NHS England



Job description and person specification

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| **Position** | | | |
| **Job title** | **East of England Clinical Senate Chair** | **Directorate/ Region** | **Medical Directorate, East of England** |
| **Pay band** | **Medical Salary** | **Responsible to** | **Senior Responsible Officer, Medical Director System Improvement and Professional Leadership, NHS England** |
| **Salary** | 2 Programmed Activity (PA) per week (Medical Salary)  It is not expected that this will be a regular day a week but used in the most appropriate way to meet the demands of business of Clinical Senate. | **Accountable to** | **East of England Regional Director** |
| **Tenure** | **Secondment Contract** | **Responsible for** | Providing advice and leadership to the Clinical Senate including to the Senate Council. Responsible for Clinical Senate publications. |
| **Funding Arrangements** | **Programme Funded** | **Base** | Peripatetic and flexible. Ability to work remotely and travel as necessary across East of England for visits and meetings as and when appropriate. |

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| **Our Organisation** | **NHS England and NHS Improvement Values and Behaviours** |
| NHS England leads the NHS in England to deliver high quality care for all. We support NHS organisations to deliver better outcomes for our patients and communities, work to get the best possible value for taxpayers, and drive improvement across the NHS.  Through our [seven regional teams](https://www.england.nhs.uk/about/regional-area-teams/), NHS England supports local [integrated care systems](https://www.england.nhs.uk/integratedcare/what-is-integrated-care/), made up of public services that provide health and care – NHS organisations, primary care professionals, local councils, social care providers and the community, voluntary and social enterprise sector – to improve the health of the population, improve the quality of care, tackle inequalities and deliver care more efficiently.  From April 2023, NHS England, Health Education England and NHS Digital will be one single organisation, putting workforce, data, digital and technology at the heart of our plans to transform the NHS. | Having listened to our staff over the last year, we aim to create a healthy and high performing organisation, underpinned by the NHS Constitution values:   * Working together for patients * Respect and dignity * Commitment to quality of care Compassion * Improving lives * Everyone counts   Our people all have a part to play in helping to shape and develop our culture and in embedding and living these values.  Our behaviors:   * leading by example: * We prioritise patients in every decision we take. * We listen and learn. * We are evidence-based. * We are open and transparent. * We are inclusive. * We strive for improvement. |

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| **Service and team** | **About the role** |
| The Medical Directorate is one of seven directorates in the integrated Regional team of NHS England. The Medical Directorate is led by the Regional Medical Director and Chief Clinical Information Officer. It has four main workstreams – each headed by a Medical Director or Senior Manager (ESM). The East of England Clinical Senate covers the same regional geography as NHS England, i.e. Norfolk & Waveney, Suffolk & North East Essex, Mid & South Essex, Hertfordshire & West Essex, Bedford, Luton & Milton Keynes and Cambridgeshire & Peterborough ICCs.  The Clinical Senate management team work with all six ICSs and health and care providers across the region.  Whilst it primarily reviews and contributes to the work of the ICSs within the East of England, there may be occasions when the Senate management team will take the lead on reviews that cross NHSE regions or work jointly with other Senates to undertake such reviews.  The Clinical Senate takes an overview of health and healthcare for the population in the East of England and provides a source of strategic independent advice and leadership to health and care systems. The Clinical Senate Council acts as a multi-professional leadership group assuring the process through which advice is formulated and approves the definitive advice produced.  The Clinical Senate Chair ensures that the Senate operates as a credible source of high-quality evidence-based independent advice, and that business functions and processes are aligned with the overarching regional Clinical Senate function. | As the Clinical Senate Chair, the post holder will lead the strategic and operational development and delivery of coherent and effective senate arrangements in a given geographical area, ensuring activities are aligned to and support commissioners in achieving outcome ambitions for patients and benefits to population health.  The postholder will have overall responsibility for clinical leadership, engagement and influence in Senate activities. Key aspects of this role will be:   * To provide overarching professional and clinical leadership of the Clinical Senate in the defined area * To provide strategic clinical advice to constituent commissioning organisations across the totality of health and social care * To communicate the role and added value of the Clinical Senate ensuring advice and input is fed into the commissioning process. * To provide leadership for improving and safeguarding quality * Employ effective communication, negotiation and influencing skills to enable stakeholder relationships to deliver objectives over the duration of projects/programmes. * Represent the Region in sensitive and political situations, delivering difficult messages where required to high-level audiences. * Chair Clinical Senate expert panels or recruit appropriate clinicians to chair these panels. * To lead the Clinical Senate Council and engage with the wider Clinical Senate Assembly which supports it, to ensure broad and effective involvement of current and developing clinical leaders and experts across the wider health and care system. * In addition to the Senior Manager and Project Officer(s), who coordinate the work of the Senate, the Senate Chair is supported by a Vice Chair. |

