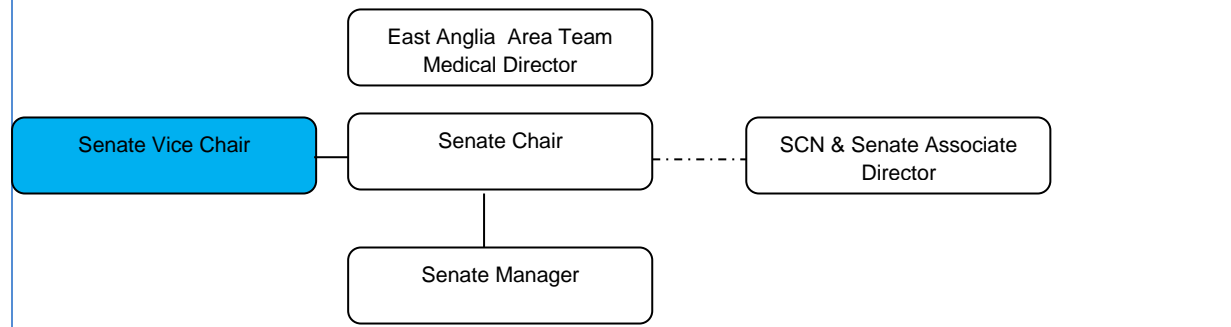


Role Description

Job Title	EAST OF ENGLAND CLINICAL SENATE VICE CHAIR
Reference Number	
Directorate	Medical Directorate
Pay Band	Payment will be made for four programmed activity (4 x p.a.) sessions per calendar month
Responsible to	East of England Clinical Senate Chair
Responsible for	Supporting the Clinical Senate Chair, acting in their absence and taking on specific responsibilities to be agreed with the chair post election
Organisation Chart	
 <pre> graph TD A[East Anglia Area Team Medical Director] --- B[Senate Chair] B --- C[Senate Vice Chair] B --- D[Senate Manager] B -.- E[SCN & Senate Associate Director] </pre>	
Base	East Anglia Area Team Office (CPC1 Fulbourn, Cambridge). Considerable travelling is expected as part of the role
Appointment and Term of Office	The Vice Chair will be elected by the Clinical Senate Council for a period of one year, but may be re-appointed for up to a maximum of two occasions, on an annual basis, thereafter.

Job purpose and key roles

In addition to their role as a member of the Senate Council, the elected vice-chair will have specific responsibilities. The vice-chair will:

- carry out the chair's duties their absence, with the acknowledgement of the Senate Council as being capable and appropriate to do so
- take the Senate Council chair when the Chair declares a conflict of interest in an item that excludes him from the discussion / decision
- provide support and assistance to the chair in carrying out their responsibilities and to act as a confidential 'critical friend' and sounding board
- work with, and if appropriate deputise for, the chair to represent the Clinical Senate in appropriate forums locally, regionally and nationally
- undertake a range of activities including visits to local authorities and other stakeholder bodies to raise the profile and understanding of Clinical Senate
- in the absence of the Chair, approve publication of Senate communications and advice.

Other Council members may approach the vice-chair if they are concerned about the work or judgement of the chair. The vice-chair will then discuss any issues arising with the chair.

Supporting the Chair

The vice chair will be expected to support the Chair in the discharge of their role. To that effect, details of the Senate Chair role are laid out below, followed by the key skills and qualities required of the vice chair to support the chair in their role.

The Senate Chair is responsible for leading the strategic and operational development and delivery of coherent and effective senate (in the East of England), ensuring activities are aligned to and support commissioners in achieving outcome ambitions for patients and benefits to population health

The Senate chair has overall responsibility for clinical leadership, engagement and influence in senate activities and the key aspects of the Senate Chair role are to:

- provide overarching professional and clinical leadership of the Senate in the defined area

- provide strategic clinical advice to constituent commissioning organisations across the totality of healthcare
- communicate the role and added value of the Senate ensuring advice and input is fed into the commissioning process
- provide leadership for improving and safeguarding quality.

