

NHS COMMISSIONING BOARD

JOB DESCRIPTION AND PERSON SPECIFICATION FOR NATIONAL DIRECTORS

NATIONAL DIRECTOR FOR PATIENTS AND INFORMATION

Role Profile

Job Title	National Director for Patients and Information
Reports to	Chief Executive
Direct reports	To be confirmed
Job purpose	To develop and deliver national strategies on public and patient engagement and informatics. This post is a non-voting Board member of the NHS Commissioning Board.
Date	February 2012
Grade	Very Senior Manager
Salary	£165,000 (more may be available for an exceptional candidate)

Corporate Scope

Budget	Overall Commissioning Budget - £80 billion Direct Commissioning Budget - £20 billion (to be confirmed) Organisational Budget - £492 million (to be confirmed)
Staffing	3,500 (to be confirmed) (7,000+ depending upon size of commissioning support functions)

Corporate Responsibilities

The National Directors of the NHS Commissioning Board will be expected to support a matrix way of working to meet the five outcome domains of the NHS Outcomes Framework. Each director will also meet the following responsibilities:	
National Director	Act as corporate member of the Board and SMT
Leadership	Promote quality, innovation, productivity and prevention
Develop the organisation	Contribute to the design of the organisation and ongoing organisational development
System design	Contribute to the design and oversight of the commissioning system that is cohesive, coordinated and efficient; ensures the NHS delivers better outcomes for patients within its available resources and makes choice a reality for patients

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NHS Constitution	Actively promote the NHS Constitution by championing the values and principles in the NHS Constitution and addressing inequalities in access to healthcare provision
Patient-centred	Act as a champion for patients and their interests and involve the public and patients in the policy development and decision-making of the NHS CB
Commissioning budget	Ensure exemplary financial control of commissioning budget and secure value for money in the deployment of £80 billion public money
Equality and diversity	Promote equality and diversity and the reduction of inequalities in all the activities of the NHS Commissioning Board
External relationships	Develop effective and mutually supportive relationships with key partners – clinical commissioning groups; patient groups; healthcare professions; healthcare providers; local government; industry; other national organisations
Values and culture	Demonstrate a clear sense of purpose; patients, clinicians and carers at the heart of decision-making; energised and proactive; focussed and professional; objective; flexible; work in partnership, developing effective and mutually supportive relationships; open and transparent; accountable

Role Specific Responsibilities

<p>Role Specific Responsibilities – these will apply in the initial stages of the development of the Special Health Authority but will be subject to change as the organisation develops and post holders will be expected to respond flexibly to changing circumstances. All posts will be reviewed in advance of April 2013 when the NHS Commissioning Board takes on its full responsibilities and powers as an Executive Non-Departmental Public Body.</p>
<p>As National Director of Patient and Public Engagement, Insight and Informatics you will be expected to take the leadership responsibility working in collaboration with relevant colleagues for the following areas:</p>
<ul style="list-style-type: none"> • Patient and public engagement
<ul style="list-style-type: none"> • Extension of patient choice and patient involvement
<ul style="list-style-type: none"> • Use of informatics in service improvement
<ul style="list-style-type: none"> • Provision of information

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Person Specification

<p><u>Corporate Specification</u></p> <p>All National Directors will be required to demonstrate the full leadership competencies outlined in the Leadership Qualities Framework. In addition all national directors will require:</p>	
<p>Knowledge/Qualifications</p>	<ul style="list-style-type: none"> • Essential: educated to degree level or equivalent • Desirable: post-graduate management or specialist qualification • Demonstrable understanding of the NHS, political environment and evidence-based approach to decision making
<p>Experience</p>	<ul style="list-style-type: none"> • Significant Board level experience in the NHS • Extensive experience of developing and delivering national strategies • Experience of working with national and local politicians and national media
<p>Skills</p>	<ul style="list-style-type: none"> • Proven leadership skills • Significant influencing skills across a range of sectors • Expert presentational skills
<p>Equality and diversity</p>	<ul style="list-style-type: none"> • Demonstrate appreciation and acknowledgment of the range and complexities of diversity; self awareness in terms of emotional intelligence, biases and personal triggers; cultural competence – cultural sensitivity and awareness
<p><u>Role Specific Specification</u></p> <p>As National Director of Patient and Public Engagement, Insight and Informatics you will be required to demonstrate:</p>	
<p>Knowledge/Qualifications</p>	<ul style="list-style-type: none"> • Extensive knowledge of patient and public engagement • Significant knowledge of the patient choice agenda
<p>Experience</p>	<ul style="list-style-type: none"> • Extensive experience of leading national strategies for patient and public engagement • Significant experience of developing and implementing national informatics strategies
<p>Specialist skills</p>	<ul style="list-style-type: none"> • Extensive skills in the use of informatics