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| **Key Job specifics and responsibilities** | **Key accountabilities** |
| Independent clinical reviews to support reconfiguration assurance.  The Clinical Senate provides leadership for independent clinical advice that enables commissioners and service reconfiguration/transformation programmes to demonstrate compliance with the Five Tests for Service Change as they develop services.  These formal clinical reviews help statutory commissioners make the right decisions for the right reasons in regard to often complex service changes by giving governing body members an independent view on the clinical components of their proposals whilst providing them with evidence that can be assessed as part of the regulatory process.  The Clinical Senate will ensure the sharing of best practice and innovation across and between systems with the region.  As well as providing independent clinical advice into the development or formal review of specific local service proposals, Clinical Senates may also undertake proactive pieces of work to support system priority areas.  The Regional Clinical Senate will be a flexible and adaptable resource to meet the evolving nature of NHS England and the overall commissioning landscape but will retain its independent and impartial remit.  **Improving quality and outcomes**   * To provide clinical leadership to the development of Senate arrangements in the defined geographical area. * To foster a culture of expert multi-professional engagement in the Senate. * To ensure quality improvement programmes, particularly large scale change projects, benefit from the best clinical expertise available. * To maintain credibility with all key players within the Senate community, fostering a culture of collaboration for the delivery of equitable, high-quality care. At times this could include acting as an ‘honest broker’ reconciling conflicting views and interests. * To understand, communicate and support the implementation of clinical policy relating to Senate activities (including NICE Quality Standards and Outcome Strategies). * Support alignment and cohesion of work programmes to supporting ICSs with the implementation and delivery of national clinical priority programmes. * To promote a culture of innovation, developing strong partnerships with Academic Health Science Networks and other academic and education structures.   **Enabling clinical leadership**   * + To provide and promote multi-professional clinical leadership that is central to the delivery of all commissioning activities.   + To foster and promote a culture of clinical engagement and influence ensuring the Senate is truly clinically led.   + To create and maintain a Senate structure that supports widespread multidisciplinary involvement including doctors, nurses. allied health professionals, clinical scientists, public health professionals and primary care practitioners.   **Enabling patient and public involvement**   * Employ effective communication, negotiation and influencing skills to enable stakeholder relationships to deliver objectives over the duration of the tenure with: * External organisations to ensure seamless transition to new systems and processes. * Wider NHS and independent stakeholders to ensure collaboration. * To act as a champion for patients and their interests and involve the public and patients in the strategy development and decision-making of the Senate. * To ensure all public. patient, clinical and commissioning contact with the Senate is of the highest professional standard. * To embed patient and public involvement at all levels of decision making within the Senate.   **Financial & Physical Resources**  Constantly strive for value for money and greater efficiency to ensure that the Senate operates in recurrent financial balance year on year.  **Staff Management**   * Motivate and inspire Clinical Senate Council Members to role model leadership and innovation. * To forge positive working relationships, in order to achieve NHS objectives.   **Information Management**   * Provide and receive highly complex, sensitive and contentious information, including presenting information about the Clinical Senate programme and dependencies involving a wide range of stakeholders in formal settings: the post holder must have the ability to deal with resulting potentially challenging situations. * Contribute to the management of and reporting of information to relevant internal and external stakeholders, including executive sponsors and non-executive authorities.   **Promoting equality and reducing inequalities**   * To uphold organisational policies and principles on the promotion of equality. * To create an inclusive working environment where diversity is valued, everyone can contribute, and everyday action ensure we meet our duty to uphold and promote equality.   **Partnership and cross boundary working**   * Promote a culture of partnership with NHSE clinical leads for the promotion of quality improvement and the achievement of outcome ambitions. * To work with other structures, including Academic Health Science Networks aligning innovation, education, informatics and quality improvement. * To work with national level bodies ensuring alignment of policy and service transformation for patients.   **Leadership for transformational change**   * To model a collaborative and influencing style of working, negotiating with others to achieve the best outcomes. Embedding this approach across the Senate using insight and evidence for improvement   **Developing an excellent organisation**   * To provide leadership and management to the Senate professionals. * To support the organisation’s ways of working, model its values and champion the NHS Constitution. * To ensure the health, safety and wellbeing of all staff within the Clinical Senate. * To ensure compliance with all confidentiality and governance requirements within the Clinical Senate. * To adhere to relevant professional codes of conduct | **Key Accountabilities**  The post holder will be professionally accountable to the Regional Medical Director. The post holder will work alongside the Senior Manager of the Senate.  **Key Working Relationships**   * Operate effectively in a flexible and demanding environment and engage proactively with stakeholders. * Communicate effectively, building good working relationships, providing information and advice to a wide range of internal and external stakeholders * Lead as an expert; integrating systems and managing effective working relationships with the appropriate stakeholders. * Drive and challenge each key working relationship to innovate and to achieve agreed objectives. * Provide and receive highly complex, sensitive and potentially contentious information, presenting information about projects and dependencies to a wide range of internal and external stakeholders in formal settings. * Manage situations with staff and stakeholders within change programmes for successful outcomes, often dealing with complex and conflicting issues with staff and stakeholders. |

