



## **JOB DESCRIPTION**

**JOB TITLE: Director of the Welsh NHS Confederation**

### **JOB PURPOSE:**

The Director of the Welsh NHS Confederation (WNHSC) is responsible for the leadership of the Welsh NHS Confederation Unit and for the planning, management and delivery of its business.

The Director is a member of the Management Board of the WNHSC and the Senior Management Group of the NHS Confederation.

The Director will support and work with the member organisations in representing the view of the NHS in Wales to Ministers, the Welsh Assembly, the Department of Health and Social Services, the Wales Office, MP's, AMs, partner organisations, the media and the public and will contribute to the formulation of policy on effective health and social care on a UK wide basis.

### **ACCOUNTABILITY:**

The Director of WNHSC will be accountable as follows:

- 1)** To the Management Board of the Welsh NHS Confederation, for the performance, delivery and governance of the Welsh NHS Confederation unit and its activities.
- 2)** To the Director of the NHS Confederation for his/her professional performance and for compliance with NHS Confederation's policies in financial and business management,
- 3)** To the Management Board of the Welsh NHS Confederation and the Chief Executive of the NHS Confederation for the management of the federated relationship between the WNHSC and the NHSC.

### **KEY RELATIONSHIPS:**

The Director will maintain good relationships with:

- 1)** The Management Board of the Welsh NHS Confederation
- 2)** Chief Executives and Chairs of member organisations in Wales
- 3)** The Board of Directors and Trustees of the NHS Confederation
- 4)** Key stakeholders in the Welsh Assembly officials and the Welsh Assembly Government

## **KEY FUNCTIONS:**

Subject to discussion and the agreement of the Management Board of the WNHSC, key functions will include:

### **Delivering Member Services**

#### Representing member organisations

- Providing practical support to members through policy analysis, best practice reviews, research and by organising, seminars and conferences to discuss/explore key developments that affect them.
- Searching for ideas and information outside the usual sources that aims to connect our members with the latest thinking from across the world. Bringing people together from all parts of the NHS and from the wider health community through conferences, seminars and networks
- Influencing the overall direction of the health debate in Wales and representing members' views from an objective and collective perspective.
- Preparing briefings to help inform decision-makers and opinion-formers on the key issues of the day.

#### Communications

- Working closely with the press and media, providing comment and background briefing on topical health stories and issues.
- Forming alliances with partner organisations in the drafting and publication of public interest information.

#### Horizon scanning

- Facilitating, supporting, and undertaking "blue sky" thinking
- Stimulating, facilitating and supporting the health futures debate through research, the dissemination of information, and learning programmes.

### **Providing Corporate Support Services**

A Service Level Agreement is currently being negotiated between LHBs, NHS Trusts and the WNHSC for the setting up and management of an all Wales corporate support service. This would include: -

- The work of the existing Welsh NHS Employers' Unit in supporting the implementation of the strategic workforce agenda of the NHS in Wales, acknowledging the central role of the workforce in facilitating service change. Key tasks include:

- Supporting the Service in developing a considered and consistent voice on all matters relating to workforce issues, representing the interests of Welsh NHS Employers both inside the principality and on the UK stage;
- Negotiating specific conditions of service on behalf of employers;
- Providing evidence to UK national pay review bodies;
- Developing links to a wide range of organisations across the UK and beyond, to share experience and knowledge on human resource and workforce issues as appropriate;
- Developing a knowledge resource of the most innovative and effective practice in workforce management and approaches to employment;
- Supporting the NHS in promoting itself as the employer of choice in Wales.
- As part of the All Wales Leadership and OD Programme and in partnership with NLIAH and PSMW:
  - planning and deliver Board development programmes, Chair's twinning and knowledge sharing networks, member induction, aspiring chairs/vice chairs development programmes, member mentoring and personal development networks;
  - Plan and deliver Executive Director twinning and knowledge sharing networks;
  - Plan and deliver aspiring executive directors development programme; sub board twinning and knowledge exchange networks.
- The development of an all Wales corporate support service which will provide secretariat, research and other specialist support services to Chairs, Chief executives and other agreed all Wales groups. Functions would include:
  - Supporting Chairs and CEs in agenda planning and meetings management;
  - Undertake research, collect and analyse information and prepare briefings to support Chairs and CEs in their collective work plans and agenda items;
  - Preparing correspondence, submissions and responses;
  - Coordinating the work and preparation relating to the submission of evidence and attendance at Welsh Assembly committees and working groups. Preparing evidence and briefings, help in the selection and support of witnesses and representing NHS bodies as appropriate;
  - Advise, support and, as appropriate, act on behalf of LHBs, NHS Trusts and other appropriate stakeholders in designing and implementing communication and public relations strategies relating to the implementation of major all-Wales policies, plans and consideration of topical health issues .
  - Provide support and coordination of all Wales joint meetings of Health Boards between WLGA, Solace, ADSS, the third sector and other stakeholder organisations;

**Any Other Reasonable Duties**

This Job Description is not intended to be exhaustive and the Director may be asked, from time to time, to undertake any other reasonable duties, in accordance with the needs of the Welsh NHS Confederation.

**The Welsh NHS Confederation**

**Person Specification**

**Job Title: Director of the Welsh NHS Confederation**

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| <p><b><u>Education/Qualifications</u></b></p> <ul style="list-style-type: none"> <li>Degree level education</li> </ul>  | <p>Essential</p>   |
| <p><b><u>Skills and Abilities</u></b></p> <ul style="list-style-type: none"> <li>Strategic thinker and leader</li> <li>Strong communication skills both verbally and in writing</li> <li>Excellent negotiator</li> <li>Able to build strong personal relationships and effective formal and informal networks</li> <li>Excellent public speaker</li> <li>Computer literate</li> <li>Experience and demonstrable strength in working with the press and media</li> </ul> | <p>Essential<br/>Essential<br/>Desirable<br/>Essential<br/>Desirable<br/>Desirable<br/>Desirable</p> |
| <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>Board level experience</li> <li>Have managed a budget and staff</li> </ul>   | <p>Essential<br/>Essential</p>   |
| <p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>Good Knowledge of the NHS in Wales</li> <li>Have good understanding of health and social policy issues</li> <li>Understanding of the policy making process</li> <li>Understanding of the political dynamics within Wales</li> </ul>   | <p>Desirable<br/>Desirable<br/>Desirable<br/>Desirable</p>   |
| <p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>Welsh speaker</li> <li>Self confident</li> <li>Resilient and courageous</li> <li>Independent minded</li> <li>Team player</li> <li>reflective</li> </ul>   | <p>Desirable<br/>Essential<br/>Essential<br/>Essential<br/>Essential<br/>Essential</p>               |

## Proposed Organisational Structure



