

### JOB DESCRIPTION

<b>Job Title</b>	Deputy Trust Secretary
<b>Band/ Grade</b>	Band 7
<b>Directorate</b>	Corporate
<b>Professionally Accountable to</b>	Associate Director of Corporate Governance/Company Secretary
<b>Responsible to</b>	Associate Director of Corporate Governance/Company Secretary

### VISION, MISSION and VALUES

#### Our Vision

To improve the health and well-being of the people we serve in Herefordshire and the surrounding areas.

#### Our Mission

To provide a quality of care we would want for ourselves, our families and friends. Which means: Right care, right place, right time, every time.

#### Our Values

Compassion, Accountability, Respect and Excellence.

- **Compassion** – we will support patients and ensure that they are cared for with compassion
- **Accountability** – we will act with integrity, assuming responsibility for our actions and decisions
- **Respect** – we will treat every individual in a non-judgemental manner, ensuring privacy, fairness and confidentiality
- **Excellence** – we will challenge ourselves to do better and strive for excellence

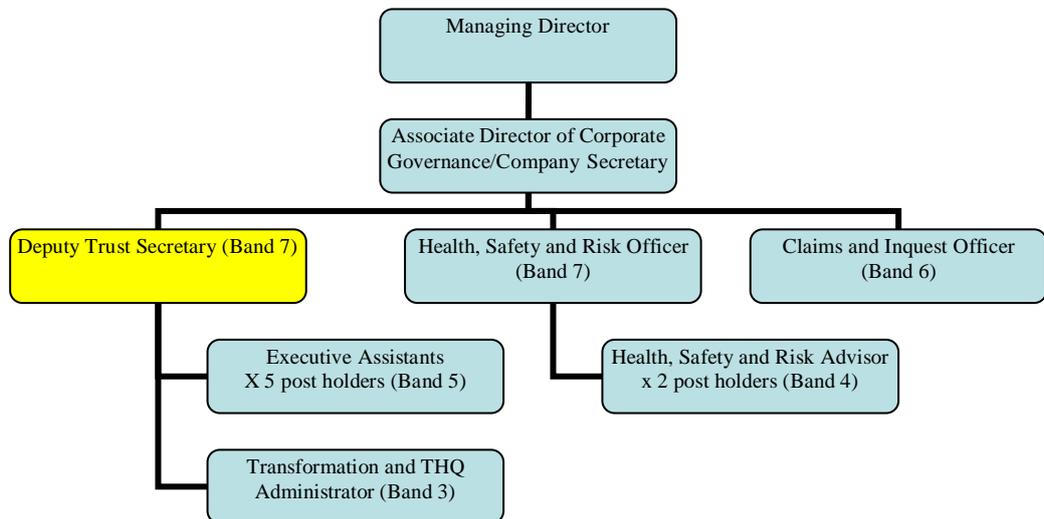
### JOB SUMMARY

Deputise for the Associate Director of Corporate Governance/Company Secretary during periods of leave and as required for duties at Wye Valley NHS Trust.

Support the Associate Director of Corporate Governance/Company Secretary to ensure that the Trust complies with its terms of authorisation, all relevant legislation and regulatory requirements and the Trust's Standing Orders.

Line manage and provide leadership to the Executive Assistants, in conjunction with the Chief Officers.

**ORGANISATION CHART** - See Appendix (if applicable)



## MAIN FUNCTIONS OF THE JOB

### Corporate Governance:

- Deputise for the Associate Director of Corporate Governance/Company Secretary as required and during periods of leave. Ensuring appropriate support and advice is provided including issues relating to corporate governance.
- Support the Associate Director of Corporate Governance/Company Secretary in ensuring that the Trust complies with its terms of authorisation, all relevant legislation and regulatory requirements and the Trust's Standing Orders.
- Responsible for preparing the Trust's Annual Report, in accordance with relevant legislation/guidance, including compiling the document, managing the process and liaising with the Chief Finance Officer and the Trust's External Auditors.
- Responsible for managing the system of declarations under the Fit and Proper Person regulations (The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014, regulation 5) for Directors and defined equivalents. Ensuring that the necessary checks are undertaken for new appointees.
- Responsible for managing the Registers of Directors and Directors' Declarations of Interest ensuring they are maintained, regularly updated and available for public inspection.
- Responsible for managing the Registers of Non-Executive Directors' Declarations of Interest ensuring they are maintained, regularly updated and available for public inspection.
- Support the Associate Director of Corporate Governance/Company Secretary in providing advice and guidance to Board members and Trust staff on the Trust's [Managing Conflicts of Interest](#) Policy. Responsible for maintaining the Trust's Register and providing an update on the Register to the Audit Committee.
- Support the Trust Secretary in ensuring that the Trust complies with NHS England's '[Code of Governance for NHS provider trusts](#)' and the requirements of the [NHS Provider Licence](#).

