providing a range of specialist health care services.

The Trust is led by a unitary Board of Directors whose expertise and skills will drive the vision and mission of the organisation.

Accountable to the Council of Governors, Non-Executive Directors play a pivotal role in the success of the Trust, having responsibility for holding the Executive members of the Board to account and providing independence within the Board of Directors.

The Non-Executive Director will participate in the Board's development of the Trust's vision, strategies, and objectives, holding the Executive Board members to account for their delivery. They will work with their colleagues on the Board of Directors to establish networks and partnerships to support the delivery of the Trust's strategy and development of the Trust's role as a key national lead in the delivery of women's, children's, and young people's health services.

The Non-Executive Director will demonstrate and promote high standards of probity, integrity, and governance.

The role requires a time commitment, in and outside of business hours, of an average monthly commitment of four days.

### Main Duties and Responsibilities

#### *Leadership and Strategy*

- Supporting the chair, chief executive, and executive directors in promoting the Trust values.
- Supporting a positive culture throughout the Trust and adopting behaviours in the boardroom and elsewhere that exemplify that culture.
- Providing support, advice, and guidance for setting the strategic direction of the Trust and holding the executive directors to account for the effective management and delivery of the Trust's strategic aims and objectives.
- Demonstrating visible and ethical personal attributes by modelling the highest standards of personal behaviour, safeguarding the Trust's values, and supporting colleagues on the Board of Directors in emulating this example.
- Building productive working relationships based on candour, trust, and mutual respect with executive directors, providing support, guidance and advice to them.
- Supporting the delivery of the Trust's obligations to its key stakeholders.
- Actively contributing to the Board of Directors' setting of the Trust's values and standards.
- Promoting the vision of the Trust to capitalise on the freedoms it enjoys as a result of its status.
- Promoting an understanding of the role of the Board, the scheme of reservation and delegation, the role of non-executive directors and executive directors.

### *Governance*

- Overseeing and accountability for the quality of services offered by the Trust.
- Scrutinising performance of the executive Board members in meeting agreed goals and objectives.
- Participating in all formal and informal meetings of the Board of Directors and complying with approved procedures.
- Effectively contributing to the Board of Directors and constructively challenging colleagues before taking significant decisions.
- Satisfying themselves that the Board of Directors is focused on strategy, performance, quality and accountability.
- Satisfying themselves that financial and clinical quality controls and systems of risk management and governance are sound and in use.
- Ensuring that they receive adequate information in the form that they specify and to monitor the reporting of performance.
- Challenging colleagues to ensure that meeting agendas take full account of the important strategic issues and key risks facing the Trust.
- Effectively contributing to Board committees of which they may be members or chair.
- Participating in the Board of Directors' identification of the key risks faced by the Trust in implementing its strategy and supporting prudent processes and controls in place to appropriately monitor and manage those risks.
- Seeking advice from the Company Secretary in their corporate governance role.
- Seeking external advice as necessary.
- Complying with the conditions of the Trust's Licence, the Constitution and any other applicable legislation and regulations, highlighting failures of compliance and monitoring actions taken to address this.

### *Council of Governors*

- Engage with and give heed to the Council of Governors so that they can be held to account for the performance of the Board by the Council.
- Attend meetings of the Council of Governors to ensure that they understand the views of the governors in relation to Trust strategy, performance, and quality issues and to facilitate the Council of Governors' contribution to strategy development by the Board.
- Effectively communicate with the Council of Governors in relation to the progress made by the Board in delivering the Trust's strategic objectives and the high level financial and operational performance of the Trust.
- Build productive working relationships based on candour, trust, and mutual respect with the Council of Governors, providing support, guidance, and advice to them.

### *Appointments, Succession Planning and Development*

- Appointing the executives and chief executive, the latter with the approval of the Council of Governors, through the Trust's Appointments and Remuneration Committee.
- Determining appropriate levels of remuneration for the executive directors.
- Considering succession planning for key executive posts to meet the needs of the Trust and ensuring the continual improvement in quality and calibre of executives.
- Where necessary, participating in the process for the removal of executive directors.
- Participating in regular performance evaluations, taking personal responsibility for acting on any results and feedback.

- Contributing to the performance appraisals of executive directors, fellow non-executive directors and the chair.

#### *External relations*

- Promoting effective communications with members and other stakeholders.
- Where necessary, maintaining constructive and appropriate relations with NHS Improvement, the Care Quality Commission, other regulatory or inspection regimes, and NHS organisations.
- Working with the Board to establish and develop partnerships and networks to support the furtherance of the Trust's strategy and reputation.

### **PERSON SPECIFICATION**

#### **SUMMARY**

The Non-Executive Director must demonstrate a passion for healthcare issues, especially as they impact on women, children, young people and their families, a commitment to NHS values and the core values of Birmingham Women's and Children's NHS Foundation Trust.

#### *Essential Experience*

- Significant clinical experience in women's or children's health.
- A track record of experience and involvement in healthcare training; ideally at a National level.
- An understanding of how to evaluate quality of training.
- An understanding of workforce planning.
- An understanding of the quality landscape in the NHS.
- Previous or current board level experience.

#### *Personal Qualities*

- Ably grasps complex issues quickly.
- Contributes effectively within a Board level environment; able to think strategically and make decisions.
- Communicates effectively; able to convey ideas clearly and concisely.
- Committed fully to the aims and objectives of Birmingham Women's and Children's NHS Foundation Trust.
- Strong inter-personal skills.
- Able to handle complexity and uncertainty.