

Recruitment Information Pack

Director of Performance and Delivery

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Ground Floor
Counting House
Guy's Hospital
London
SE1 9RT

Tel: 0207 188 8794
Fax: 0207 188 9330

Dear Applicant

Director of Performance and Delivery – King's Health Partners

Thank you for your interest in the above post.

We are one of only five Academic Health Science Centres and are a forward-looking and pioneering collaboration between King's College London, Guy's and St Thomas', King's College Hospital and South London and Maudsley NHS Foundation Trusts, and pride ourselves on the development of our workforce.

This post offers an exciting opportunity to join our Executive, complementing the existing leadership team which together delivers a tripartite agenda of clinical strategy, education and training and research to support the on-going development of King's Health Partners.

If, having assessed your experience and skills against the requirements in the person specification, you decide to apply for this post please note that the closing date for receipt of applications is **22 March 2010**.

If you are short listed you will be contacted by Sarah Brett, Human Resources and Infrastructure Project Manager who will advise you of the initial assessment process. Informal enquiries can of course be made directly to me on the above number.

Yours sincerely



Professor Robert Lechler
Executive Director

About King's Health Partners

King's Health Partners is a pioneering collaboration between King's College London and Guy's and St Thomas', King's College Hospital and South London and Maudsley NHS Foundation Trusts.

This unique combination brings together one of the world's leading research-led universities and three of London's most successful NHS Foundation Trusts.

Our driving purpose is to continually seek and bring about swifter and more effective improvements in health and well-being for our patients and people everywhere. We are combining the best of basic and translational research, clinical excellence, and world-class teaching to deliver groundbreaking advances in physical and mental healthcare.

We are one of only five Academic Health Science Centres in the UK accredited by the Department of Health. This followed a selection process carried out by a panel of internationally renowned clinicians and researchers.

Our Vision

King's Health Partners is pioneering better health and well-being, locally and globally, through integrating excellence in research, education and training, and patient care.

Our Mission

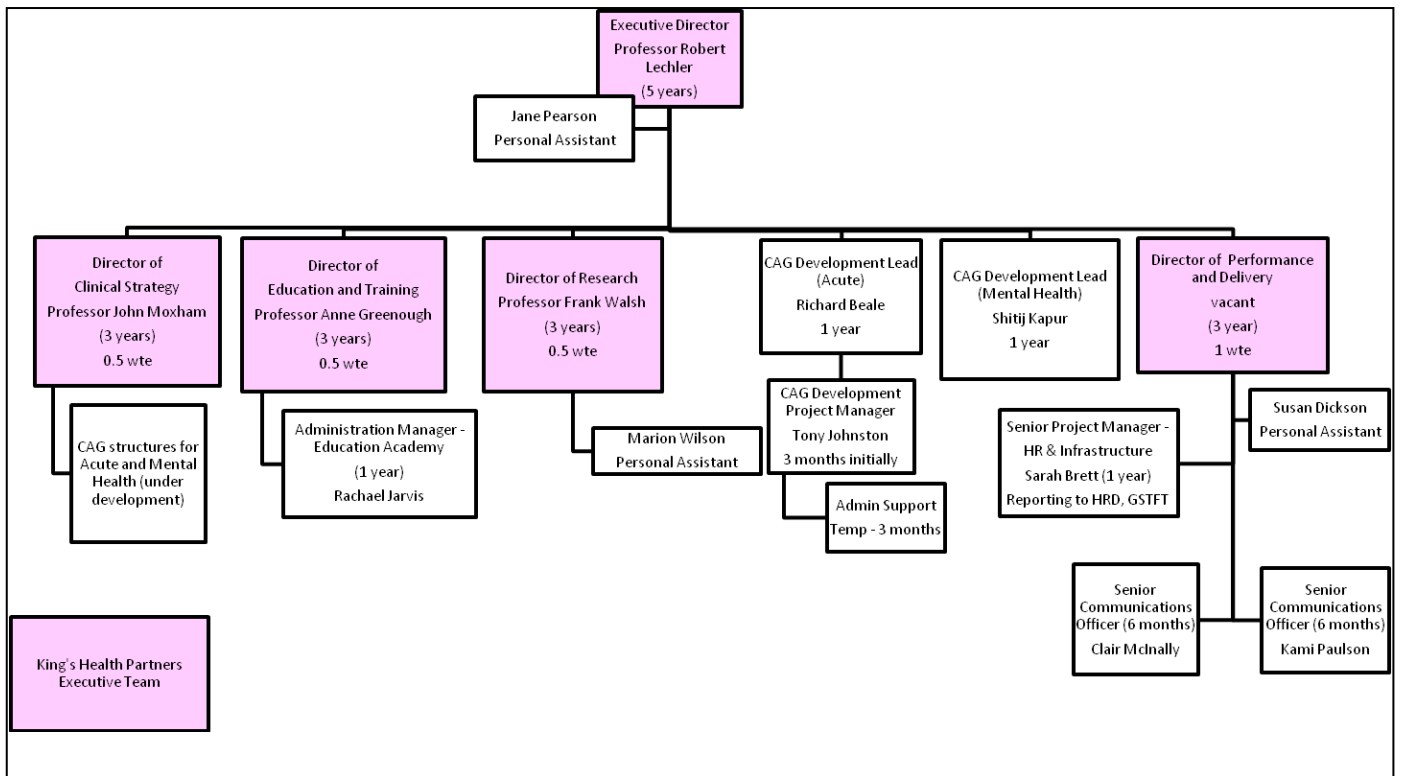
King's Health Partners will become the UK's leading Academic Health Sciences Centre. We will:

