

Reference Number: FOI202223/166
From: Private Individual
Date: 04 August 2022
Subject: Total spend of contracts between the Innovation Agency and NHS Cheshire & Merseyside Integrated Care Board and NHS Lancashire and South Cumbria Integrated Care Board performance evaluation details

Q1 Details of any legislation and/or legal directive or instruction that gives the Innovation Agency official Partnership Status with Integrated Care Boards?

A1 Information not held - The Innovation Agency does not have official partnership status with Integrated Care Boards and there is no legislation/legal directive or instruction.

Q2 What are the contracts and value of each contract the Innovation Agency have with NHS Cheshire & Merseyside Integrated Care Board and NHS Lancashire and South Cumbria Integrated Care Board?

A2 Information not held - The Innovation Agency does not have any contracts with NHS Cheshire & Merseyside Integrated Care Board or NHS Lancashire and South Cumbria Integrated Care Board.

Q3 What are the contracts and value of each contract the Innovation Agency had prior to the 1st July 2022 with any Interim/Temporary Partnerships and Public Authorities who led the development and implementation of the NHS Cheshire & Merseyside Integrated Care Board and NHS Lancashire and South Cumbria Integrated Care Board?

A3

Year	Organisation	Details	Value
2020/21	L&SC Integrated Care System	Provision of support to Health Equity Programme	£40000
2020/21	C&M Health Care Partnership	Contribution to Innovation Post supporting the ICS	£10000
2021/22	L&SC Integrated Care System	Provision of support to Health Equity Programme	£51761
2021/22	C&M Health Care Partnership	Contribution to Innovation Post supporting the ICS	£10000
2021/22	C&M Health Care Partnership	Support for Health and Wellbeing Hub Development	£60000
2021/22	C&M Health Care Partnership	Support for Virtual Wards Implementation	£50000
2021/22	C&M Health Care Partnership	Support for development of Clinical and Care Professional Leadership Framework	£96215
2021/22	C&M Health Care Partnership	Communications support for Anchor Institution events	£777
2021/22	C&M Health Care Partnership	C&M CVD Prevention Project	£75000

2022/23	C&M Health Care Partnership	Blood Pressure Management Programme Evaluation	£50000
2022/23	C&M Health Care Partnership	Familial hypercholesterolemia (FH) Evaluation	£30000

Q4 What are the contracts and value of each contract the Innovation Agency had with Clinical Commissioning Groups from 2018 to 2022?

A4

Year	CCG	Details	Value
2022/23	NHS St Helens CCG	St Helens Care Homes Programme	£7000

Q5 Who monitors and reviews the performance of the Innovation Agency Executive and Chair, Vice Chair and Non-Executive Director?

A5 The performance of the Innovation Agency is monitored and reviewed by NHS England in the form of a quarterly assurance meeting, chaired by the NHS England Regional (North West) Medical Director and includes representatives from commissioners from NHS England and the Office for Life Sciences.

All members of the Executive Team and Non-Executive Directors undertake Annual Appraisal in line with the policy of our host organisation, Liverpool Heart and Chest NHS Foundation Trust.

Q6 A copy of the Innovation Agency Chief Executive's job description?

A6 Please see attached [FOI202223166 CEO Job Description](#)

Q7 What is the Innovation Agency Chief Executive's salary?

A7 The current Chief Executive salary range (in bands of 5k) is £180k-£185k.

Q8 Copies of the Innovation Agency Chair, Vice Chair and Non-Executive Director job descriptions

A8 Please see attached [FOI202221 166 Chair job description](#) and [FOI202223 166 NED job description](#)

Current job descriptions are exempt under Section 22 – Information Intended for Future Publication. The Innovation Agency are currently in the process of reviewing the job descriptions of the Chair and Non-Executive positions with expected recruitment to commence in October 2022 at which point the finalised current documents will be available as part of the recruitment process.

Information not held – Innovation Agency have been unable to locate a job description for Vice Chair within their records.

Q9 What does the Innovation Agency pay the Chair, Vice Chair and Non-Executive Director?

A9 Salary for Innovation Agency Chair (in bands of £5k) is £30k-£35k.
 Salary for Innovation Agency Vice Chair (in bands of £5k) is £15k-£20k.

Salary for Innovation Agency Non-Executive Director (in bands of £5k) is £10k-£15k.

Q10 Names of all the Innovation Agency Chairs, Vice Chairs and Non-Executive Directors from 2015 to present respectively?

