



**The Robert Jones and Agnes Hunt
Orthopaedic Hospital**
NHS Foundation Trust

Chief Finance and Commercial Officer Candidate Brief



Contents

Message from the Chief Executive Officer	3
About the Trust	4
Job Description	12
Person Specification	19
How to apply	22

Message from the Chief Executive Officer

Dear Applicant,

Are you looking for your next career move that will inspire others and motivate you both personally and professionally? Keep reading, you're in the right place!

This is a fantastic opportunity for the right candidate, and I should know, having first come to RJAH as Chief Nurse in November 2019. I have spent much of the time since in the Chief Executive's position, initially on an interim basis before being appointed substantively in December 2022.

In my time here, I have seen that this is a Trust which is truly exceptional in the way in which it provides all aspects of care to our patients and to their families and friends. I am very impressed by the way we do that through a uniformed and team approach.

Whenever I spend time on one of our wards, I come away with a single conclusion – that, despite the challenges and pressures the NHS is facing, the staff work tirelessly to provide our patients with the best possible care.

As Chief Executive, it is clear to me that the NHS and RJAH have a number of challenges to address as we move forward. Whilst much of what we achieve is of the highest standard, all members of our senior leadership team continue to focus on the aspects of our work which we could improve, but the Trust is well placed to respond to those challenges. I am pleased to say that through the hard work of the Executive Team, supported by all members of the Board, we have a clear view of the sort of hospital we want to be leading in the next few years and the evolving role of our hospital in the health and care system in which we operate.

Our strategy is based upon providing the world class care to our population and enhancing our reputation as a national centre of excellence. There remains much to do, and this requires an effective and compassionate unitary Board of Directors.

This is a rare opportunity for a talented, ambitious financial and commercially focussed leader who shares our passion for outstanding quality services and aligns with our values.

Thank you for your interest in our hospital and I look forward to discussing it further with you as part of this process.

Main Duties of the Job

The Chief Finance and Commercial Officer will advise the Chief Executive, the Board of Directors and the Council of Governors on all aspects of financial strategy and financial management.

Jointly with other system partners, the Chief Finance and Commercial Officer is responsible for ensuring that the Integrated Care System (ICS) delivers its financial targets. *Further detail can be found within the Job description.*



About Us

The Robert Jones and Agnes Hunt Foundation Trust is based in North Shropshire, close to the border with North and Mid Wales. It is one of the most attractive parts of the country, with a rich historic culture and excellent transport links. It offers outstanding opportunities for anyone who enjoys an outdoor lifestyle

RJAH originated in 1900, taken into the NHS in 1948. We are one of five specialist Orthopaedic Centres in the United Kingdom and a leading orthopaedic centre of excellence. We provide both specialist and orthopaedic care and are a specialist centre for treatment of spinal injuries and specialist treatment for children with musculoskeletal disorders.

The Trust has 9 inpatient wards and 13 operating theatres, it is a treatment centre for bone tumours and community-based rheumatology services. We are a single site in Oswestry providing services which are primarily commissioned by:

- NHS Shropshire, Telford, and Wrekin
- Health Boards in Wales
- Specialist Commissioners

Joining RJAH is more than just a job - we want our people to have the best opportunities to thrive in their role. We have a range of fantastic staff benefits on offer to everyone who joins and you'll have access to outstanding professional development opportunities and state-of-the-art facilities - including our Headley Court Veterans' Orthopaedic Centre (the first unit of its kind in the UK).

We have strong links with universities including Staffordshire, Keele, Glyndwr, Chester and Birmingham. The hospital is located on a site outside Oswestry, just off the A5. The nearest train station is in Gobowen, approximately two miles from the hospital. The station is part of the Chester to Birmingham line.

We are an inclusive employer, looking for talented individuals with different protected characteristics to ensure diversity in our workforce.

Job Responsibilities - *not an exhaustive list, full job responsibilities can be found within the job description.*

- To provide strategic leadership for finance across the organisation in order to strengthen its contribution to the Trust's activities.
- To take overall responsibility for financial strategy and all aspects of financial management of the Trust, being the principal financial advisor to the Trust Board, Chief Executive and Trust Management Board, ensuring the provision of financial performance statements and reports as required.
- To provide comprehensive financial services in line with statutory and regulatory purposes.
- To demonstrate an influential executive role and accountability for the development and delivery of the long-term financial strategy of the Trust.
- To influence and work collaboratively as part of a wider system to create opportunities to make sustainable long-term improvements to population health with key partners.
- Contribute to the development of a culture of continuous improvement.
- Provide high-level commercial advice and to raise awareness of, and engage in dialogue over, commercial opportunities that support delivery of strategic and tactical business objectives.
- Create a sustainable pipeline of commercial developments and ensure financial plans are regularly updated with the latest commercial income forecasts.
- To appraise current and forecast outcomes of operational strategies and report on financial performance to the board and stakeholders and regulators as appropriate.
- To identify surplus assets and develop divestment programmes as appropriate.
- To apply rigorous generally accepted commercial disciplines and techniques in assessing viability of investment proposals.

