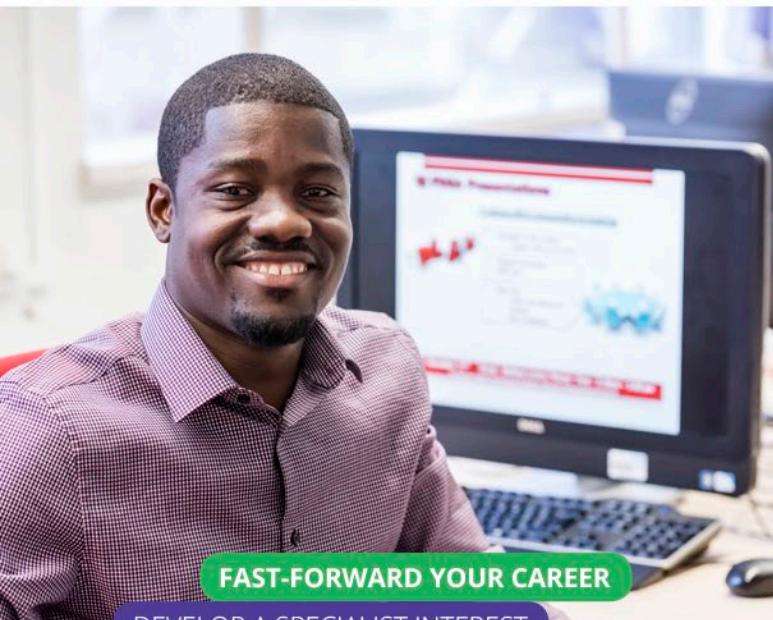


Imperial College Healthcare   
NHS Trust

# Divisional Director for Surgery, Cardiovascular and Cancer

## Candidate information pack



**FAST-FORWARD YOUR CAREER**

DEVELOP A SPECIALIST INTEREST

BE PART OF A SUPPORTIVE TEAM



**STRUCTURED CAREER PROGRESSION**

LEADERSHIP COURSES

SCOPE TO DEVELOP NEW SKILLS



# Who we are

Imperial College Healthcare NHS Trust is an NHS Trust of 14,500 people; we provide care for around a million people every year in our five hospitals and a growing number of community services.

We have a rich heritage and an ambitious vision for the future - we always strive to achieve more for our patients and our communities. And we know we achieve more together. As one team, we care for patients, and we care for each other. We're creating a place where you can truly be yourself, whatever your background, recognising that our differences can be our biggest strength. When you join our team, you'll have an opportunity to follow your own career path and make a real impact on improving health and care. We're an organisation that listens and learns in partnership with our staff, patients, and communities.

We have learnt a huge amount through the pandemic, not least that the health and wellbeing of all our staff has to continue to be a key priority. We're also building on our long legacy of research discovery and clinical innovation, with a keen sense of progress and looking to the future in everything we do.

We live by our vision for better health, for life and our values of being kind, expert, collaborative and aspirational. With five hospitals in central and west London, we're a major partner in our neighbourhoods, striving to reduce health inequalities, create more jobs for local people and become a more sustainable, greener organisation. We're better together.

We have an exciting opportunity for an ambitious and exceptional individual to become our next Divisional Director for Surgery, Cardiovascular and Cancer. If you are interested in shaping the strategic future of our services and delivering high-quality care for our patients, this is the role for you.

The Trust works within the North West London (NWL) ICB and is partnered with the 3 other acute Trusts in NWL; Chelsea and Westminster and Hillingdon to form the North West London Acute Provider Collaborative. The acute collaborative has a single Chair who is also the Chair of each of the 4 acute Trusts and operates through a unified Board in Common, within the North West London Integrated Care Board with a well-developed Governance structure.

