

SINGLE CORPORATE SERVICES

Corporate Governance Directorate Legal Services

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| Job title: | Group Head of Healthcare Legal Services | <i>To be completed by HR</i> <i>Job Reference Number</i> |
| Reporting to: | Group Director of Corporate Governance | |
| Accountable to: | Group Director of Corporate Governance | |
| Pay Band: | 8b | |

As part of the Single Corporate Service, the role provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust, acting as head of the healthcare legal function across the Group, reporting to the Group Director of Corporate Governance as part of the senior leadership team within the Corporate Governance directorate.

To fulfil the role as a senior leader, on-site working presence is required across sites for visibility and to supervise/manage the team across multi-site locations, providing a level of in-person leadership. Exact hybrid arrangements will be agreed with the Group Director of Corporate Governance on an individual basis, but a significant proportion of the role will be site-based.

Job purpose

To ensure both Trusts meet their legal and regulatory obligations associated with healthcare legal services requirements and management, to have oversight and responsibility for the healthcare legal function across the Group and to ensure that there are robust arrangements in place to continue to be well-led organisations. This includes assurance and escalation as necessary. The postholder is the designated strategic lead for healthcare legal in both Trusts and will be accountable to the Group Director of Corporate Governance.

Job summary

1. Oversight of the provision of a dedicated legal service to the Group in response to specialist litigation and inquest hearings.
2. Manages the healthcare legal team across the Group.
3. Provides supervision of junior lawyers/paralegals/case managers in their conduct of litigation, coronial inquests, court of protection matters and general advisory work.
4. Attends court and tribunals on behalf of the Trusts by way of representation where needed, with a focus on more complex cases.
5. Has strategic oversight of the provision of healthcare legal services across the Group and supports with the strategic direction of the function.
6. Supports the Group Director of Corporate Governance to deliver a singular legal services function to the Group.
7. Responsible for stakeholder relationship management, both internal and external.

Specific Core Functions

1. Leadership and guidance of healthcare legal services management across the Group.
2. Lead as a main point of contact as the Group's representative in regard to legal services, including internal and external stakeholders.
3. Responsible for the implementation and delivery of strategic initiatives as directed by the Group Director of Corporate Governance.
4. Provide necessary project management and leadership for all aspects of legal arrangements.
5. Lead as the Trusts' primary expert on matters relating to healthcare law, with oversight of managers/team members with operational oversight of inquest hearings, litigation and other advisory work.
6. Identify matters which require support from external solicitors and undertake direct liaison.
7. To provide representation for the Trusts in court including coronial court for complex matters where required, recognising that team members have daily carriage of caseload.
8. To ensure that there is robust data management, and an auditable trail of information is maintained, utilising the Trust Risk Management system and associated modules.
9. Provide oversight, assurance, and support to the Executive team to fulfil their legal responsibility in ensuring that statutory duties are met.
10. Ensure that the healthcare legal services team works with divisional leadership teams, securing their engagement with legal services and providing support to help divisions support patient safety and staff involved in any subsequent legal matters.
11. Provide insights and participation at meetings to ensure each division delivers their plans in relation to legal matters.
12. Monitor and report on key performance indicators, providing accurate, timely updates and formal reports to the Group Director of Corporate Governance, divisions, TLTs and committees as required, escalating risks accordingly.
13. Represent the Group at meetings as required to provide legal expertise and oversight.
14. Oversee the development of training opportunities in relation to feedback from inquests and claims.
15. Be responsible for the coordination and provision of reports as per the Trusts and National requirements.
16. Provide leadership, guidance, training and development for the healthcare legal team, including line management responsibilities.
17. Lead on the development of policies relating to legal services and others which there may be a legal element involved.
18. Budgetary management responsibility for the Group healthcare legal services function.

Key Responsibilities

Communication and Working Relationships

The post holder will provide and receive highly complex, highly sensitive information where cooperation, agreement is required; presenting complex, sensitive or contentious information to large group of staff/ provide and receive highly sensitive information where there are significant barriers to acceptance which need to be overcome.

Analytical and Judgement

Judgements involving highly complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.

Planning and organising

Plan and organise a number of complex activities or programmes, requiring formulation and adjustment.

Physical Skills

The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

Policy and Service Development The post holder is responsible for a range of policy implementation and policy or service development for a directorate or equivalent.

Financial Management

Authorised signatory for cash/financial payments; Responsible for purchase of some supplies.

Management/Leadership

The post holder is responsible for day-to-day supervision or co-ordination of staff within the legal team. They will deal with work allocation and daily responsibility for the monitoring or supervision of one or more groups of staff.

Information Resources

Responsible for data entry, text processing, storage of data.

Research and development

Undertakes surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

Freedom to Act

The post holder is guided by general health, organisational or broad occupational policies, but in most situations the post holder will need to establish the way in which these should be interpreted.

Physical effort

A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

Frequent requirement for prolonged concentration; occasional/frequent requirement for intense concentration.

Emotional Effort

Frequent exposure to distressing or emotional circumstances, or occasional exposure to highly distressing or highly emotional circumstances, or frequent indirect exposure to highly distressing or highly emotional circumstances.

Working conditions

Occasional exposure to unpleasant working conditions, or occasional requirement to use road transportation in emergency situations, or frequent requirement to use road transportation, or

frequent requirement to work outdoors, or requirement to use Visual Display Unit equipment more or less continuously on most days.

Person Specification

| Criteria | Essential | Desirable | How criteria will be assessed |
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| Qualifications | Masters degree in Law and Legal practice (or equivalent level) | Qualified practising Solicitor/Barrister/Legal Executive. | Provision of evidence of qualification |
| Experience | <p>More than 5 years' experience working in a senior role in relation to Medico-legal work.</p> <p>Knowledge and experience associated with NHS specific provisions, structures and social care policies.</p> <p>Experience of oversight and supervision of junior lawyers.</p> <p>Line management responsibilities at a senior level.</p> <p>Team Management.</p> <p>Excellent organisational and analytical skills.</p> <p>Excellent communication skills, including letter writing, in often challenging and complex situations.</p> <p>Expert in influencing, negotiating and interpersonal skills.</p> <p>Ability to analyse and interpret data and information at an advanced level.</p> | <p>Court of Protection expertise</p> <p>Expertise in another legal discipline outside of healthcare law</p> | Interview |

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| | <p>Ability to write complex reports at a senior level, including Board level.</p> <p>Strategic skills and experience of application, to support with design and implementation of legal services strategy.</p> | | |
| Knowledge | <p>Extensive knowledge and experience of the application of law in the medico legal framework.</p> <p>Expert knowledge of systems and processes relating to the management of the Coronial process, litigation and claims management.</p> <p>Expert awareness and application of Data protection and confidentiality, Human Rights Act, Mental Health Act and Health and Safety Law.</p> | | Interview |

Compliance statement to expected organisational standards.

To comply with all Group/Trust Policies and Procedure, with particular regard to

- Risk Management
 - Health and Safety
 - Confidentiality
 - Data Quality
 - Freedom of Information
 - Equality Diversity and Inclusion
 - Promoting Dignity at Work by raising concerns about bullying and harassment
 - Information and Security Management and Information Governance
 - Counter Fraud and Bribery
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- Your behaviour will demonstrate the values and vision of the Group by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.

- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trusts will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trusts' values in your every day practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.