The personal skills and qualities required of the clinical senate vice chair

- **To support the Chair to:**

Improve quality and outcomes

- provide clinical leadership to the development of senate arrangements in the East of England
- foster a culture of expert multi-professional engagement in the senate
- ensure quality improvement programmes, particularly large scale change projects, benefit from the best clinical expertise available
- 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
- understand, communicate and support the implementation of clinical policy relating to Senate activities
- promote a culture of innovation, developing strong partnerships with Academic Health Science Networks and other academic and education structures.

Enable clinical leadership

- promote multi-professional clinical leadership that is central to the delivery of all commissioning activities
- foster and promote a culture of clinical engagement and influence ensuring the senate is truly clinically led
- maintain a senate structure that supports widespread multi-disciplinary involvement including doctors, nurses, allied health professionals and clinical scientists

Enable patient and public involvement

- 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
- ensure all public and patient contact with the Senate and Network office is of the highest professional standard

Promote equality and reducing inequalities

- uphold organisational policies and principles on the promotion of equality
- 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 the Strategic Clinical Networks clinical directors and clinical leads for the promotion of quality improvement and the achievement of outcome ambitions
- engage and develop collaborations for quality improvement across whole health communities, for the realisation of equitable access to quality care and the achievement of outcome ambitions for patients
- work with other structures, including Academic Health Science Networks aligning innovation, education, informatics and quality improvement
- work with national level bodies ensuring alignment of policy and service transformation for patients

Leadership for transformational change

- model a collaborative and influencing style of working, negotiating with others to achieve the best outcomes. Embedding this approach across the Senate

Develop an excellent organisation

- provide leadership to the Senate members
- support the Senate's ways of working, model its values and champion the NHS Constitution
- ensure compliance with all confidentiality and governance requirements within the Senate
- adhere to relevant professional codes of conduct

*This job description and person specification are an outline of the tasks, responsibility and outcomes required of the role. The job holder will carry out any other duties that may reasonably be required by their line manager.
The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Organisation.*

JOB DESCRIPTION AGREEMENT

Job Holder's Signature: Associate Director of Strategic Clinical Networks and Senate Signature:	Date: Date:
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Person Specification

Area	Essential	Desirable	
Values and behaviours			
Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes	√		
Demonstrably involves patients 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 others	√		
Demonstrable commitment to partnership working with a range of external organisations	√		
Skills and capabilities			
The ability to build excellent collaborative networks	√		
The ability to deal with ambiguity and complexity	√		
Able to navigate and negotiate the NHS and the wider health, social care and political landscape.	√		
Excellent leadership skills and the ability to build and motivate high performing teams	√		
Highly developed interpersonal skills, negotiation, conflict management, feedback, partnership working skills	√		
Able to assimilate complex and lengthy information and make decisions in an ambiguous and fast moving environment	√		
Ability to communicate with stakeholders and the media, and convey complex messages to different recipient groups.	√		
Able to develop effective and mutually supportive relationships with key partners within and without organisations.	√		
Strong intellectual, strategic, and systemic thinking skills, with the ability to think creatively and laterally to achieve outcomes.	√		
Knowledge			
*Knowledge and experience of working in formal clinical networks within the NHS	√		
Good understanding of health system dynamics and the reform programme	√		

*Knowledge of evidence based policy making and NHS governance	√		
A good understanding of how to use data and financial incentives to improve quality and productivity	√		
Experience			
*Track record of delivering major change programme to transform clinical services.	√		
To have a good understanding of integrated models of care across primary, secondary, tertiary and community care and appreciation of NHS contracting processes	√		
*Senior leadership experience in the NHS, operating at or close to Board level	√		
*Significant experience in clinical leadership at a strategic level.	√		
*Experience of operating in complex, highly political environments	√		
*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	√		
<ul style="list-style-type: none"> NOTE: * This applies only in the case of a clinician being nominated / elected as vice chair, they are not required for any patient / public / carer representative being elected as vice chair, 			