The four Trusts that make up the NWL Acute Provider Collaborative are working increasingly closely together to continuously improve quality, improve efficiency and financial sustainability and remove unwarranted variation. The four Chief Executives each lead on a priority across the collaborative and work directly with the senior executives in each Trust for their area, at present this is distributed as follows:

- Quality – Lead CEO is Tim Orchard, Imperial College Healthcare NHS Trust
- Workforce – Lead CEO is Pippa Nightingale London North West
- Finance and Performance – Lead CEO is Lesley Watts, Chelsea and Westminster FT
- Infrastructure and Digital – Lead CEO is Patricia Wright, Hillingdon Hospital FT

The Acute Provider Collaborative operates within the North West London Integrated Care System which has come together to deliver four key objectives:

- Improve outcomes in population health and health care
- Prevent ill health and tackle inequalities in outcomes, experience, and access
- Enhance productivity and value for money
- Support broader economic and social development.

## Our values and behaviours

With our staff and partners, we have developed a clear and ambitious vision as well as a set of core values that shape everything we do. Together they guide our organisational strategy and our behaviours framework:

- **Kind:** We are considerate and thoughtful so everyone feels valued, respected and included
- **Collaborative:** We actively seek others' views and ideas so we can achieve more together
- **Expert:** We draw on diverse skills, knowledge and experience so we provide the best possible care
- **Aspirational:** We are receptive and responsive to new thinking, so we never stop learning, discovering and improving



# Our hospitals

We have five hospitals on four sites, as well as a growing number of community and digital services across central and west London:

**Charing Cross Hospital, Hammersmith:** Charing Cross Hospital offers outstanding day surgery and cancer care, award-winning dementia services and medicine for the elderly, and is a renowned tertiary centre for neurosurgery with a hyper-acute stroke unit. It is also a hub for integrated care in partnership with local GPs and community providers.

**Hammersmith Hospital, Acton:** Hammersmith Hospital is a specialist hospital renowned for its strong research connections and haematology service. It is home to a dedicated heart attack centre and Europe's largest renal transplant centre.

**Queen Charlotte's & Chelsea Hospital, Acton:** Queen Charlotte's & Chelsea Hospital is a maternity, women's, and neonatal care hospital. It is a tertiary referral centre and looks after women with high-risk, complicated pregnancies, as well as providing a midwife-led birth centre.

**St Mary's Hospital, Paddington:** St Mary's Hospital is a large, acute hospital and hosts one of the four major trauma centres in London, alongside a 24-hour A&E department. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

**Western Eye, Marylebone:** The Western Eye Hospital is a specialist hub for ophthalmic services in West London with a 24/7 eye A&E – providing emergency treatment for both adults and children. Facilities include: outpatients, inpatients, day case and emergency services.



# Why join us?

## **Reach your potential through outstanding learning and development opportunities**

Every year we welcome hundreds of doctors, nurses and other healthcare professionals to train with us. We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). If you are starting in an entry-level role, we also offer NVQ level two and level three qualifications. We also have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

## **Experience the rich heritage of hospitals that have made history**

Some of our clinicians' achievements continue to transform healthcare practice and make a lasting impact on the world. In 1928, Alexander Fleming discovered the antibiotic penicillin at St Mary's, revolutionising medicine and earning himself a Nobel prize – this is just one in a long line of many discoveries and developments that have put us on the map as at the forefront of innovation.

## **Draw on huge expertise as part of a strong international community**

Get ready to work with colleagues from all over the world with a sense of community, wellbeing and shared endeavour. We look after children, adolescents and adults – caring for tiny babies through to patients who need end of life care. We have a global reputation for our expertise in areas like: cardiology, haematology, renal and transplantation, infectious diseases, neurology and trauma care – to name just a few. We are part of the prestigious [Shelford Group](#) – the top ten NHS multi-specialty academic healthcare organisations dedicated to excellence in research, education and patient care.

## **Feel supported by a positive culture**

You can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values. Our leadership team ensure they are accessible – meeting staff at monthly CEO sessions and on ward walk rounds. We have a number of thriving staff networks at the Trust for you to join including: the leadership network; the women's network, the LGBT+ network and the nursing and midwifery BAME network.