- **Drive the integration** of research, education and training and clinical care, for the benefit of patients, through our new Clinical Academic Groups (CAGs).
- **Consider all aspects of the health needs** of our patients when they come to us for help.
- **Improve health and well-being** across our ethnically and socially diverse communities and work to reduce inequalities.
- **Develop an AHSC that draws upon all academic expertise** in medical science and also in basic science, social science, law and humanities.
- **Deliver a radical shift in healthcare** by identifying 'at risk' groups, based on genotype and lifestyle, and helping them to avoid illness.
- **Work innovatively with stakeholders** in the redesign of care pathways, including the delivery of care closer to home.

For more information visit our website www.kingshealthpartners.org.

Organisational Structure

Our organisation is made up of several key components: the Partnership Board; the Executive Team; the Programme Office, and the CAG Development Team. Please visit our website for further details.



Job Description

Post Title:	Director of Performance and Delivery
Department/Division/ Directorate:	King's Health Partners
Grade:	Senior Management
Responsible to:	Executive Director, King's Health Partners (KHP)

ROLE PURPOSE

As an Executive member and along with other members of the Executive Team you will be responsible for the delivery of activities within the agreed work plan for King's Health Partners

To facilitate the alignment, co-ordination and integration of corporate functions, systems and processes across the four Founders of King's Health Partners, in order to support the establishment of King's Health Partners as an effective virtual organisation.

ROLE OUTLINE – MAIN RESPONSIBILITIES

Coordination/Integration of Business Systems:

- To work with King's Health Partners Directors to ensure that there is support available from Founder organisations for the priorities and investments which underpin the education, research and clinical strategies of King's Health Partners
- To work with CAGs to understand their infrastructure requirements and to ensure that King's Health Partners adequately addresses these
- To support the development of King's Health Partners as a virtual organisation
- To develop plans for "King's Health Partners Inc" including how this may function, and which elements of Founder organisations, or new ventures, would be appropriate to be managed through this vehicle

Coordination of KHP cross-cutting priorities :

- To ensure that programmes are established, together with relevant King's Health Partners Directors, to drive and monitor delivery of cross-cutting King's Health Partners aspirations and objectives, such as greater psychological and physical health integration, and an increased focus on prevention and public health
- To lead, with other King's Health Partners Directors and Founder organisation leads as appropriate, on the development of major infrastructure initiatives and business cases, e.g. for IT and bio-banking

Performance Management:

- To establish an effective performance management framework for King's Health Partners, working with King's Health Partners Directors to agree appropriate tripartite metrics, and with Founder organisations to ensure alignment with current processes and to minimise duplication of reporting for CAGs

Communications and Income Generation:

- To promote actively King's Health Partners priorities and objectives across the Founder organisations
- Working with commercial/strategic leads and existing teams in Founder organisations, to seek out and exploit commercial and business opportunities, and potential avenues for income generation and fundraising, on behalf of King's Health Partners and Founder organisations
- To promote King's Health Partners and its aspirations and objectives externally, obtaining influence over policy direction and high level decision making as appropriate

Operational Management:

- To manage the day to day operations of the King's Health Partners offices, including the management of staff, as appropriate
- To ensure the smooth running of King's Health Partners meetings, e.g. King's Health Partners Board, Executive meetings
- To be a member of the Permanent Executive; responsible collectively for ensuring King's Health Partners achieves its aims, meets its objectives and reaches its targets, acting as an appropriate liaison to bring the tripartite agenda together
- To represent King's Health Partners on both internal and external meetings as appropriate.

Special Requirements:

- You may be required to work irregular hours in accordance with the needs of the role.