- To maintain relationships with providers of finance. Ensure that the Trust's financing profile is cost effective and long- and short-term requirements are properly matched.
- To create and promote a culture of inclusive, professional leadership. You will be visible as a collaborative financial leader and role model.
- To ensure that budgets are established within approved service agreements and maintain a budgetary control system to meet all necessary requirements.
- To be the Trust's nominated executive lead for counter fraud
- To ensure strong professional leadership of the finance and commercialisation function.

Yours sincerely,



Stacey Keegan, Chief Executive Officer

Who we are

The Robert Jones and Agnes Hunt Orthopaedic Hospital NHS Foundation Trust (RJAH) is one of the UK's five Specialist Orthopaedic Centres. It is a leading orthopaedic centre of excellence with a reputation for innovation.

- In existence since 1900 and taken into the NHS in 1948
- One of five specialist Orthopaedic Centres in the United Kingdom
- Leading orthopaedic centre of excellence
- Providing both specialist and orthopaedic care
- Specialist centre for treatment of spinal injuries and specialist treatment for children with musculoskeletal disorders
- 9 inpatient wards
- 13 operating theatres
- Treatment centre for bone tumours and community-based rheumatology services
- Single site in Oswestry
- Services are primarily commissioned by:
 - NHS Shropshire, Telford and Wrekin
 - Health Boards in Wales
 - Specialist Commissioners
- Clinically- led organisation
- High employee rating across all staff groups
- Flexible working arrangements available for all
- Part time working supported
- Excellent support for development
- Wellbeing focused
- Supportive professional environment
- Support for managing NHS Pension including a pension-restructuring payment for those opting out
- On-site children's nursery.
- Staff have access to a range of financial benefits such as discounts at a range of retailers, restaurants, travel companies, phone contracts and more.
- Salary sacrifice schemes - currently our schemes include childcare vouchers, cycle to work and car leasing
 - Health and Wellbeing support including Pilates and yoga
 - Year-on-year capital investment to improve our facilities and environment
 - Easy to park!



Our Strategic Vision

We want to create an extraordinary place Our vision is to improve lives through excellent and innovative care, which is supported by our core priorities of Caring for Patients, Caring for Staff and Caring for Finances.

Delivering our vision is through achieving our three key strategic priorities:

- 1 We will become the local system integrator for musculoskeletal (MSK) services**
we will work as part of our system, establishing ourselves as an underwriter of quality of care within that system and developing a long-term contractual model.
- 2 We will develop a specialist orthopaedic chain**
we will explore new markets, leading work to develop a chain and use our voice as a national expert in orthopaedics. We will maintain and secure our position as an excellent educator.
- 3 We will deliver operational excellence**
we will embed and standardise safe processes, using good data to enable transformation schemes and eliminate unwarranted variation and waste.

Our three strategic objectives are underpinned by **Culture and Leadership**. Effective leadership and an open culture that supports and motivates staff to do their best will ensure that we continue to innovate and improve the care and experience of our patients and staff.

Our day-to-day operational work is organised and monitored through delivery of our corporate objectives.

Each overarching corporate objective is underpinned by further, more detailed objectives and description of how success will be measured.

The objectives are monitored through a quarterly update to Board, together with the alignment of our key performance indicators within the integrated performance report, which is reported monthly to the Board. Assurance is managed through the Board Assurance Framework (BAF).



1
Deliver high quality clinical services



2
Develop our Veterans Service as a nationally recognised centre of excellence



3
Integrate the MSK pathways across Shropshire, Telford and Wrekin



4
Grow our services and workforce sustainably



5
Innovation, education & research at the heart of what we do

Our Values

Friendly

Patients are always put at ease and made welcome.

Excellence

The care we deliver has great outcomes for patients.

Caring

We put the patient first and are considerate of their needs.

Professional

We apply high professional standards to our work.

Respect

For our patients and each other.

Our Signature Behaviours

As part of our culture and leadership programme, called Make the Difference, we undertook a piece of work that would start to define exactly what these values mean – and identify behaviours linked to all of them.

We called these Signature Behaviours. They are important because they are all about how we work and interact with each other, and care for our patients.

There are five for each of our values, making up a total of 25 Signature Behaviours.

Our postgraduate medical education and training

RJAH Orthopaedic Hospital, Oswestry is world renowned as a postgraduate teaching institution and provides for the West Midlands Orthopaedic Specialist Registrar Training Programme and spinal injuries contribution to rehabilitation medicine training, we also have an innovation / research hub.