## **Recognition and career progression**

We value our staff and recognise the unique contributions they make to their patients and colleagues with our [Make a Difference](#) recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you

and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

### **Conduct research here**

Our clinicians work alongside biomedical scientists, chemists, physicists and engineers from Imperial College London to develop new ways of diagnosing, treating and preventing disease. As part of an academic health science centre, we aim to apply research discoveries to healthcare as quickly as possible so we can improve the lives of NHS patients and populations around the world. Our culture is about identifying research opportunities and supporting our staff to pursue them. One of our goals is to encourage many more healthcare professionals outside of medicine to pursue academic careers by providing research skills training sessions, grant-writing support and access to fellowship opportunities. As of 2018/19 we have 600 active research projects.

### **Access brilliant benefits and enjoy a new social life**

Join the NHS pension scheme – one of the most generous schemes in the UK. Have the opportunity to work flexibly. Benefit from on-site accommodation and employee travel. Voluntary benefits include: season ticket loan, on-site nurseries, childcare vouchers, cycle to work scheme, fitness facilities and well-being initiatives including yoga and meditation classes. Join the Trust's choir or orchestra, running club or football club, or become a member of the Charity's Arts Club to receive exclusive access to free exhibitions at the Tate Modern and shows. You can even enter the Royal Albert Hall ballot and win tickets to music events! Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!



# The role

As an executive board member, the Divisional Director for Surgery, Cardiovascular and Cancer will have overall responsibility and accountability for the leadership and management of the Division within the Trust.

Reporting to the Chief Executive, the Divisional Director will provide vision and strategic direction for the triumvirate management team to ensure the division meets its planned targets and maintains a high quality, safe service for staff and patients.

## Key stakeholders

### Internal

Chairman and Non-Executive Directors  
Chief Executive Officer  
Executive Directors  
Other Divisional Directors and their departments  
Divisional Director of Operations, Divisional Director of Nursing  
Clinical Directors  
Senior Nurses  
General Managers  
Deputy Medical Directors and Associate Medical Directors  
Directors of Education and Research  
HR and Finance & Information Business partners

### NHS/University

Department of Health  
NHS Improvement  
Clinical Commissioning Groups  
Rector, Pro Rectors  
Heads of Undergraduate and Postgraduate Education  
Deans

### External

Chief Executives in neighbouring NHS Trusts  
External auditors  
MPs, other representatives of local communities, staff organisations and the media  
Local Authorities  
Government departments

## Key result areas

1. To provide executive leadership and management to a divisional group of services working closely with other Divisional Directors, Executive and Corporate Directors to develop and deliver strategy and business plans for the sustainable delivery of the Divisional portfolio of services.
2. To deliver and monitor robust clinical governance arrangements, that drive excellence and effectiveness in patient safety and patient experience and deliver the best possible outcomes.

3. To be accountable for the efficient use of resources to ensure the effective balancing of operational and financial performance.
4. To report on divisional performance against all metrics and any associated improvement plans to appropriate trust committees.
5. To be accountable for quality (safety and effectiveness), research, education and professional development priorities within the division to provide excellent clinical services for patients.
6. To lead the division in meeting all key performance requirements including CQC, constitutional targets and financial targets.
7. To have trust accountability for relevant activities, e.g.
  - Medicine – 4 hour access target
  - Surgery – RTT and cancer performance
  - Women’s & Children’s – Outpatient improvement and diagnostics
8. Contribute actively to the successful working of the Trust board and executive team.

