



*Excellent care at the heart of the community*



Sussex Community  
NHS Foundation Trust



HUNTER

Executive talent for the healthcare sector

# Non-Executive Director

Candidate information pack

October 2022

# Welcome

## Thank you for your interest in joining our Board as a Non-Executive Director.

Now, more than perhaps ever before in its 74 year history, the incredibly important role the NHS plays in society is being recognised. Here at Sussex Community NHS Foundation Trust our people are continuing to provide excellent care at the heart of the community in the most challenging of circumstances.

Over recent years, we have faced unprecedented challenges, but there have also been many opportunities to celebrate the contribution that we make to our local Sussex communities. Our teams continue to deliver under significant pressure and with an increasing demand for our services. The population continues to grow, people are living longer, often with multiple long-term conditions; more recently our communities and colleagues have been confronted with the COVID-19 pandemic, which has had an enormous impact on us all. To meet these new and increasing demands, the commitment, dedication and expertise of our people have enabled us to work more closely together and support each other to deliver compassionate care to the people and communities we serve.

We are now looking for a Non-Executive Director to join our Board to help ensure we are able to meet the challenges we face in the coming times. If your experience and ability have equipped you to be able to provide support and constructive challenge to the leaders of a large and multi-faceted organisation like Sussex Community, we want to hear from you. We are looking for someone with expertise in managing change in complex situations, an ability to bring partners together to achieve common goals, and a clear and demonstrable commitment to living and leading by **our values**.

We believe in supporting everyone to be the best that they can be and in enabling individuals to bring their whole self to work. We are committed to increasing our diversity at all levels in the organisation and, for this key role, we are particularly keen to attract candidates who can bring diverse perspectives. We welcome expressions of interest from the widest possible range of backgrounds particularly those who are underrepresented at Board level in the NHS.

If this sounds like a challenge you are up for, then we would love to hear from you. Please contact our recruitment partners Rhiannon Smith or Jenny Adrian at Hunter Healthcare on 07939 250362 or by email at [jadrian@hunter-healthcare.com](mailto:jadrian@hunter-healthcare.com).

### **Peter Horn**

Chair

Sussex Community NHS Foundation Trust

# About Us

**We are the leading provider of community services in Sussex. We help people to plan for and manage changes in their health to prevent the need for hospital admission and to help get people home sooner. Our teams deliver a wide range of medical, nursing and therapeutic care to more than 9,000 people every day.**

We work in people's homes, clinics, intermediate care units and care homes across the county. Each year our clinicians see adult or child patients more than 2.6 million times, caring for people from their earliest moments until their last.

So far we have provided over 900,000 COVID-19 vaccinations alongside our other services and despite the challenges of the pandemic our services have continued to innovate and win awards. Last year, our West Sussex health visiting service retained its Baby-Friendly Unicef Gold Award, recognising excellent and sustained practice in the support of infant feeding and parent-infant relationships. The Trust was also awarded the highest possible Disability Confident status – Level 3: Disability Confident Leader, following advances put in place for both disabled applicants and disabled colleagues over the past few years. In addition, we won two awards for innovation and best practice amid the challenge of COVID-19 from the Community Hospitals Association.

## What We Do

We provide essential medical, nursing and therapeutic care to adults, children and families throughout a wide area of Sussex, both in the community and in dedicated clinical settings. In total we have nearly 6,000 members of staff working across Brighton & Hove, the High Weald Lewes and Havens area of East Sussex and West Sussex.

Our staff work in multi-disciplinary teams combining a range of specialisms and backgrounds and linking closely with our health and social care partners to offer integrated, seamless services to our patients. Some of what we do includes the following.

- Community Rehabilitation – Supporting people with complex health needs and long-term conditions or people needing end of life care.
- Community Rapid Response – Assessing and caring for patients with urgent care needs, helping to keep them out of hospital.
- Intermediate Care – Short Term Recovery and Rehabilitation – Keeping patients out of hospital where we can, or helping them to leave hospital when this is the right thing for them.
- Integrated Discharge – Working with patients, carers and hospital staff, to help a patient return home from a hospital stay as soon as possible.
- Health Promotion – Supporting people to improve health and well-being.
- Minor Injuries Units and Urgent Treatment Centres – Seeing people who have minor injuries or need urgent medical attention but aren't in a life-threatening situation.
- Children and Families – Coordinating flexible services for children and families through our health visitors and our child development centres.
- Specialist services including Chailey Clinical Services, Special Care Dental Services and Sussex Rehabilitation Centre.