The Trust hosts the Oswestry/Stoke Trauma and Orthopaedic Training Programme, which is one of three rotational trauma and orthopaedic training programmes within the West Midlands Region. The other two programmes are Birmingham and Coventry/Warwick.

The Training Programme, which merges a rich surgical heritage and a progressive vision of the future, is administered by the Area Training Programme Director, Mr Robin Banerjee, Consultant Orthopaedic Surgeon, based at The Robert Jones and Agnes Hunt Orthopaedic Hospital NHS Foundation Trust.

The aim of the Training Programme is to enable trainees to gain the relevant competences, knowledge, skills, attitudes and experience to pass the Intercollegiate Exam, achieve their Certificate of Completion of Training (CCT) and become competent NHS Consultant Staff, delivering safe and effective patient care.

Our Commitment to Research

At RJAH, we have embedded a commitment to research at the heart of our Trust strategy.

Our current research strategy aims to contribute to realising the goals of our Trust by:

- Improving treatment of musculoskeletal conditions through innovation
- Improving the quality of care for patients
- Attracting high quality clinical staff
- Increasing our national and international reputation as a centre of excellence
- Developing strong academic partnerships
- Our continued success is underpinned by the long-standing partnerships we have formed and invested in for many years.

Keele University:

We have a long history working with Keele University through our Professorial Department and basic science laboratories. We continue to build on this successful relationship which is benefiting the Trust through closer working with basic scientists in addition to supporting our people to gain honorary contracts with Keele for access to academic resources.

Staffordshire University:

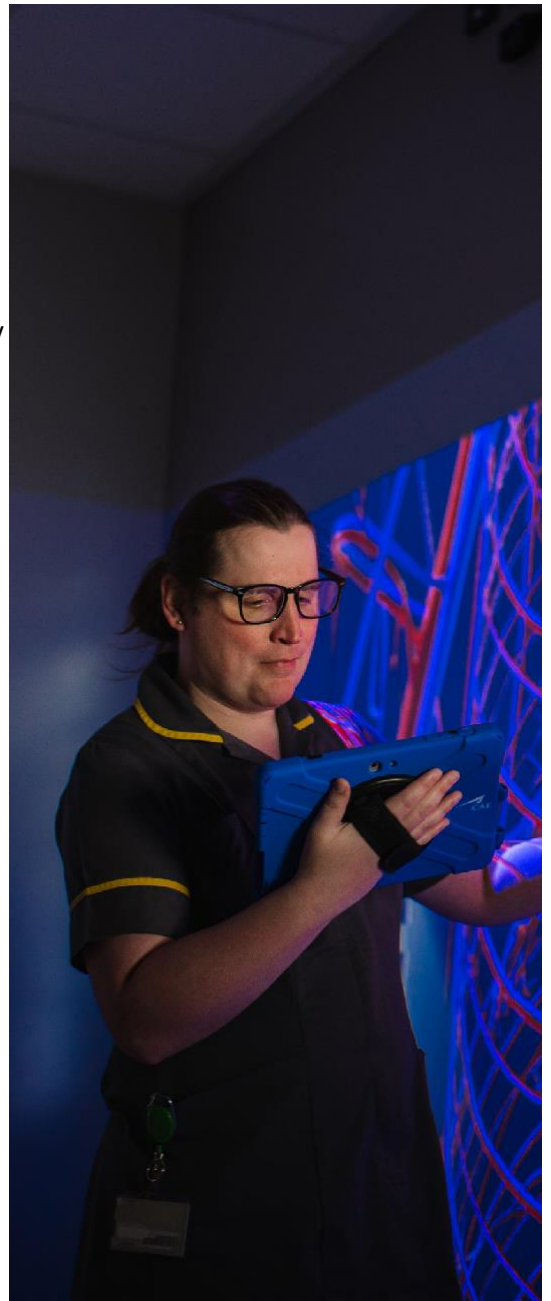
Many of our nurses are trained at Staffordshire University and we have developed strong research links with this university, particularly in the research carried out by nurses and other allied health care practitioners – this has subsequently led to several opportunities for master's degrees for our staff.

Other Universities:

We also recognise the importance of working closely with other academic institutions both in the UK and abroad to maintain cutting edge research capability. Whilst rheumatology and cellular treatments are well covered by Keele's capabilities, other academic partners are important.

Recent successful and potential partnerships have included:

- The University of Cardiff,
- The University of Birmingham,
- The University of Edinburgh, and
- The University of Liverpool (Histopathology)



Our Medical Workforce

Orthopaedics

At present there are 48 consultant orthopaedic surgeons employed by the Trust, with each Consultant being attached to one of the following teams. Nine of these consultants also provide, as part of their job plan, orthopaedic trauma services to The Shrewsbury and Telford Hospitals NHS Trust.