A10 Chair - Gideon Ben-Tovim, 2013 - present

Vice Chair - Bruce Ash, 2013 - present

Non-Executive Directors -

Dr Bina Rawal, 2015 – 2021

Raj Jain, 2021 – present (Please note Raj Jain will leave the position in October 2022).



Job Description

Chair of Board - North West Coast Academic Health Science Network.

Responsible to:	The Board of North West Coast Academic Health Science Network and through the AHSN Network Board to the membership
Location	North West Coast AHSN Trust HQ, Preston, Lancashire (TBC)
Tenure	3 years (with the possibility to extend by 2 years)
Remuneration	Negotiable
Time commitment	1 day per week

North West Coast Academic Health Science Network

“Innovation, Health and Wealth” was published in December, 2011 and heralded the establishment of Academic Health Science Networks (AHSNs). AHSNs are a new type of organisational structure reflecting the need for the NHS to have a stronger relationship with the scientific and academic communities and industry to develop solutions to health care problems and get existing solutions spread at pace and scale in the NHS, with consequent benefits for individual and population health, service effectiveness and efficiency, and the nation’s economy.

Fifteen AHSNs are being established during April to June 2013, including the North West Coast AHSN (NWC AHSN) which covers South Cumbria, Merseyside, and the majority of Cheshire and Lancashire.

AHSNs are NHS led Networks, and are intended to include all the Clinical Commissioning Groups, providers of primary, community, secondary and tertiary NHS services, universities, industrial and other organisations and partners under its “footprint”. The NWC AHSN website www.nwcahsn.nhs.uk contains more information about the purpose and structure of the Network.

The NWC AHSN anticipates an operating budget in the order of £10m per annum, and a five year license to operate.

Role Summary

The Chair of the Board will work alongside the Executive Team of the AHSN to set the strategic direction of the AHSN, provide effective leadership to the Board ensuring high standards of probity and governance prevail. The Chair will require a purposeful, constructive, open, impartial and engaging leadership style, providing fair and constructive challenge when required, and acknowledging successful performance.

The Chair of the AHSN will provide leadership and strong governance to the Board. He /she will be responsible for working with the Chief Executive to set the strategic direction of the AHSN, providing effective leadership and ensuring high standards of probity and governance.

The Chair will provide support, direction and fair and constructive challenge to the AHSN.

Key Responsibilities

As Chair of the AHSN Board you will be required to undertake the following key responsibilities:

Strategy

- To provide visible leadership in developing a positive culture for the AHSN, by facilitating a close and constructive working relationship between all Board and members, built on transparency, openness, mutual respect and trust, and which values the contribution of all Board members.
- To provide independent judgment and advice on issues of strategy, vision, performance, resources and standards of conduct and constructively challenge, influence and assist the Executive Team in developing proposals on such strategies.
- Pro-actively manage major Board decisions and their development ensuring that 'due process' has been applied at all stages of decision making and full consideration has been given to all options.
- Horizon scan regionally and nationally to bring good practice and foresight to further develop the AHSN.
- Develop and maintain strategic networks that will be of benefit to the AHSN.

Governance

- To bring independent judgment and experience based on commercial, financial, legal or governance expertise from outside of the AHSN and apply this to the benefit of the AHSN, its members and its wider community.

- To commit to working to, and encouraging within the AHSN, the highest standards of probity, integrity and governance and contribute to ensuring that the AHSN's internal governance arrangements conform to best practice and statutory requirements.
- To ensure that financial information is accurate and that financial controls and risk management systems are robust and defensible.
- To lead the AHSN Board to ensure that the necessary financial and human resources are in place for the AHSN to meet its objectives and that performance is effectively monitored and reviewed.
- To work with the Chief Executive to establish and uphold the AHSN's values and standards.
- In accordance with agreed procedures to monitor the performance and conduct of the AHSN Board in meeting agreed goals and objectives and statutory responsibilities.
- To be aware of and understand relevant regulatory and central government policies.
- In conjunction with the Chief Executive and relevant members of the AHSN Board to ensure that Board processes are maintained, clear actions and responsibilities are identified and Board business is conducted appropriately and efficiently.