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| **Organisational structure** |
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| **Person specification** | | | | |
| **Criteria** |  | **Essential** | **Desirable** | **Evidence\*** |
| **Qualifications** | Registered with the GMC.  Educated to masters’ level or equivalent level of experience of working at a senior level in a specialist clinical area.  Post Graduate or management qualification | √  √  √ |  | A/I |
| **Knowledge and experience** | Knowledge and experience of working in formal clinical networks within the NHS  Good understanding of integrated models of care across primary, secondary, tertiary and community care at a strategic level | √  √ |  |  |
| Track record of delivering major change in clinical services.  Senior clinician with an identified clinical leadership role, operating at or close to Board level. | √  √ |
| Experienced clinician with credibility and the ability to command the respect of all  clinical and non-clinical professionals. | √ |
| Experience of developing, applying and reviewing an evidence-based approach to decision making. | √ |
| **Skills Capabilities & Attributes** | The ability to build excellent collaborative networks | √ |  |  |
| The ability to deal with ambiguity and complexity | √ |
| Demonstrate impartiality; acts as a champion for patients rather than for individual organisations | √ |
| Excellent leadership skills and the ability to motivate | √ |
| Highly developed interpersonal skills, negotiation, persuasion, feedback,  partnership working | √ |
| Experience of, and ability to analyse and interpret complex data | √ |
| Able to develop effective and mutually supportive relationships with key partners within and without organisations. | √ |
| Demonstration of strategic and political awareness | √ |  |  |
| Ability to Chair effective meetings where all business is discussed, views heard and clear decisions reached. | √ |  |  |

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| **Values and behaviours** | Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes | √ |  | A/I |
| Demonstrably involves patients, carers and the public in their work | √ |  |
| Consistently puts clinicians at the heart of decision making | √ |  |
| Values diversity and difference, operates with integrity and openness | √ |  |
| Works across boundaries, looks for collective success, listens, involves, respects  and learns from the contribution of others | √ |  |
| Uses evidence to make improvements; seeks out innovation | √ |  |
| Actively develops themselves and supports the development of others | √ |  |
| Demonstrable commitment to partnership working with a range of external  organisations | √ |  |
| Positive attitude; ability to engage and enthuse others. | √ | A/I |
| **Other** | Ability to travel throughout the region as required and attend national and regional meetings. | √ |  | A/I |

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| \* Evidence will take place with reference to the following information: | |
| **A** | Application form |
| **I** | Interview |
| **T** | Test or Assessment |
| **C** | Certificate |