- Arthroplasty
- Spinal Surgery
- Musculoskeletal Oncology
- Knee & Sports Injuries
- Hand and Upper Limb
- Foot and Ankle
- Paediatric Orthopaedic Surgery
- Professorial

The junior staffing at Oswestry consists of 18 Specialty Registrars who will usually be in the more senior years of training (ST5 – ST8). Orthopaedic Service Registrars also support the complement of Specialty Registrars in Orthopaedics.

Radiology

There are 8 Consultant Musculo-skeletal Radiologists working at the Trust (inclusive of 2 posts currently being recruited) they are supported by 2 Radiology Fellows.

Rheumatology and Metabolic Bone Services

The 7 Rheumatologists provide the full range of adult rheumatological conditions, including metabolic bone disease is managed here. Transitional clinics for younger patients with rheumatic disorders are in development. Acute in-reach and ward consultations are provided at Royal Shrewsbury Hospital (RSH) and Princess Royal Hospital (PRH), Telford. Outreach clinics are provided at Royal Shrewsbury Hospital, Whitchurch, and Ludlow Community Hospitals in Shropshire and Newtown Hospital in Powys. RJAH consultants and a specialist nurse provide the Rheumatology service based at TeMS in Telford, run by Shropshire Community Health Trust. This is part of an integrated community based MSK service which includes orthopaedic, therapy, pain, and orthotic services. There is a well-established and nationally renowned Metabolic Bone service, with over 30 years' experience in the diagnosis and management of bone disorders.

Spinal Injuries

There are 4 Consultants who work with The Midland Centre for Spinal Injuries. The philosophy of the Centre is to provide a holistic approach to the consequences of spinal cord lesions, which produce multisystem physical dysfunction and multifactorial lifestyle implications. This requires an effective multidisciplinary team, and the coordination of inputs from many medical specialties: rehabilitation is delivered through a patient centred interdisciplinary goal setting process; lifelong surveillance is offered to prevent/detect early/effectively treat the complications and problems that accompany living with a spinal cord injury.

Anaesthetics

The anaesthetic service is entirely non-trainee delivered with the department consisting of 23 consultants who perform techniques such as ultrasound guided regional anaesthesia, local anaesthetic catheter techniques, neuraxial blockade and fiberoptic and video-assisted intubation. Invasive monitoring is regularly employed for revision hip and major spinal surgery. There is a well-established enhanced recovery programme and advanced day case pathways for many procedures.

Achievements and highlights



RJAH was singled out as one of just nine providers producing results “much better than expected” in the CQC’s Adult Inpatient Survey 2023, which was published in August 2024.



RJAH was accredited as an Elective Surgical Hub, delivering high standards in clinical and operational practice. The scheme, Getting It Right First Time (GIRFT) programme in collaboration with the Royal College of Surgeons, assesses hubs against a framework of standards to help hubs deliver faster access to some of the most common surgical procedures.



We carried out a state-of-the-art expansion to our Theatre building. The first phase of this project is due to open imminently, and will give us capacity to carry out an additional 1,200 surgical procedures a year.



Our Enhanced Recovery Programme is a service, which launched in April 2023, It aims to get patients back to full health as quickly as possible, following surgery. It is an evidence-based approach that ensures patients are as healthy as possible prior to surgery as well as improving pain management during their hospital stay as post-operative mobilisation .



Leaders at RJAH signalled their continued support for staff and patients who serve in military roles – by re-signing the Armed Forces Covenant. The Covenant represents a pledge of support to people who are serving in, or who have served in the Armed Forces. It also sets out how the Trust will demonstrate its commitment to support veterans, young and old.



RJAH was one of 21 Trusts chosen to join the NHS Exemplar Trusts Programme for Catering for their innovation, high food standards and consistent service in providing food for staff, patients and visitors. We are involved with topics such as menu choices, staff training, food safety management, food waste and much more.



The Trust was also chosen to join the NHS Exemplar Trusts Programme for Cleaning in recognition of the efforts and dedication in maintaining high cleaning standards. To receive this accolade, the Facilities team had to submit an application, providing evidence against a checklist of criteria outlined by NHS England, as well as a site visit from a team of representatives.



In the CQC's Adult Inpatient Survey 2023, which was published in August 2024 reported RJAH had the cleanest wards and rooms in the NHS for the fourth year in a row. Its food was also rated the best in the country – for the 18th time in the past 19 years.



The Trust received the NHS Pastoral Care Quality Award in recognition of its efforts and commitment to providing gold standard quality pastoral care to international recruits. In 2023, the organisation welcomed 22 international nurses to its workforce, from countries including Kenya, India, Saudi Arabia, Jamaica and more.