Communication and relationships

- To recruit the Chief Executive of the AHSN and undertake their performance appraisal.
- To support the Chief Executive in the appointment, support and encouragement of members of the senior executive team and where appropriate mentor or remove them.
- Develop a constructive, frank and open relationship with the Chief Executive through regular communication and meeting and to provide support and advice while respecting executive responsibility.
- Investigate and resolve any disputes and complaints between AHSN Board members.
- To approve the appropriate levels of remunerations for Executive Directors, benchmarking as appropriate.
- In consultation with the Chief Executive to chair and take an active part in other Committees established by the Board to exercise delegated responsibilities.
- To liaise with the Chief Executive concerning correspondence received from membership, outside agencies, statutory and professional bodies and Government Departments and be responsible for communications to and from the AHSN Board.
- To lead the AHSN Board in setting the AHSN's values and standards and ensuring that its obligations to its members and the wider community are understood and fairly balanced at all times.

- To act as an ambassador, represent and promote actively the AHSN and build up strong partnerships with members, affiliated organisations, the public, investors and national bodies.

As Chair of the AHSN Board you will establish and maintain confidence in the AHSN. You will be independent in judgment and have an enquiring mind. To be effective you will have an understanding of the wider NHS and the external environment in which it operates and become well informed about the work of and develop a good knowledge of issues relevant to AHSN. You will continually develop and refresh your knowledge and skills to ensure that your contribution remains informed and relevant.

As Chair of the Board you must:

- Promote the vision, values and goals of the organisation through appropriate and visible leadership behaviours and actions.
- Uphold the highest of ethical standards of integrity and probity.
- Create a culture of listening, openness, constructive challenge and support.
- Act with integrity, objectivity, honesty and openness.
- Demonstrate high standards of corporate and personal conduct as stated in the Nolan principles of standards of conduct in public life.
- Be an ambassador for the AHSN.

This job description is designed to identify key responsibilities of the post. It is not an exhaustive list of duties and will be subject to amendment as necessary in consultation with the post holder.

Person Specification

Job Title: Chair of the North West Coast AHSN Board

Dimension/attribute	Essential criteria	Desirable criteria
<p>Professional or personal experience, qualifications and training</p>	<p>A successful track record as a Chair or Non Executive Director</p> <p>Demonstrable experience of effective partnership working with a range of agencies and stakeholders</p> <p>Commercial experience, with the ability to create business opportunities.</p> <p>A very strong track record of successfully achieving financial and performance targets</p> <p>Strong evidence of effective partnership working and stakeholder management both within and beyond the NHS sector.</p> <p>A strong record of leading and holding senior officers to account for high performance.</p> <p>Experience of developing and implementing a strategic vision for an organisation with a wide range of stakeholders.</p>	

Dimension/attribute	Essential criteria	Desirable criteria
Knowledge	<p>Demonstrable understanding of the NHS and the context in which it operates.</p> <p>Demonstrable understanding of Health related research and the issues relevant to it.</p> <p>Awareness of best practice and statutory requirements relevant to AHSN governance.</p>	
Communication and relationship skills	<p>Demonstrates highly developed verbal and non-verbal communication skills across a range of stakeholders and circumstances.</p> <p>High level of communication and listening skills with the gravitas to lead senior clinicians and other senior stakeholders at regional, national and international level.</p> <p>High level of Influencing, persuasion and negotiating skills.</p> <p>Ability to challenge effectively.</p> <p>Demonstrates warmth and empathy when communicating.</p> <p>The ability to motivate and inspire staff at all levels.</p>	

Dimension/attribute	Essential criteria	Desirable criteria
Analytical and judgment skills	<p>Exercises judgment involving complex facts and situations, requiring analysis, interpretation and comparison of a range of options.</p> <p>Can drive the strategic vision needed to move the organisation to its next stage of development.</p>	
Aptitude and style	<p>Intellectually flexible, to think broadly and creatively to develop new solutions to difficult issues.</p> <p>Ability to develop effective relationships and sustainable partnerships with a wide and diverse range of stakeholders.</p> <p>Ability to simultaneously and successfully lead strategic change, performance improvement and cost-effective service delivery.</p> <p>Resilience, innovation and the ability to influence at regional, national and international level.</p> <p>A commitment to equality, diversity and wider human rights.</p>	
Motivation and disposition	<p>The drive and determination to make a difference.</p>	

Job Description

Non-Executive Director Innovation Agency.

