



Queen Victoria Hospital
NHS Foundation Trust

Saxton Bampfylde

Candidate information pack

Appointment of two Non-Executive Directors

March 2023

Reference: ABHUA

An introduction

Queen Victoria NHS Foundation Trust (QVH) is a specialist NHS hospital providing life-changing reconstructive surgery, burns care and rehabilitation services for people across the South of England. Our world-leading clinical teams also treat common conditions of the hands, eyes, skin and teeth for the people of East Grinstead and the surrounding areas. In addition we provide a minor injuries unit, expert therapies, a sleep service and a growing portfolio of community-based services. Everything we do is informed by our passion for providing the highest quality care, the best clinical outcomes, and a safe and positive patient experience.

QVH is a centre of excellence, with a proud heritage and an international reputation for pioneering new and innovative techniques and treatments. National surveys show that QVH is consistently rated by patients amongst the top hospitals in the country for quality of care, and the hospital is rated as good overall, with outstanding care, by the Care Quality Commission. We employ over 1,000 skilled and committed staff, dedicated to helping QVH provide the very best care for our patients, and we are the largest employer in the local area. In our areas of specialist expertise we are a major player.

Watch our [short film](#) to learn more about the hospital, our staff and our services.

Our future

As the smallest acute trust in the country QVH faces some challenges, as set out in the [case for change](#) which was published in 2020. The Board is currently considering next steps with staff and with our system partners so that we can best secure the future of the hospital and its specialist services.



The roles

Role summary

Our non-executive directors will:

- work alongside the Chair, executive and non-executive directors of Queen Victoria Hospital NHS Foundation Trust as an equal member of the unitary Board of Directors.
- set the strategy and direction of the Trust, monitoring the delivery of those plans and ensuring the maintenance of the appropriate arrangements for promoting standards of governance, behaviour and financial stewardship.
- engage with the stakeholders within and beyond the organisation, building a productive dialogue, building understanding and supporting continuous improvement.
- engage with the Council of Governors with regard to its duty to hold the non-executive directors, individually and collectively to account for the performance of the Board of Directors.

Principal duties of the Board of Directors

- **Patient experience:** ensuring that all QVH patients can expect and receive the highest quality of compassionate care and clinical outcomes.
- **Strategy:** formulating the strategic vision and direction for the organisation, defining the Trust's strategic objectives and priorities.
- **Performance:** ensuring high levels of performance by holding the organisation to account for the delivery of the strategy; by being accountable for ensuring the organisation operates effectively and with openness, transparency and candour and by seeking assurance that systems of control are robust and reliable.
- **Governance:** conducting business and making decisions in accordance with the highest standards of public service and with due regard to patients, staff and the communities served by the Trust.
- **Culture:** shaping a healthy culture for the board and the organisation, that supports staff and enables innovations and improvement.



Principal responsibilities of a non-executive director

- To ensure that the Board of Directors complies with its legal, regulatory and financial governance requirements and obligations.
- To bring independent oversight and objective challenge to the work of the Board and the performance of the Trust, based on your professional experience and personal judgement.
- To be a source of advice (particularly in your area of special expertise and interest) to the Chair, Chief Executive and executive directors and to contribute to the annual performance appraisal of the Chair.
- To be an active participant in Board committees, chairing a committee where appropriate; the Chair agrees with each non-executive director which committees they attend.
- To be responsible for the appointment, remuneration and, if necessary, removal of the Chief Executive and executive directors and to contribute to the annual performance appraisal of the Chair.
- To be accountable to the Council of Governors, individually and collectively, for the performance of the Board of Directors.



Person specification

Experience

- Board level or senior experience in a significant sized enterprise; perhaps a listed company, or a public sector body, mutual or charitable trust.
- A background in organisational development and strategic change, or experience of working with complex systems and strategic partnerships.

Skills

- The ability to question, probe and challenge constructively across all areas of the business based on clear thinking and analysis.
- Ability to analyse complex information and navigate effectively through a demanding and rapidly changing environment.
- Excellent interpersonal, communication and team working skills.

Knowledge

- An understanding of and commitment to the NHS, with a solid grasp of the current challenges it faces.
- First-hand knowledge of the scope and boundaries of the role of a non-executive director, good corporate governance and the Nolan principles of public life.
- Working knowledge of the main components of a complex organisation or business including: strategic planning, financial budgeting, quality assurance and performance and risk management.

Attributes

- High level of personal and business integrity.
- A supportive and constructive manner.
- A personal commitment to ongoing learning and development.

Desirable characteristics

- An understanding of the health needs of the local population in Kent, Surrey and Sussex and around East Grinstead.

Time commitment and residence requirement

- The time commitment needed to fulfil this role is a minimum of 4-5 days each month. It is the responsibility of each non-executive director to ensure that they can make sufficient time available to discharge their responsibilities efficiently, and prior to taking the appointment the successful candidate should inform the Chair of any other time commitments.
- Able to become and/or remain during the term of office a member of the Queen Victoria Hospital NHS Foundation Trust as set out in the trust's constitution. This means living in Kent, Surrey, Sussex or the London Boroughs of Croydon, Kingston, Merton, Richmond, Sutton, Bexley, Bromley, Greenwich, Lambeth, Lewisham, Southwark and Wandsworth.



Terms of appointment

Title:	Non-Executive Director
Responsible to:	Trust Chair
Accountable to:	Council of Governors
Location:	East Grinstead, West Sussex
Term:	3 years (renewable subject to performance appraisal)
Commitment:	minimum 4-5 days per month
Remuneration:	£15,000 pa

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Queen Victoria Hospital NHS Foundation Trust on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **ABHUA**.

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 28 March 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.*

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.

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