Our support to the armed forces and veterans

We are incredibly proud and privileged to be able support and care for members of the armed forces and veterans.

Working in partnership with Shropshire Council we provide Armed Forces Outreach Support for military personnel, veterans and their families, in addition to an NHS service exclusively for veterans with arthritis.

Our Veterans' Orthopaedic Service is led by Lieutenant Colonel Carl Meyer and is open to those who have served with the UK military, including National Service, and treats arthritic lower limb problems, especially those requiring hip and knee replacements.

We are also playing a leading role in the transformation of veterans' services. This work took a momentous leap forward earlier this month after a special ribbon cutting event took place celebrating the opening of the UK's first dedicated orthopaedic centre for veterans.

The pioneering Headley Court Veterans' Orthopaedic Centre has been built on-site at The Robert Jones and Agnes Hunt Orthopaedic Hospital following a £6 million donation from The Headley Court Charity. The two-storey building features nine standard examination and clinic rooms, an enhanced treatment room for minor outpatient procedures, an assessment room, a splinting, and therapy room, as well as clinic space for virtual appointments.

Finance and Activity

Our financial position

The Trust experienced a number of financial challenges during the year as the funding framework reverted back to Payment by Results linking income to activity. There were material shortfalls in activity, with workforce availability being a major constraint as Industrial Action and vacancies in key areas stalled our progress with restoration.

Additionally we experienced an increase in complexity of patients treated which – coupled with a high inflationary environment – elevated our operating costs above expected levels. The pressures were partially mitigated through the efforts of a financial recovery group, implementation of enhanced financial controls and through the full delivery of a £4.6m efficiency programme. As a result of these pressures the Trust ended the year with an adjusted financial performance deficit of £1.9m, which was £2.1m adrift of where we had planned to be.

It is also important to note that the Shropshire, Telford, and Wrekin Integrated Care System continues to be in significant financial distress. As a partner in the system the Trust continues to be committed to improving the financial position collaborating with partners and leading key areas of development such as MSK Transformation.

The Trust has continued to invest significantly in its capital programme with expenditure of £12.6m in year, with notable projects including the continued implementation of a new Electronic Patient Record system (Apollo), construction of new theatre to provide additional capacity and installation of solar panels across the site to reduce energy costs and carbon emissions.

Despite the challenging year, cash balances remain healthy at £21.7m which supports the Trust's day-to-day operating expenses and resilience as a standalone organisation.

Shropshire and surrounding areas

Shropshire

The Trust is situated in Oswestry amongst the beautiful Shropshire countryside, on the Welsh border in the middle of an extensive unspoilt rural area with excellent transport links. Only 30 minutes by road from Chester and Shrewsbury. Manchester and Liverpool airports are about an hour by road, and Birmingham airport 90 minutes. The M54 motorway, which starts just outside Shrewsbury, provides quick access to the national motorway network and there are reasonable rail links from Gobowen via Shrewsbury or Chester. There is a variation of priced housing, and excellent education system, with outstanding schools in both the state and independent sector.

North Wales

North Wales is well known for its stunning coastline, mountains, and picturesque views with ideal countryside for walking, cycling and other outdoor sports. House prices are varied and affordable too. North Wales is bursting with historic towns, villages independent shops and markets, predominantly rural with excellent links to road networks. Families can again, also take advantage of the excellent schools scattered throughout the area.





Job Description

Job Title:	Chief Finance and Commercial Officer
Grade:	Very Senior Manager (VSM)
Accountable to:	Chief Executive Officer
Hours:	Full time
Division	Corporate Services

Job Purpose

The Chief Finance and Commercial Officer will advise the Chief Executive, the Board of Directors and the Council of Governors on all aspects of financial strategy and financial management. Jointly with other system partners, the Chief Finance and Commercial Officer is responsible for ensuring that the Integrated Care System (ICS) delivers its financial targets.

Key Responsibilities

To provide strategic leadership for finance across the organisation and helping to strengthen its contribution to the Trust's activities.