### **Main tasks and responsibilities**

1. Delivery of high quality clinical services for patients across the divisional portfolio of services.
2. Through close collaborative working with the divisional management team provide line management of medical and non-medical staff within the division.
3. Working closely with the office of the Medical Director be accountable for:-
  - 3.1 Clinical transformation in all services to ensure innovation and evidence based care for patients. This will include the implementation of ambulatory care in all areas and will push the community care agenda wherever appropriate;
  - 3.2 Delivery of improvements against key goals and targets within the quality strategy, reporting on divisional performance to the Executive Quality Committee and Board Quality Committee;
  - 3.3 Improved efficiency across the division to ensure all departments are fit for purpose and deliver high quality, safe and affordable care;
  - 3.4 Improved medical productivity and experience including appraisals, annual review, and the introduction of robust team based job planning ensuring job plans reflect the research and education requirements and contributions of medical staff;
  - 3.5 Improved medical productivity and experience across the sub-consultant workforce including the hospital at night model;
  - 3.6 Delivery of improvements in medical education action plans and monitoring standards to meet educational commissioners’ expectations, reporting on these to the Executive Quality Committee;
  - 3.7 Delivery of infection prevention and control standards in all areas;
  - 3.8 Delivery of the clinical strategy for ICHT, leading and enabling the implementation of new models of clinical care;
  - 3.9 Continuous engagement of staff within the division with the quality improvement programme.



4. To be responsible for the implementation of all medical staff job planning, appraisal and assessment, European Working Time Directive requirements, study leave and Clinical Excellence Awards.
5. Through close working with the Divisional Director of Operations, Divisional Director of Nursing and Divisional Finance business partner be accountable for the financial performance of the Division holding to account the general managers and clinical directors for the financial management of directorates across the Division.
6. Through working with corporate divisions ensure timely implementation of the operational plan and service strategies for the division.
7. Set and achieve targets to drive continuous improvement in patient care across all clinical services within the values and behaviours of the whole Trust.
8. Responsible for leading Clinical Service Planning, Service Development and Demand & Capacity Planning for the Division.
9. Responsible for Implementing Trust and NHS Policies across the Division.
10. Working closely with the Divisional Director of Nursing, Divisional governance leads, Office of the Medical Director and the Executive Director of Nursing, ensure the implementation of robust clinical and corporate governance structures and process for the Division.
11. In conjunction with the Divisional Director of Research ensure that a programme of clinical and translational research is developed, promoted and delivered within the Division.
12. In conjunction with the Divisional Director of Medical Education, ensure that the Division delivers highly rated education to postgraduate trainees and undergraduate students in line with Trust Strategy.
13. Ensure effective communication and engagement with all staff within the Division in key decisions and initiatives as appropriate.
14. With the Divisional Director of Nursing and Divisional Director of Operations, ensure effective leadership to and management of all staff working in the division, promoting understanding, support and adoption of the values, expected behaviours, objectives and strategy of the Trust.
15. Through close working with the Divisional Director of Operations and Divisional Director of Nursing ensure the Division meets its key performance requirements.
16. To work collaboratively with other Divisional Directors and Executive Directors to achieve corporate and cross divisional objectives.
17. To take a lead on cross Trust issues as required on behalf of corporate executives.
18. To ensure highest levels of patient satisfaction are maintained.
19. To promote a culture of research and lifelong learning.
20. To take a lead for Equality and Diversity within the Division, both as an employer and provider of services.
21. To implement recommended actions from CQC inspection and achieve a good (or better) rating at future inspections.
22. Maintain full registration with the GMC with a licence to practise medicine.
23. Keep up to date by undertaking relevant Continuing Professional Development as required by an appropriate Royal College.

24. Undertake sufficient professional activities to maintain credibility within own specialist area of medical practise.

### **Scope and Purpose of Job Description**

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the postholder.