### **Executive Support:**

- To provide a high quality executive level support to the Trust's Managing Director.
- The Post-holder will have overall responsibility for managing, maintaining and developing the One Herefordshire Partnership arrangements required for providing effective partnership-level support required by the ICS. The Post-holder will be required to take on and lead project work from time to time.

### **Board:**

- Responsible for the development and implementation of the NED/ANED induction and development programme to ensure they have the skills to undertake their role, including arranging induction sessions, preparing and collating a 'Welcome Pack', coordinating the completion of NED paperwork and training, liaising with NHS Providers as required.
- Responsible for ensuring all queries from the NEDs/ANEDs are responded to effectively and promptly.
- Responsible for the Trust Board, Board Workshops and sub Committees and any adhoc project groups to ensure they are managed appropriately and acting in accordance with the Trust's Standing Orders and the Committee's Terms of Reference, including:
  - Development, publication and approval of committee forward plans.
  - Planning, preparation and timely submission of agendas, reports, supporting papers and minutes for the meetings allocated ensuring that minutes properly record decisions made and their context
  - Monitoring the governance implications of reports presented to the meetings allocated
  - Ensure actions are identified and action logs updated
  - Provide advice to the Chair of the meeting and Directors on the conduct of meetings
  - Review agendas with the meeting Chair to maximise the use of time at meetings
  - Ensure preservation of proper records of business
  - Management of the forward plan of business
  - Ensuring actions are completed and reported to the Committees/Group and escalated when appropriate
- To support the Associate Director of Corporate Governance/Company Secretary with the management of the recruitment of NEDs/ANEDs in consultation with NHS England

### **Wider Responsibilities:**

- Support the Associate Director of Corporate Governance/Company Secretary in facilitating the appraisal process for the NEDs, ANEDs and Chairperson and following the appraisal process, identify their on-going development needs, and agree development programmes where appropriate.
- To support the Associate Director of Corporate Governance/Company Secretary in the collation of supporting information for the Annual Report and Annual Governance Statement

- To deputise for the Associate Director of Corporate Governance/Company Secretary when required
- Manage the process for organising and facilitating the Annual General Meeting (AGM), ensuring all constitutional requirements are met.
- To manage AdminControl the production of Trust Board and Committee papers
- Authorised signatory with authority to commit expenditure relating to role.
- Maintain the database of AdminControl users
- Provide advice to users of AdminControl
- To support the Associate Director of Corporate Governance/Company Secretary with the live streaming and public accessibility of all public facing meetings.

### **Line Management Responsibilities:**

- Responsible for leading the Executive Support Team in liaison with the Chief Officers, including:
  - ensure the Team is appropriately resourced to manage the workload. This includes responsibility for absence management, recruitment and retention, induction, and performance management.
  - support the Team with coordinating peaks in workloads to ensure tasks are shared, high priority tasks are completed, and working flexibly to support the needs of the Chief Officers.
  - where appropriate, lead on employee relations issues, e.g. disciplinary, grievance etc.

### **Communications and Working Relationships**

- The postholder will liaise directly with the Chairperson, Chief Executive, Board members, One Herefordshire Partners and therefore be able to respond sensitively to complex issues and overcome barriers in language or understanding.

### **General Information**

This job description is not intended to be an exhaustive list of duties, but merely to highlight the current main responsibilities of the post. The Trust reserves the right to change terms from time to time. Along with your main duties; you will also be expected to carry out any other duties that are reasonably asked of you. It may be reviewed from time to time in agreement with the post holder and line manager. The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust.

### **Safeguarding Vulnerable Adults & Children**

Wye Valley NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment.

All staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults, you have a duty to ensure you are:-

Familiar with the Trusts safeguarding policies. Attend appropriate training for safeguarding. Know who to contact if you have concerns about an adult or child's welfare.

## **Health and Safety**

The post holder is required to conform to the Trust's Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required.