To take responsibility and leadership of an effective finance function to support managers and clinical leads to discharge their responsibilities this includes;

- To provide comprehensive financial services to the Trust including the production of budget proposals, the development of effective budgetary control systems, the provision of accurate and timely information and advice and the compilation of monthly management returns and year-end accounts for statutory and regulatory purposes
- Overseeing all financial systems and internal controls, including the development and modification of accounting systems when required
- Managing relationships with the Trust's internal and external auditors
- To identify surplus assets and develop divestment programmes as appropriate
- To maintain stringent liquidity controls through a process of tight and cost effective cash management procedures in order to minimise the utilisation of the Trust's credit facilities
- To meet agreed targets and objectives, and deliver within defined costs, timescales and resources
- To demonstrate an influential executive role and accountability for the development and delivery of the long-term financial strategy of the Trust, ensuring this reflects and integrates the strategies of all relevant partner organisations within the ICS.
- To influence and work collaboratively as part of a wider system to create opportunities to make sustainable long-term improvements to population health with key partners. This may include developing approaches which are non-traditional in nature, ambitious and wide reaching in areas which incorporate the wider determinants that have an impact on improving clinical outcomes, better life outcomes and reducing health inequalities

- Managing financial agreements between the Trust and its stakeholders effectively in order to ensure appropriate recovery of costs
- Contribute to the development of a culture of continuous improvement; promotion of new ideas and initiatives; leading others through the journey to a sustainable future in order to meet stretching financial and performance targets
- Provide high-level commercial advice and to raise awareness of, and engage in dialogue over, commercial opportunities that support delivery of strategic and tactical business objectives
- Create a sustainable pipeline of commercial developments and ensure financial plans are regularly updated with the latest commercial income forecasts.
- Ensure appropriate governance arrangements are in place to warrant that commercial development programmes and projects are well led and managed to deliver required benefits on time and within budget.
- To provide leadership for the Trust's business development and commercial strategy and identifying and mobilising commercial opportunities
- To develop and implement effective and innovative ways of producing information for budget holders, educating those who commit resources to promote the most effective use of resources in line with the needs of the service
- To ensure targeted performance management arrangements to support delivery of financial targets
- To appraise current and forecast of operational strategies and report on financial performance to the board and stakeholders and regulators as appropriate
- To facilitate and provide training opportunities for finance, procurement and performance management staff to ensure the Trust has appropriately skilled staff to meet its requirements and ensure that these functions are adequately resourced
- To maintain relationships with external professional advisers including but not limited to the Trust's lawyers and management consultants
- To apply rigorous generally accepted commercial disciplines and techniques in assessing viability of investment proposals
- To maintain relationships with providers of finance. Ensure that the Trust's financing profile is cost effective and long and short term requirements are properly matched
- To contribute to the maintenance of constructive and fruitful working relationships with all members of the health community to foster a strong culture of partnership working
- To ensure that the Trust continues to implement national policies relating to finance particularly payment frameworks, in a way which maximises the financial benefit and stability of the organisation
- To provide advice and support to the Trust's governance structures as required, including the board of directors, board of governors and audit committee
- To develop and implement an effective strategy for the efficient maintenance, utilisation, safe custody and protection of ownership of the Trust's fixed assets including real estate.

Corporate Responsibilities

Responsible to the Chief Executive as Accountable Officer of the Trust for the management and control of the Trust finances and assets. To ensure the Trust meets its statutory obligations and financial targets, taking remedial action as required to deliver these.

To create and promote a culture of inclusive, professional leadership. You will be visible as a collaborative financial leader and role model, This includes:

- Providing mentoring and support to other health and care professional leaders.
- Ensuring that health and care professional leaders are supported to perform their roles and given opportunities to develop.
- Ensuring that the talent management and development of health and care professional leaders is embedded

To take overall responsibility for financial strategy and all aspects of financial management of the Trust

To be the principal financial advisor to the Trust Board, Chief Executive and Trust Management Board, ensuring the provision of financial performance statements and reports as required.

To identify and review financial risks, prepare mitigating strategies and keep the Board apprised of these issues.

To ensure that budgets are established within approved service agreements and maintain a budgetary control system to meet all necessary requirements.

To maintain and present as required, the accounts of the Trust in accordance with Standing Financial Instructions, the requirements of the NHS Secretary of State and the procedures determined by the Trust Board.

To have lead responsibility for negotiations of service agreements with commissioners having regard for liaison with other Director colleagues.

To provide information to the Trust Board, Chief Executive and Trust Management Board on the Monitoring of performance against activity targets.

To develop an Investment Strategy for Capital Expenditure and ensure processes are in place to support investment decisions through the preparation of robust business cases.

To be the Trust's nominated executive lead for counter fraud

To maintain Standing Financial Instructions and Schemes of Delegation.

Financial Management

To develop, implement and maintain appropriate financial and capital information systems across the Trust to ensure adequate controls are in place.

To introduce appropriate measures to ensure financial performance management arrangements are robust.

To ensure that the Trust Executive Team, Clinical Directorates and budget holders have regular and accurate financial information to manage the delegated budgets, providing advice and assistance as required.

To regularly monitor financial performance and ensure that action is taken to address variances, providing advice to the Trust Board, Directors and managers as required.