Responsible to:	The Chair of the Innovation Agency
Location	North West Coast AHSN, Sci-Tech, Daresbury
Tenure	3 years
Remuneration	£13,000 per annum
Time commitment	0.5 days per week

The Innovation Agency is the Academic Health Science Network for the North West Coast, one of England's 15 AHSNs in the AHSN Network which collectively acts as the innovation arm of the NHS.

We are commissioned by NHS England and Improvement, the Office for Life Sciences and the European Regional Development Fund to deliver programmes, support and innovations for adoption and spread in our region.

We understand the needs of our health systems and are well placed to broker innovative solutions, while collaborating across England to take what works best and quickly spread it nationally, responding to the diverse needs of patients and our population through partnerships and collaboration.

Our work is overseen by a Board of partners who help to shape our plans, provide insight into the needs of the region and act as our ambassadors for innovation.

Role Summary

The Non-Executive Director (NED) will work alongside the Chair and Vice-Chair of the Board and alongside the Executive Team of the AHSN to set the strategic direction, provide effective leadership, support and challenge to the Board.

It will be necessary for the NED to display a constructive, open, impartial and engaging leadership style, providing fair and constructive challenge when required, and acknowledging successful performance.

Key Responsibilities

As a NED of the AHSN Board you will be required to undertake the following key responsibilities:

Strategy

- Support the Chair and Vice Chair in providing visible leadership in developing a positive culture for the AHSN, by facilitating a close and constructive working relationship between all Board members, built on transparency, openness, mutual respect and trust, valuing the contribution of all Board members.
- To provide independent judgment and advice on issues of strategy, vision, performance, resources and standards of conduct and constructively challenge, influence and assist the Executive Team in developing proposals on such strategies.
- Horizon scan regionally and nationally to bring good practice and foresight to further develop the AHSN.
- Develop and maintain strategic networks that will be of benefit to the AHSN.

Governance

- To bring independent judgment and experience based on commercial, medical, financial, legal or governance expertise from outside of the AHSN and apply this to the benefit of the AHSN, its members and its wider community.
- To commit to working to, and encouraging, within the AHSN, the highest standards of probity, integrity and governance and contribute to ensuring that the AHSN's internal governance arrangements conform to best practice and statutory requirements.

Communication and relationships

- Develop a constructive, frank and open relationship with the Chief Executive and Directors of the AHSN through regular communication and to provide support and advice while respecting executive responsibility.
- In consultation, with the Chair, take an active part in other Committees established by the Board to exercise delegated responsibilities.
- To liaise with the Chief Executive concerning correspondence received from membership,
- To act as an ambassador, represent and promote actively the AHSN and build up strong partnerships with members, affiliated organisations, the public, investors and national bodies.

Equality, Diversity and Inclusion

The post holder will take the non-executive lead for equality, diversity and inclusion including

- The ongoing development of the organisational EDI strategy and its demonstrable deployment within the team
- Oversight of organisational recruitment ensuring that our workforce is matched to the population we serve
- Scrutiny of programme activity including equality impact assessment.

As a Non Executive Director of the Board you must:

Establish and maintain confidence in the AHSN, be independent in judgment and have an enquiring mind. To be effective you will have an understanding of healthcare and the external environment in which it operates and become well informed about the work of and develop a good knowledge of issues relevant to AHSN. You will continually develop and refresh your knowledge and skills to ensure that your contribution remains informed and relevant.

- Promote the vision, values and goals of the organisation through appropriate and visible leadership behaviours and actions.
- Uphold the highest of ethical standards of integrity and probity.
- Create a culture of listening, openness, constructive challenge and support.
- Act with integrity, objectivity, honesty and openness.
- Demonstrate high standards of corporate and personal conduct as stated in the Nolan principles of standards of conduct in public life.
- Be an ambassador for the AHSN.

This job description is designed to identify key responsibilities of the post. It is not an exhaustive list of duties and will be subject to amendment as necessary in consultation with the post holder.