The post holder is required to follow Trust policies and procedures which are regularly updated including:

- **Confidentiality / Data Protection / Freedom of Information**

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

- **Equal Opportunities**

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

- **Health and Safety**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

- **Infection Control**

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

- **Risk Management**

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

- **Safeguarding children and vulnerable adults**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

- **Smoking Policy**

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within Trust buildings and vehicles.

- **Review of this Job Description**

This job description reflects the core activities of the role and as King's Health Partners and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Disclosure:

This vacancy has been defined as a 'position of trust' and is therefore exempt from the Rehabilitation of Offenders Act (1974). As such, shortlisted candidates will be required to declare full details of any criminal background, regardless of how old a conviction may be and the successful candidate will be required to apply for a standard (or enhanced) Disclosure (a criminal records check) from the Criminal Records Bureau. A criminal record will only be taken into account for recruitment purposes, where the conviction is relevant to the position being applied for, and where this is the case, will not necessarily bar candidates from employment. Any decision will depend on the precise nature of the work and the circumstances and background to the offence(s). Further information about the Disclosure scheme can be found at www.crb.gov.uk Copies of the CRB's Code of Practice and the College's Recruitment Policy for posts requiring Disclosure are available on request.

Person Specifications

CRITERIA	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP = application AS = assessment I = interview P = presentation R = references
Education/qualification and training			
Degree level qualification or equivalent in health management/business systems/financial management	x		AP
Masters or appropriate qualification in same	x		AP
Knowledge/skills			
Evidence of excellent management & leadership, with ability to think and work strategically	x		AP, I
Knowledge of Higher Education		x	AP, I
Knowledge of NHS		x	AP, I
Proven ability to identify potential growth areas for development to expand business potential and market appeal	x		AP, I, R
Understanding of the issues affecting Founder organisations and the ability to build strong, effective and collaborative working relationships	x		AP, I, R
Proven success in solution design and/or selecting and implementing applications for robust business systems to support service delivery	x		AP, I, R
Excellent analytical skills	x		AP, I, R
Strong presentation skills	x		AP, I, R
Experience			
Experience of delivering in a large and complex organisation	x		AP, I, R
A proven track record of managing large budgets and resolving conflicting priorities	x		AP, I, R

Experience of successful fundraising, with experience of successfully winning major research grants from funding bodies	x		AP, I, R
Ability to collaborate with key leads to understand challenges and implement technology solutions	x		AP, I, R
Personal characteristics/other requirements			
Ability to work collaboratively with academic and NHS managerial colleagues	x		AP, I, R
Ability to work well as an effective member of a multidisciplinary team and to share and encourage good practice.	x		AP, I, R
Ability to look beyond existing structures, ways of working, boundaries and organisations to produce more effective and innovative service delivery and partnerships	x		AP, I, R
The ability to take individual responsibility for planning and undertaking own work, within agreed deadlines.	x		AP, I, R
Excellent interpersonal skills	x		AP, I, R
Excellent influencing and negotiation skills	x		AP, I, R
Resilience to working and delivering under pressure	x		AP, I, R
High level of work organisation, self motivation and drive for performance and improvement and flexibility	x		AP, I, R
Flexible and adaptable.	x		AP, I, R

Advertisement



KING'S
HEALTH
PARTNERS

Director of Performance and Delivery

Salary c£100k (Three Year fixed-term)

King's Health Partners is a pioneering collaboration between King's College London, and Guy's and St Thomas', King's College Hospital and South London and Maudsley NHS Foundation Trusts. We are one of only five Academic Health Sciences Centres in the UK.

Our overall aim is to improve the well-being of a diverse population in a way that is applicable globally and leverages our talented staff.

This post offers an exciting opportunity to join our Executive, complementing the existing leadership team which together delivers a tripartite agenda of clinical strategy, education and training and research to support the on-going development of King's Health Partners.

The Director of Performance and Delivery will be responsible for the coordination and integration of work programmes, ensuring that appropriate infrastructures are in place to support investments, new ventures and business cases which will underpin the education, research and clinical strategies of King's Health Partners. They will also develop a performance management framework that

will facilitate effective management within the Clinical Academic Group delivery of care model.

Individuals will need to demonstrate strategic leadership, ability to seek out and exploit commercial, business and fundraising opportunities and develop new ways of thinking and innovative practice. Collaborative working with key stakeholders is paramount, so excellent communication skills are essential, together with a passion to support and promote the introduction of world-class services to the benefit of patients.

To find out more about these opportunities, please contact Robert Lechler, Executive Director, via his secretary Jane Pearson on 020 7188 8794 or robert.lechler@kd.ac.uk or visit www.kingshealthpartners.org

For further information and to apply online, please go to www.gstt.nhs.uk/jobs quoting reference number COF0385.

Closing date: 22 March 2010.