To take overall responsibility for:

- Annual budget setting arrangements and monitoring;
- Financial input and costings for business plans and other service changes or developments;
- Cash management including investments;
- Delivering the agreed recommendations of audit reports and Value for Money studies.
- Developing and maintaining strong links with external audit, and counter fraud services.
- Leading the development and implementation of schemes to achieve the Trust's cost improvement targets.
- Commissioning of Value for Money studies and implementing recommendations.
- Developing savings plans as required to deliver the Trust's Annual Plan, ensuring appropriate mechanisms are in place for the monitoring and delivering of savings.

Professional Management

To ensure strong professional leadership of the finance function.

To take responsibility for the professional development of finance staff, ensuring that appraisals are undertaken on a regular basis, and personal development plans are achieved.

To promote the highest possible professional standards throughout the finance department.

To maintain evidenced personal Continuing Professional Development.

Financial Services

To ensure the effective provision of financial services to the Trust, including banking and exchequer arrangements, the control of cash, short-term loans and investments and collection of income.

Performance Management

Ensure that the Trust has effective Performance Management arrangements in place.

Ensure the provision of timely, accurate performance information for the purposes of day-to-day operational management and strategic planning.

Procurement

To ensure the Trust has appropriate arrangements in place for the procurement of goods and services.

To develop a Procurement Strategy in line with NHS requirements.

Personal and Professional Development

Adhere to the standards laid down in the NHS code of conduct for managers. Adhere to professional Codes of Conduct if applicable.

Ensure professional knowledge is regularly updated and keep abreast of relevant developments.

Participate in personal objective setting and review, including the creation of a personal development plan.

Corporate and Collective Board Responsibility

All board directors have the following responsibilities as a Unitary Board:

Provide active leadership of the Trust within a framework of prudent and effective controls which enables risk to be assessed and managed

Ensure compliance by the Trust with its terms of authorisation, its Constitution, mandatory guidance issued by Monitor, relevant statutory requirements and contractual obligations

Set the Trust's strategic aims, taking into consideration the views of the Council of Governors and ensuring that the necessary financial and human resources are in place for the Trust to meet its objectives, and to review management performance

Ensure the quality and safety of healthcare services, education, training and research delivered by the Trust and apply the principles and standards of clinical governance set out by the Department of Health, the Care Quality Commission and other relevant NHS bodies

Ensure that the Trust exercises its functions effectively, efficiently and economically

Set the Trust's values and standards of conduct and ensure that its obligations to its members, patients and other stakeholders are understood and met.

Health and Safety

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the trust's undertakings. This requires the following:

Compliance with the Health and Safety at Work Act 1974 etc and the Management of Health and Safety Regulations 1992 and other safety regulations.

Being familiar with and following the provisions of the Trust's Health and Safety Policy and all other policies, procedures and safety rules of the Trust and of your specific workplace.

Co-operating with all measures the Trust takes to maintain a safe working environment. This includes using manual handling equipment, wearing personal protective equipment etc.
Compliance with all instruction and training given by members of the Trust relating to health and safety.

Infection, Prevention and Control

As Executive Director for the Trust Board take responsibility for ensuring within your Corporate Professional and Operational remit that adequate systems, processes and audits are in place to support ongoing improvements in the prevention and control of Infection.

Other Duties

To abide by the professional Standards Authority, Standards for members of NHS boards and Clinical Commissioning Group governing bodies in England at all times.

To lead by example through demonstrating the RJAH Values and Leadership Charter:

- *Friendly* Listen to colleagues
 Encourage everyone to contribute at work
 Avoid domination and control

- *Professional* Encourage others to act and lead, with accountability
 Deal with poor behaviour and performance of others
 Work collaboratively with colleagues and across organisational boundaries

- *Caring* Recognise and appreciate the work of others
 Give time to support, develop and coach others
 Put the patient before yourself

- *Excellence* Share with and involve others in the vision of the Trust
 Promote innovation and improvement
 Enable debate and creativity

- *Respect* Be honest in your communication with colleagues
 Allow different views and perspectives to be heard

To promote a culture of equity and diversity within both the services provided and the employment of staff within the Trust.

To participate in the Trusts Directors on call rota.

To carry out such duties as may be reasonably requested from time to time across the Trust in support of the work of the directorate team.

As a Board Director you are expected/required to:

- Work as a member of a cohesive team and when required to take a lead responsibility outside your immediate sphere of responsibility.

- At all times that you hold the position of director (or an equivalent role meet the requirements (as amended and/or replaced from time to time) of: (a) the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 (the “Regulations”), (b) the conditions of the Provider Licence, and/or (c) the Trust’s constitution.
- Complete an annual declaration confirming that you remain fit to hold your role under these provisions.
- As a Trust employee, you are required to uphold the confidentiality of all records held by the trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment. Please ensure that you are aware of, and adhere to, the standards described in the Trust’s Confidentiality Policy.
- The post holder is required to comply with the Code of Conduct for NHS Managers which forms part of their contractual terms and conditions.