Person Specification

Job Title: Non Executive Director

Dimension/attribute	Essential criteria	Desirable criteria
Professional or personal experience, qualifications and training	<p>Demonstrable experience of effective partnership working with a range of agencies and stakeholders</p> <p>A strong track record of successfully achieving performance targets</p> <p>Strong evidence of effective partnership working and stakeholder management both with and beyond the NHS sector.</p> <p>A strong record of leading and holding senior officers to account for high performance.</p> <p>Experience of developing and implementing a strategic vision for an organisation with a wide range of stakeholders.</p> <p>Experience of working at Director level</p> <p>Experience of being the member of a Board of a complex organisation.</p> <p>Strong evidence of working with Black,Asian and minority ethnic groups and leading on equality, diversity and inclusion</p>	<p>Commercial experience, with the ability to create business opportunities</p>

Dimension/attribute	Essential criteria	Desirable criteria
Knowledge	<p>Demonstrable understanding of the NHS and the context in which it operates.</p> <p>Experience of working in or at least with an NHS organisation at senior level.</p>	<p>Demonstrable understanding of health related research and the issues relevant to it.</p> <p>Awareness of best practice and statutory requirements relevant to AHSN governance.</p>
Communication and relationship skills	<p>Highly developed verbal and non-verbal communication skills across a range of stakeholders and circumstances.</p> <p>High level of communication and listening skills with the gravitas to support and challenge senior clinicians and other senior stakeholders at regional, national and international level.</p> <p>High level of Influencing, persuasion and negotiating skills.</p> <p>Ability to challenge effectively.</p> <p>Ability to demonstrate warmth and empathy when communicating.</p> <p>The ability to motivate and inspire staff at all levels.</p>	

Dimension/attribute	Essential criteria	Desirable criteria
Analytical and judgment skills	Experience in exercising judgment involving complex facts and situations, requiring analysis, interpretation and comparison of a range of options.	
Aptitude and style	<p>Intellectually flexible, to think broadly and creatively to develop new solutions to difficult issues.</p> <p>Experience of developing effective relationships and sustainable partnerships with a wide and diverse range of stakeholders.</p> <p>Ability to simultaneously and successfully lead strategic change, performance improvement and cost-effective service delivery.</p> <p>Resilience, innovation and the ability to influence at regional, national and international level.</p> <p>A commitment to equality, diversity and wider human rights.</p>	
Motivation and disposition	The drive and determination to make a difference.	

INNOVATION AGENCY

Hosted by LIVERPOOL HEART & CHEST HOSPITAL NHS FOUNDATION TRUST

JOB DESCRIPTION

POST:	Chief Executive
BANDING:	VSM
ACCOUNTABLE TO:	Chair, Innovation Agency
RESPONSIBLE FOR:	Line management of Executive team and overall responsibility for the wider team

JOB SUMMARY

The Chief Executive will lead the Innovation Agency to take a central role in the adoption of innovation across a complex network of organisations in the North West Coast region.

They will be expected to develop strong collaborative and partnership relationships with the Innovation Agency Board, local, regional, national partners and commissioners to fulfil the role of Accountable Officer for the Innovation Agency and Innovation Agency Limited.

Key relationships

National Commissioners and/or their representatives.
National and International healthcare funding bodies eg. Health Foundation, National Charities, European Technology and Development funds
Senior stakeholders across the health and care system
National and local industry leaders, ranging from big pharma companies to SMEs
Elected Representatives and Leaders of Regional Development Bodies
Innovation Agency Chair, Vice-Chair, Non-Executive Director and Executive Team
Work stream leads
Teams involved in work stream development and delivery
Managers, staff and volunteers working in public private and not for profit provider organisations
Academic Staff
The AHSN Network and members of other Academic and Clinical networks

Patient Involvement and Engagement Senate and leads
AHSN Board members
Leaders of the NIHR ARC

MANAGERIAL/LEADERSHIP

To oversee and gain approval for the Innovation Agency's business plan and delivery of business and clinical priorities

To support the Executive Team with the strategic delivery of a large portfolio of regional based innovation adoption activity

To provide visible leadership and to maintain a positive culture.

To maintain strategic networks that will be of benefit to the Innovation Agency

To provide oversight and strategic leadership in areas of work where the Innovation Agency leads nationally

To ensure that the Innovation Agency fulfils the conditions of its Master Services Agreement from its national commissioners and meets the needs of regional stakeholders.

To position the Innovation Agency as a key partner in the AHSN Network and its work programme

To act as a proactive problem solver and reactively dealing with, and resolving, any issues as they arise

Ambassadorial Function

To work with the Chair to ensure that the Innovation Agency maintains effective linkages with Board Members, Member Organisations, and other stakeholders.