# Person specification

Criteria	Essential
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Understanding of the academic needs of an internationally recognised university</li> <li>• Understanding of the complexity and healthcare needs of a large tertiary referral healthcare/NHS provider</li> <li>• Proven ability in basic or translational clinical research</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of continuing professional and managerial development</li> <li>• Experience of leading a large complex organisation through significant change</li> <li>• Significant experience in building organisational capabilities, including establishing a clear strategic vision and direction and translating it into successful outcomes</li> <li>• Proven and significant experience and excellence in a clinical field</li> <li>• Demonstrable experience in financial management and financial control in a complex environment</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Clinically Qualified</li> <li>• Management qualification (ideally at least diploma level) – or equivalent experience</li> </ul>
<b>Skills, abilities and personal qualities</b>	
<b>Demonstrating Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate self-awareness by being aware of their own values, principles and assumptions</li> <li>• Able to organise and manage themselves while taking account of the needs and priorities of others</li> <li>• Able to act with integrity by behaving in an open, honest and ethical manner and to value, respect and promote equality and diversity</li> <li>• Highly developed communication and influencing skills</li> </ul>
<b>Working with Others</b>	<ul style="list-style-type: none"> <li>• Able to develop and maintain networks across boundaries and to facilitate high level collaboration to deliver and improve services</li> <li>• Able to contribute to and lead senior teams</li> <li>• Able to build and develop high level leadership capacity and capability</li> </ul>
<b>Managing Services</b>	<ul style="list-style-type: none"> <li>• Able to effectively lead and plan service design to achieve service goals</li> <li>• Able to effectively identify and manage resources to deliver goals</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to effectively provide direction, review performance and motivate others to manage services</li> <li>• Able to hold self, individuals and teams to account for achieving performance standards</li> </ul>
<b>Improving Services</b>	<ul style="list-style-type: none"> <li>• Able to create a culture that prioritises the health safety and security of patients, staff and service users</li> <li>• Able to encourage improvement and innovation by creating a climate of continuous service improvement</li> <li>• Able to facilitate transformation by leading change processes that lead to improved services</li> </ul>
<b>Setting Direction</b>	<ul style="list-style-type: none"> <li>• Can demonstrate awareness of the wider political, organisational and professional environment and can interpret legislation and accountability frameworks</li> <li>• Able to make sound decisions in complex situations</li> </ul>
<b>Creating the Vision</b>	<ul style="list-style-type: none"> <li>• Able to develop a vision for the service which is compatible with the wider organisation</li> <li>• Able to communicate the vision in a way that engages and empowers others and displays passion and personal commitment</li> </ul>
<b>Delivering the Strategy</b>	<ul style="list-style-type: none"> <li>• Able to engage and integrate the views of others into a coherent and sustainable strategy</li> <li>• Able to put structures, systems, processes and resources in place to deliver the strategy</li> </ul>



## **Additional information**

### **1. Health and safety**

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and Trust policies on health and safety.

### **2. Medical Examinations**

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.

### **3. Equal Opportunities**

The Trust aims to promote equal opportunities. A copy of our Equality Opportunities Policy is available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

### **4. Safeguarding children and vulnerable adults**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

### **5. Disclosure & Barring Service/Safeguarding Children & Vulnerable Adults**

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. Further information can be found via:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>. Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

### **6. Professional Registration**

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

### **7. Work Visa/ Permits/Leave to Remain**

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

## 8. Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust whilst you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

## 9. Infection control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

**Clinical staff** – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staffs are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

**Non clinical staff and sub-contracted staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

**Flu vaccination** – the Trust's expectation is that all patient-facing staff have an annual flu vaccination, provided free of charge by the Trust. Staffs have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

## 10. No Smoking

The Trust operates a smoke free policy.

## 11. Professional Association/Trade Union Membership

The Trust is committed to working in partnership with Trades Unions and actively encourages staff to join any Trade Union of their choice, subject to any rules for membership that the Trade Union may apply.

# How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Imperial College Healthcare NHS FT on this appointment.

Candidates should apply for this role through Saxton Bampfylde's website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **AAFAID**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring\* form.

The closing date for applications is noon on **4 April 2023**.

*\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

## **Saxton Bampfylde GDPR personal data notice**

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