**The Robert Jones and Agnes Hunt
Orthopaedic Hospital**
NHS Foundation Trust

Personal Specification

The person specification should set out the qualifications, experience, skills, knowledge, personal attributes, interests, other requirements which the post holder requires to perform the job to a satisfactory level.

	<u>ESSENTIAL</u> The qualities without which a post holder could not be appointed	<u>DESIRABLE</u> Extra qualities which can be used to choose between candidates who meet all the essential criteria	<u>METHOD OF ASSESSMENT</u>
QUALIFICATIONS	<p>Professional Accounting Qualification (member of a CCAB body). with full membership and evidence of up-to-date continuing professional development.</p> <p>Graduate degree.</p>	<p>Post graduate management qualification</p>	<p>Interview / Certificates</p>
EXPERIENCE	<p>Significant experience working at a senior level in the NHS</p> <p>Strong commercialisation experience or demonstrate knowledge of undertaking activities</p> <p>Proven track record of increasing commercial revenues in a complex environment.</p> <p>Significant experience of working in senior finance leadership role at or near board level.</p> <p>Proven experience of working within a Foundation Trust financial regime.</p> <p>Evidence of planning and delivering highly sensitive and potentially conflicting information in a meaningful way.</p> <p>Excellent leadership skills. Ability to lead change and have a positive influence on others.</p> <p>Ability to prepare policy documents and other papers for approval by the Board of Directors. Ability to influence and negotiate with staff at all levels of the organisation, and with partner</p>	<p>Board level working</p> <p>Experience in financial management in the NHS</p>	<p>Application Form / Interview References</p>

	<p>organisations, in order to deliver challenging objectives.</p> <p>Experience of managing highly sensitive situations with stakeholders.</p> <p>Experience of managing relationships with the media and political stakeholders</p> <p>Experience of providing financial leadership, mentorship, and professional development at a very senior level with demonstrable outcome</p> <p>Experience of leading highly complex and contentious transformational change at significant scale.</p>		
<p>SKILLS</p>	<p>Technical knowledge of professional accounting standards.</p> <p>Able to design, analyse and interpret a wide range of financial and information reports.</p> <p>Ability to lead, inspire and motivate others</p> <p>Excellent verbal, written and presentation skill</p> <p>Ability to critically analyse and communicate ideas in complex situations</p> <p>Good organisational and time management skills</p> <p>Ability to influence and negotiate others in a challenging environment</p> <p>Good IT Skills</p> <p>Exceptional communication skills which engender community confidence, strong collaborations, and partnership.</p> <p>Strong critical thinking and strategic problem solving; the ability to contribute to a joint strategic plan and undertake problem resolution and action.</p> <p>Analytical rigour and numerical excellence.</p>		<p>Application Form / Interview References</p>

	Highly sophisticated leadership and influencing skills; building compassionate cultures where individuals and teams thrive at organisation, partnership and system levels.		
KNOWLEDGE	<p>An understanding of strategic issues facing specialty services Understanding of the NHS agenda and priorities.</p> <p>Understanding of corporate and financial governance. Understanding of strategic financial planning and appreciation of risk management.</p> <p>Extensive knowledge of the health, care and local government landscape and an understanding of the resourcing implications related to the social determinants of public health.</p> <p>Current evidence and thinking on practices which reduce health inequality, improve patient access, safety and ensure organisations are Well Led.</p> <p>Extensive knowledge of health and care financial planning and budgeting at a board and/or system level.</p>	Knowledge of performance management issues / waiting time targets	Application Form / Interview References
OTHER	<p>Personal integrity Advocate of trust Values</p> <p>Effective leadership style that empowers staff and creates a participative culture</p> <p>Ability to maintain confidentiality relating to patient information and other sensitive information</p>		Application Form Interview

How to apply

Key Date: the closing date for applications will be **09 February 2025**.

In order to apply, please submit a comprehensive CV, along with a covering letter which sets out your interest and encapsulates the aspects of your experience relevant to the required criteria. Please **DO NOT** apply through completion of the application form. Please see the additional attachment for the email address for CV submission. Please include within your CV the names and address of referees which cover a full 3 years of employment history (references will only be requested in the event of a conditional offer being made).

Applications should be submitted to rjah.execrecruitment@nhs.net

All applications will receive an automated response.

Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g., referees) who have not previously agreed to their inclusion.

For a conversation in confidence, please contact:

Stacey Keegan, Chief Executive Officer

Stacey-lea.keegan@nhs.net

Should you require access to these documents in alternative formats, please contact mary.bardsley@nhs.net