**For more information, visit our website [here](#).**

**You can also view a list of our services, [click here](#).**

# Sussex Community at a Glance



**5,500** STAFF  
**500+** VOLUNTEERS

PROVIDED MEDICAL, NURSING  
AND THERAPEUTIC CARE TO OVER

**9,000** PEOPLE EVERY DAY



PROVIDED SERVICES TO A COMMUNITY OF

**1.3 MILLION**

PEOPLE



**70%** OF STAFF  
WOULD RECOMMEND  
the Trust as a place  
to work



**82%** OF STAFF SAID  
the care of patients/service  
users is the organisation's  
top priority

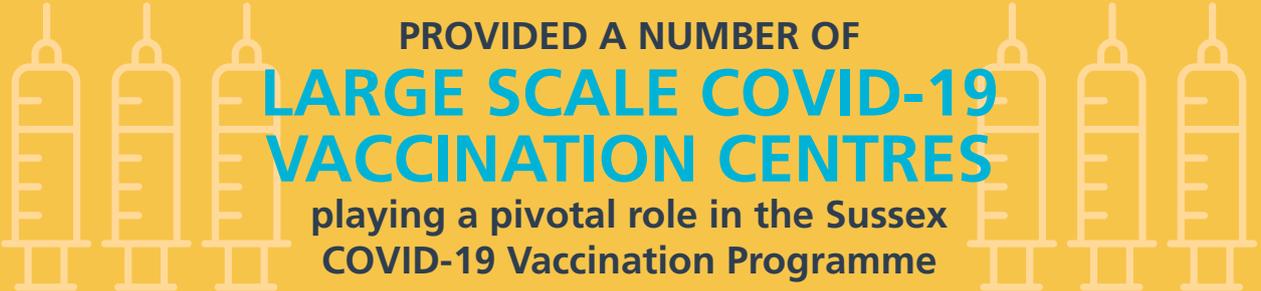


INCOME GREW  
**£30 MILLION**  
in year compared to 2020-21



PROVIDED A NUMBER OF  
**LARGE SCALE COVID-19  
VACCINATION CENTRES**

playing a pivotal role in the Sussex  
COVID-19 Vaccination Programme



WE REDUCED OUR ABSOLUTE  
CARBON FOOTPRINT BY

**3,993**

tonnes CO<sub>2</sub>e

(-41%) between 2010-11 & 2021-22



Opened a  
**SPECIALIST  
DENTAL CLINIC**  
at Crawley Hospital



# Our Vision and Values

**Our vision is of a health and care system that has excellent care at the heart of the community.**

Across the age range, we care for some of the most vulnerable people in our communities, from our health visitors caring for babies and young children through to our multi-disciplinary community teams caring for the elderly.

In all we do our work is driven by our vision of excellent care at the heart of the community.

The aim is to deliver 'the right services to the right people, in the right place, by the right people and at the right time, quality and cost' by ensuring that the organisation has in place the right strategies, structures, systems, staff and skills, underpinned by shared values.

## Trust Values

To realise our vision we will remain true to our shared values:

### COMPASSIONATE CARE

Caring for people in ways we would want for our loved ones.

### WORKING TOGETHER

As a team, forging strong links with our patients, the wider public and our health and care partners, so we can rise to the challenges we face together.

### ACHIEVING AMBITIONS

For our users, for our staff, for our teams, for our organisation.

### DELIVERING EXCELLENCE

Because our patients and partners deserve nothing less.

# Our System

## Sussex Health and Care Integrated Care System

**Across Sussex, the NHS and local councils that look after social care and public health are working together to improve health and care as part of Sussex Health and Care Integrated Care System (ICS).**

We take collective action to improve the health of local people, ensure that health and care services are high-quality and to make the most efficient use of our resources.

Over the last few years, health and care organisations across Sussex have increasingly worked together in partnership to make sure the experience of local people using services is more joined-up and better suits their individual needs.

On 1 July 2022 a new statutory organisation, NHS Sussex, was created taking on the commissioning functions previously carried out by Clinical Commissioning Groups.

The main role of NHS Sussex is to agree the strategic priorities and resource allocation for all NHS organisations in Sussex.

This way of working is based on the priorities and outcomes that matter to local communities and allows all organisations to work together towards the same plan to improve health and wellbeing. This will help local people to stay healthy for longer, to receive more support and treatment at home and, if they do get ill, to ensure they get the right care in the right place at the right time.

Working together as part of the ICS does not affect or replace partners' existing statutory responsibility and accountability arrangements.

**To read more about the Sussex Health and Care Integrated Care System and our vision for the future, please visit our dedicated website [here](#).**

# The role

**Non-Executive Directors work alongside Executive Directors as part of a unitary Board and are accountable, through the Chair, to the Council of Governors which represents the interests of Sussex Community NHS Foundation Trust members and the public.**

They support the Chair and the Chief Executive in promoting the Trust values internally and externally and exemplify the corporate culture. As well as a strong track record of professional achievement, we are also looking for candidates who demonstrate the enthusiasm and motivation needed to understand and make a difference to our diverse communities.