To proactively maintain positive working relationships with commissioners including NHS England, NHS Improvement, the Office for Life Sciences/ BEIS, ERDF administrators and LEPs

To act as a local, regional and national ambassador for the Innovation Agency representing and actively promoting the organisation, and building strong

partnerships with Member Organisations, affiliated organisations, the general public, investors, and national bodies

To act regionally as a point of contact for industry of all sizes into the NHS. Where appropriate to sign post innovators to relevant research partners or funding streams and facilitate the growth of the health and life sciences sector within the North West Coast

To develop existing relationships, and seek out and forge new relationships with bodies and organisations relevant to the work of the AHSN

To lead in a collaborative, collegiate manner, to maintain the reputation of the Innovation Agency as a top performing AHSN, as well as understanding, and adapting to, the behavioural dynamics both within the organisation and amongst our stakeholders and commissioners.

Financial, Governance Responsibilities and Performance Management

To ensure the production of the Innovation Agency's Business Plan in response to changes in national commissions and local factors

To achieve value for money and greater efficiency in the use of AHSN budgets and ensure that they operate in recurrent financial balance year on year

To oversee the delivery of regular performance and finance reports to Finance, Performance and Strategy Committee

To be aware of and understand, relevant regulatory and central Government policies

To agree with partners, commissioners and the AHSN Network a series of tangible objectives against which the success of the Innovation Agency can be measured and monitored

To develop and ensure the effective operation of structures (e.g. sub groups, special advisory committees, etc) to support the AHSN and AHSN Board;

To ensure that the Innovation Agency Board has the information it needs to fulfil its role

To ensure that the AHSN maintains a programme of service and user involvement stakeholder events, and works with service users in a positive, meaningful and sensitive way to inform the development of Innovation Agency programmes

To ensure that the AHSN's plans, activities and achievements are widely and transparently communicated to all stakeholders, including the preparation of an Annual Report

To ensure that effective governance arrangements are in place, which meet all current statutory and legislative requirements and comply with the Host Trust's Standing Financial Instructions

To ensure compliance with regulation and statutory returns for Innovation Agency Limited

To act in a way that is compliant with the Host Trust's Standing Orders and Standing Financial Instructions in the discharge of the CEO responsibility.

To operate where possible in a manner that promotes the use of 'green' technology and minimises the carbon footprint and other factors which may detrimentally impact on the environment.

ORGANISATIONAL

Staff Management

To line manage the Executive Team, ensuring they receive appropriate training, support and mentorship

To work in a matrix management style and to foster close working relations with all managers within the Innovation Agency and all AHSN members and stakeholders across the North West Coast and beyond.

To manage, motivate and develop staff within the Innovation Agency

To provide independent judgement and advice on issues of vision, performance, resources, and standards of conduct, as well as constructively challenging, influencing, and assisting, the Executive Team in developing proposals on such strategies

To embrace and maximize the use of new technology for the day to day operation of the Innovation Agency and become an exemplar organisation in this area.

To ensure that the Innovation Agency listens to all voices and does not perpetuate health inequalities

PROFESSIONAL

To take every reasonable opportunity to maintain and improve professional knowledge.

To complete mandatory training in a timely manner.

To develop own skills and knowledge and provide information to others to help individual and team development.

To participate in personal objective settings and review, including a personal development plan.

To demonstrate high standards of integrity when dealing with shared data or information and ensure individual and organisational confidentiality is maintained at all times.

Special Requirements:

- You may on occasion be required to work irregular hours in accordance with the needs of the role.
- You will routinely be expected to travel across the North West Coast and occasionally other locations to meet with members of the AHSN team, project stakeholders and others.

CONFIDENTIALITY

All employees must adhere to policies and procedures relating to Information Governance, Confidentiality and Information Security.

RISK MANAGEMENT

The Trust is committed to approaching the control of risks in a strategic and organised manner.

The postholder must be aware of their individual responsibilities as detailed in the Trusts Risk Management, Health & Safety and Incident policies, and those under the Health and Safety at Work Act. This includes the reporting of any untoward incident, accident, potential or actual hazard identified.

SAFEGUARDING

All staff are required to be familiar with the arrangements for safeguarding children, young people and vulnerable adults and support the organisation in promoting the welfare of children, young people and vulnerable adults.

Staff working directly with children, young people and vulnerable adults will have a responsibility to ensure safeguarding and promoting their welfare forms an integral part of their duties.

Staff who come into contact with children, vulnerable adults, parents and carers in the course of their work and/or have access to records will have responsibilities to safeguard and promote the welfare of children, young people and vulnerable adults.