## **Confidentiality**

To maintain confidentiality at all times. In the course of their duties employees will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If there is any doubt whatsoever, as to the authority of a person or body asking for information of this nature, advice must be sought from a superior officer. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

## **Policies and Procedures**

The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust, which the Trust may amend from time to time.

## **Infection Control**

It is a requirement for all Trust staff to comply with all trust infection control policies and procedures. All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace. All staff should have infection control training at induction and annual infection control updates via the Department of Health e-learning package, via the local infection control CD-Rom training tool or by attendance at an annual Health and Safety refresher. All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

## **No Smoking Policy**

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

## **Equal Opportunities**

The Trust is an Equal Opportunities employer and the post holder is expected to promote this in all aspects of his / her work. The Trust's duty is to ensure that no existing or potential employees receive less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion, marital status, age or disability, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable. This also applies to patients – the Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

## **Financial**

To order and receipt goods in accordance with the Trust's financial framework. To comply with standing financial instructions.

## **Data Quality**

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: Accurate, Legible (if hand written), Recorded in a timely manner, Kept up-to-date, appropriately filed. All staff must monitor and take responsibility for data quality throughout the areas of the system used locally, all users maintain timely input, and

ensuring that data is checked with the patient, and staff (in relation to their staff record), whenever possible, and to support initiatives to improve data quality.

N.B. Recorded information includes: patient information entered in case notes and entered on any computerised care records system, financial information, and health & safety information e.g. incident reporting and investigation, personnel information recorded in personnel files etc. Failure to adhere to these principles will be regarded as a performance issue and will result in disciplinary action.

### **Records Management**

All employees of the Trust are legally responsible for all records that they gather, create or use as part of their work within the Trust (including patient, financial, personnel and administrative), whether paper or computer based. All such records are considered public records and all employees have a legal duty of confidence to service users. Employees should consult their manager if they have any doubt as to the correct management of records with which they work.

### **Conduct**

The post holder is an ambassador for the directorate and the Trust and his / her actions and conduct will be judged by service users as an indication of the quality of the service provided by the directorate and the Trust as a whole. The post holder will also comply by the NHS Core Values and the Constitution.

### **Other**

The Trust is committed to continuous improvement in managing environmental issues, including the proper management and monitoring of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice, training for staff, and the monitoring of environmental performance.

Manager Name:	Manager Signature:
Date:	
Post holder Name:	Post Holder Signature:
Date:	

**PERSON SPECIFICATION**

**Directorate**                      **Corporate**  
**Job Title**                        **Deputy Trust Secretary**  
**Band/ Grade**                    **Band 7**

<b>PERSON SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION AND QUALIFICATIONS</b>		
Educated to Masters' level or evidence of equivalent experience in a health discipline or management role	<b>x</b>	
Company Secretary qualification		<b>x</b>
Evidence of continued professional development		<b>x</b>
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>		
Analytical skills – ability to produce complex reports using unfamiliar data provided by Executive Directors	<b>x</b>	
Able to plan and organise Board seminars, Board Away Days	<b>x</b>	
Able to undertake detailed checking of reports	<b>x</b>	
Minute taking skills	<b>x</b>	
Excellent verbal and written communication skills	<b>x</b>	
Able to work independently, prioritising own duties	<b>x</b>	
Ability to prioritise work and work to tight deadlines	<b>x</b>	
Excellent computer skills	<b>x</b>	
Ability to analyse information and evaluate situations to draw appropriate conclusions.	<b>x</b>	
Decision making and problem solving skills	<b>x</b>	
Knowledge of NHS management issues: National agendas and initiatives ICS and system developments	<b>x</b>	
Knowledge of risk management issues		<b>x</b>
Use of Board paper management software (such as AdminControl)		<b>x</b>

Use of financial systems such as Integra		<b>x</b>
<b>EXPERIENCE</b>		
Previous Company Secretary or corporate governance experience in a public sector environment	<b>x</b>	
Experience of working with senior leaders	<b>x</b>	
Highly developed specialist knowledge of the corporate governance and its applicability to health	<b>x</b>	
Experience of managing the Board Assurance Framework		<b>x</b>
Experience of working in a NHS environment		<b>x</b>
<b>PERSONAL ATTRIBUTES</b>		
Self-motivated with a high drive for success	<b>x</b>	
Adopts a flexible approach	<b>x</b>	
Ability to work as a team but also on own initiative	<b>x</b>	
<b>OTHER FACTORS</b>		
Ability to fulfil the travel requirements of post	<b>x</b>	