

SINGLE CORPORATE SERVICES

Corporate Governance Directorate
- Departments of Board Secretariat and Legal Services

Job title:	Head of Corporate Secretariat and Legal	To be completed by HR <i>Job Reference Number</i>
Reporting to:	Group Director of Corporate Governance	
Accountable to:	Group Director of Corporate Governance	
Pay Band:	8c	

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 board secretariat and legal functions 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. The 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

The core purpose of the role is two-fold:

- a) To lead the provision of a robust and effective corporate secretariat service, heading up the Board Secretariat function, ensuring effective decision-making by the Board, its committees and other key forums in the organisations and the implementation of best corporate governance practice; and
- b) To ensure both Trusts meet their legal and regulatory obligations associated with healthcare legal services requirements, heading up the legal function across the Group and to ensure that there are robust arrangements in place for the provision of an effective legal service.

The post holder will act as expert advisor and support to the Director of Corporate Governance, the Executive team and the Board of Directors on issues relating to corporate governance and legal, ensuring the organisation's corporate affairs are undertaken and directed to the highest standards of probity and according to statutory and legislative requirements, and in accordance with the applicable regulatory framework.

Core responsibilities of the role

1. Oversee the provision of the corporate secretariat and healthcare legal service to the Group.
2. Manages the board secretariat and healthcare legal teams on behalf of and reporting to the Group Director of Corporate Governance.
3. Responsible for the delivery of a robust corporate secretariat service to the Group, including the Board, its committees, the Executive team and other governance

forums, ensuring that all forums are efficiently serviced and advised in line with best practice.

4. To keep up to date with developments in NHS corporate governance, providing guidance to the board secretariat team, Executive team and Board and designing and implementing updates to the Group governance framework.
5. Responsible for management of the business cycle of the Board, its committees and the Executive team, ensuring that meetings are run in accordance with the governance framework, that agendas, meeting papers and minutes are prepared on time and to a high standard and that chairs are supported and advised, with timely production of reports following meetings.
6. Ensure that the board secretariat team have effective systems and processes in place to deliver all annual governance activity according to the cycle of business.
7. To ensure that there is an appropriate information flow within and between the Board, its Committees and the executive functions.
8. To support the Group Director of Corporate Governance in the development and delivery of an annual Board development programme and support with Board succession planning.
9. Liaise with the Executive Directors and Non-Executive Directors as well as Trust Leadership Teams, other senior personnel, support teams and governance colleagues across both Trusts as required to fulfil the responsibilities of the role.
10. Responsible for production and delivery of key corporate governance activity, including but not limited to, the annual report, committee effectiveness reviews, reviews of corporate documents such as Standing Orders and terms of reference, arranging insurance policy renewals.
11. Oversight of processes to manage the standards of business conduct under policy requirements and providing advice on declaration, management and mitigation of conflicts of interest.
12. Provides supervision of lawyers/paralegals/case managers in their conduct of litigation, coronial inquests, court of protection matters and general advisory work, where appropriate.
13. Arranges attendance at court and tribunals on behalf of the Trusts, to ensure that there is representation.
14. Supports the Group Director of Corporate Governance to deliver a singular legal services function to the Group and responsibility for reporting to the Group in accordance with the governance framework.
15. Responsibility for stakeholder relationship management, both internal and external.
16. Responsible for the design, implementation and delivery of strategic initiatives as directed by the Group Director of Corporate Governance.
17. Ensures there is robust data management for the functions within the portfolio and an auditable trail of information is maintained, utilising the Trust Risk Management system and associated modules.
18. Provide insights and participation at meetings to ensure each Trust has corporate governance and legal input and advice, as required.
19. 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 and co-ordinate and provide reports to meet any external requirements, as directed.
20. Oversee the development of training opportunities for the Group in relation to corporate governance and learning from inquests and claims.
21. Have an expert understanding of the principles of governance and be able to impart this knowledge to others in the organisation, including the Governance team, clearly

- demonstrating “what good looks like” to enable the team to learn and develop to achieve best practice governance standards;
22. Provide leadership, guidance, training and development for the board secretariat and healthcare legal team, including line management responsibilities.
 23. Lead on the development of policies relating to corporate governance and legal services.
 24. Budgetary management responsibility for the functions within the portfolio, as required.
 25. To be part of the senior leadership team for the Corporate Governance directorate.
 26. To deputise for the Group Director of Corporate Governance for corporate governance and legal matters, as required.

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties at the direction of the Group Director of Corporate Governance.

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.

Management/Leadership

The post holder is responsible for day-to-day supervision or co-ordination of staff within the portfolio. 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.

Working conditions

Requirement to use Visual Display Unit equipment more or less continuously on most days.

Person Specification

Criteria	Essential	Desirable	<i>How criteria will be assessed</i>
Qualifications	Masters' degree in relevant subject (or equivalent level). Corporate governance qualification (or equivalent experience).	Qualified practising Solicitor/Barrister/Legal Executive. Chartered Secretariat qualification.	Provision of evidence of qualification
Experience	Significant experience working in a senior role in corporate governance. Knowledge and experience associated with NHS specific provisions, structures and social care policies. Experience of oversight and supervision of junior lawyers. Line management responsibilities at a senior level. Team Management.	Expertise in one or more legal disciplines. Experience in healthcare law, coronial law and court of protection proceedings.	Interview

	Excellent organisational and analytical skills. Excellent communication skills. Expert in influencing, negotiating and interpersonal skills. Ability to analyse and interpret data and information at an advanced level. Ability to write complex reports at a senior level, including Board level. Strategic skills and experience of application, to support with design and implementation of strategy and strategic initiatives.		
Knowledge	Extensive knowledge and experience of the application of corporate governance and law in a practical setting.	Expert knowledge of systems and processes relating to the management of the Coronial process, litigation and claims management. Expert awareness and application of Data protection and confidentiality, Human Rights Act, Mental Health Act and Health and Safety Law.	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
- 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.