Staff who come into contact in the course of their duties, with parents, carers or other significant adults or children, young people and vulnerable adults should always be mindful of safeguarding and promotion of the welfare of these individuals.

INFECTION CONTROL

In accordance with the Health and Social Care Act 2008, it is the responsibility of every member of staff to participate in the prevention and control of infection within the capacity of their role. In order to maintain high standards of infection and prevention control all staff are expected to comply with the relevant Trust policies, procedures and guidelines and report any concerns to their manager or to the infection prevention team.

HEALTH AND WELLBEING

The Trust is a Health Promoting Hospital. The Trust expects that when you are presented with opportunities to improve the lifestyle of our patients you seek help from appropriately trained clinical staff to ensure patients are supported and assisted in making the necessary lifestyle changes. This is in accordance with best practice as described in the DoH white paper “Choosing Health – Making Healthy Choices Easier”.

EQUAL OPPORTUNITIES

The Liverpool Heart & Chest Hospital NHS Foundation Trust is committed to achieving equal opportunities. All employees are expected to observe this policy in relation to the public and fellow employees.

All staff are expected to adhere to, and act in accordance with, the values & behaviours of the Trust.

This document is intended to be used as a guide to the general scope of duties involved in this post. It is not exhaustive and should not therefore be used as a rigid specification. It will be kept under review and amended as required in consultation with the postholder.

Created by:	Dr Liz Mear	Dated	August 2020
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participate in the appraisal process.

be responsible for the recruitment and development of core team members and support staff, undertaking appraisal and personal development and, where appropriate, progressing any disciplinary or capability issues.

create an environment that values risk management and promotes the highest standards of health and safety for the AHSN's employees, supported by policies and procedures as appropriate.

Equality and Diversity

The Chief Executive must promote Equal Opportunities and affirm that staff, colleagues, patients and others who come into contact with the AHSN are afforded equality of treatment and opportunities in employment.

They will ensure that an effective and appropriate Equality and Diversity policy is developed and maintained for the AHSN. All staff will be required to observe the AHSN's Equality and Diversity policy in every aspect of their work.

They must avoid any behaviour which discriminates against colleagues, potential employees, patients or clients on any grounds.

Given the on-going changes within the NHS this job description and person specification may be subject to modification.

Person Specification

Post Title: Chief Executive, Innovation Agency

CRITERIA

ESSENTIAL (E) DESIRABLE (D)

Qualifications and experience

Educated to Master's level or equivalent – E

Evidence of continuing professional development - E

Professional/clinical qualification in a relevant discipline - E

Senior level management experience

Experience of working at Board executive or very senior level experience in an organisation with substantial financial and/or human resources experience of working with a wide range of organisations across organisational boundaries - E

Experience of successfully leading complex processes of change and development at organisational level - E

Experience of managing complex budgets - E

Experience of operating and delivering in a partnership environment - E

Understanding and experience of managing key organisational issues – e.g. strategic planning, finance, risk management, professional accountability, Human Resources, Equality and Diversity - E

Excellent two way communicator with the ability to describe the AHSNs vision to a variety of audiences - E

Board executive (or equivalent) or very senior level experience in an NHS, academic or other public sector organisation - E

Experience of working with NHS clinical and managerial staff, and clinical academics - E

Experience of working with external partners (including industry) to drive and achieve change – E

Leadership and motivation

Experience of leading and motivating large groups with varied interests towards a common purpose - E

Ability to transform the Business Plan into an inspiring and exciting vision for the future - E

Ability to turn complex organisational requirements into clear and credible goals and targets for teams and individuals - E

Ability to lead by example and “live the vision” - E

Ability to identify leadership and other key abilities in others and enable them to use this for the benefit of the AHSN - E

Ability to combine the need for consistency and tenacity within the organisation with the requirement for the AHSN to be flexible and responsive when required - E

Knowledge and Understanding

Understanding of current NHS/public sector policy and imperatives - E

Understanding of public sector structures and business processes (esp. NHS and Higher Education) and how to use these to achieve change - E

Awareness of and experience of using a range of proven service improvement models/methods - D

High standards of numeracy and literacy, excellent verbal and written communication skills - E

Understanding of the health challenges extant within the “footprint” of the Innovation Agency - E

Understanding of the NHS and academic structures within the “footprint” of the AHSN - D

Experience of undertaking health related research at post graduate level, or critical review or appraisal (or clinical research) - D