Please see Appendix 1 for a full Job Description.

# How to Apply

Application closing date is **7 November 2022**.

All applications must quote **Sussex Community Non-Executive Directors**

Please ensure your application includes the following:

- A CV which demonstrates how you meet the criteria
- A covering letter highlighting the aspects of the role and Sussex Community that particularly attract you and outlining why you feel you are right for us
- Contact details for four referees (who will not be contacted without your permission)
- A contact email address and telephone number
- A completed **Equal Opportunities Monitoring Form** and **Fit and Proper Persons Monitoring Form**.

Please send all documentation by email to Hunter Healthcare at [applications@hunter-healthcare.com](mailto:applications@hunter-healthcare.com)

EVENT	DATE
<b>Application closing date</b>	7 November 2022
<b>Shortlisting</b>	22 November
<b>Interviews &amp; Selection events</b>	5 December

# Appendix I: Job Description

## Key Responsibilities:

- Contribute to the development of strategy
- Oversee the delivery of strategy
- Provide constructive challenge and support as appropriate to Executive Directors and the Board as a whole to progress effective decision making by the Trust
- Monitor, scrutinise and seek assurance of the Trust's performance
- Ensure that the Trust has robust and effective financial and clinical quality controls and that systems of risk management and governance are sound and that they are operating effectively
- Develop and promote the Trust's values and support a positive culture
- Help promote the success of the Trust as part of the wider Sussex Integrated Care System

## Main Tasks:

- Prepare for, attend and contribute to monthly Board and Committee meetings and take the role of Committee Chair when so appointed
- Participate in Board development/induction activities

- Attend joint meetings of the Board and Council of Governors and take into account the views of Governors, members and the public to gain a different perspective on the Foundation Trust and its strategy and performance
- Attend the Annual Members' Meeting
- Participate in service visits and occasional external stakeholder meetings
- As a member of the Nominations and Remuneration Committee participate in the appointment of Executive Directors and in setting Executive Director remuneration
- Provide advice and guidance on issues relevant to own skills, expertise and experience
- Role model Trust values in all interactions with internal and external stakeholders
- Build and maintain relationships with Trust staff, Board colleagues, peers and stakeholders which promote the effective operation of the Trust's activities and development and delivery of its strategy
- Act as an ambassador for the Trust
- Bring diversity of thought to the Board

# Appendix II: Person Specification

## Non-Executive Director

### Values, experience and competencies

- A clear commitment to the Trust's values and the NHS values and principles as outlined in the NHS Constitution
- Adherence to the standards of public life by upholding the highest standards of conduct and demonstrating the Nolan principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- A strong track record of professional achievement including proven leadership skills
- A general understanding of the NHS and the evolving healthcare policy context
- An understanding of good corporate governance
- Effective communication skills including influencing and persuading
- Excellent interpersonal skills, able to work as part of a team to meet shared goals
- Proven ability to work in partnership and across organisational boundaries
- Sound political and commercial acumen
- Strategic thinker with the ability to plan ahead and find innovative solutions to problems
- Independent judgement, common sense and diplomacy
- A strong commitment to quality improvement
- An understanding of the diversity and demographics of Sussex
- A genuine commitment to promoting diversity and inclusion

*We are keen to receive applications from candidates from a diverse range of candidates. We would not necessarily expect all candidates to be able to evidence all of the above competencies to the same degree.*

### Eligibility

- Eligible to be a member of a public constituency of the Trust
- Meet the independence criteria for Non-Executive Directors and meet the Fit and Proper Persons Requirement as defined in the Health and Social Care Act 2008 (Regulation of Regulated Activities) (Amendment) Regulations 2004
- Not disqualified from membership of the Board of Directors under any of the criteria listed on page 14
- Sufficient time available to fulfil the requirements of the post

### Disqualification criteria:

The following may not become or continue as a member of the Board of Directors:

1. a person who has been adjudged bankrupt or whose estate has been sequestrated and (in either case) has not been discharged;
2. a person in relation to whom a moratorium period under a debt relief order applies (under part 7A of the Insolvency Act 1986);
3. a person who has made a composition or arrangement with, or granted a trust deed for, their creditors and has not been discharged in respect of it;
4. a person who within the preceding five (5) years has been convicted in the British Islands of any offence if a sentence of imprisonment (whether suspended or not) for a period of not less than three (3) months (without the option of a fine) was imposed on them;
5. a person who does not satisfy all of the requirements of Regulation 5(3) of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014/2936 (as amended or updated from time to time)
6. A person who does not fulfill the requirements of the Fit and Proper Persons Test as defined in the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014.



# Sussex Community NHS Foundation Trust



University of  
Strathclyde  
Glasgow



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