



Job Description

Job Title	Non-Executive Director
Accountable to	Chair of DHU Health Care Community Interest Company (CIC)
Level	Main Board
Location	DHU head office in Derby, site visits to various UK locations, plus virtual meetings as required.

Job Purpose

Current healthcare services provided by DHU are primary healthcare out-of-hours, NHS111 call handling and triage, urgent care and walk-in centres, and services for patients with long-term conditions and complex healthcare needs.

DHU work with commissioners and partners with the aim of delivering innovative, transformational, and integrated healthcare services, completed within a defined budget.

The Board is collectively responsible for promoting the success of the Company by directing and supervising its affairs. Reporting to the Chair, the Non-Executive Director (NED) will influence and with the CEO, Executive Directors, and other Board members inform, deliver and develop the company strategy in line with commissioning requirements.

Key Responsibilities and Accountabilities

Non-Executive Directors are appointed by the company to bring an independent judgment to bear on issues of strategy, performance, key appointments, conduct, and accountability to the local community.

The duties of Non-Executive Directors are to:

- Support and help form the strategic direction, contributing to development and delivery of the organisation's Business Plan.
- Ensure that DHU adhere to best practice in respect of corporate governance

- Ensure that the Board and Executive Directors deliver DHU's aim of providing high-quality customer focused services to patients, commissioners, and public.
- Review performance data at Board Meetings to govern the levels of DHU service delivery, ensuring processes and systems meet patient & commissioner requirements.
- Promote and oversee governance and monitor the organisation
- Scrutinise the performance of the CEO, Executive Directors, and management in meeting agreed goals and objectives.
- Remain independent of management of the company and free from any business or other relationships which could materially interfere with independent judgment.
- Ensure delivery of high standards of professional, clinical, administrative, and personal behaviours across the Company.
- Satisfy themselves that financial information is accurate, that financial controls and systems of risk management are robust and defensible.
- Agree to the annual budget and re-forecasts in line with achieving DHU strategy.
- Review and approve major organisational decisions, commitments, and plans including expenditures, loans, and leases
- Determine appropriate levels of remuneration of CEO, Executive Directors and have a prime role in appointing, and where necessary, removing senior management and in succession planning.
- Ensure the Board acts in the best interests of the public and is fully accountable to the public for the services provided by the organisation and the public funds it uses.
- Be collectively responsible for adding value to the organisation, for promoting the success of the organisation by directing and supervising the organisation's affairs.
- Provide active leadership of the organisation within a framework of prudent and effective controls which enable risk to be assessed and managed.
- Set the organisation's strategic aims, ensure that the necessary financial and human resources are in place for the organisation to meet its objectives, and review management performance.
- Review progress towards developmental and financial goals in line with achieving DHU strategy.
- Set the organisation's values and standards and ensure that its obligations to patients, the local community and the commissioners are understood and met.
- Provide counsel to the Chair and CEO on matters of concern.
- Help connect the business and Board with networks of potentially useful people and organisations that will promote the success of the company.
- Represent the company externally when called upon to do so.

- Ensure continuity of the Company through succession planning.

Non-Executive Directors also have a key role in a small number of permanent Board committees such as the Audit & Risk Management Committee, the Clinical Governance Committee, the Board Integrated Assurance Committee, and the Nominations and Remuneration Committee.

Person Specification

Knowledge

- Clinical knowledge gained from previous/existing clinical roles (also see 'Experience' section)
- In depth knowledge or experience of Clinical research.
- Financial acumen/expertise
- An understanding of organisational culture on performance and productivity.
- Knowledge or experience regarding the role of the Freedom To Speak Up Guardian will be an advantage but is not essential
- Knowledge or experience regarding Equality, Diversity, and Inclusion will be an advantage but is not essential

Experience

- Clinician – A background as a GP, Nurse, Medical Director or other clinical fields is essential
- Proven record, at director level or equivalent, of successfully delivering results in a complex organisation, regarding clinical matters
- Understanding of challenges faced within the Health Economy
- Able to demonstrate involvement in determining and delivery of strategies and vision.
- Evidence of successful working across whole organisational teams.
- Be commercially astute and have strategic business experience.
- Ability to make difficult and challenging decisions that support strategic aims and long-term vision.
- Chair experience at board level will be an advantage but is not essential.
- It may be useful to have experience in local health and/or social community health but this is not essential, as are links with Integrated Care Systems.

Specialist Skills

- Exceptional communicator
- Excellent leadership skills with an inclusive style.
- Understanding of the dynamics within a business arena and balance against political environment.

- Ability to create company-wide efficiencies by using continuous improvement techniques.
- Dynamic personality with the ability to build trusted stakeholder relationships and wide support networks
- You will be well-respected within the clinical community and can positively influence peers

Values & Behaviours

- Demonstrable commitment to and focus on quality and governance promoting high standards to consistently improve outcomes for patients/customers/clients.
- Personal values aligned with DHU's social enterprise values.
- Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others.
- Uses evidence to make improvements, seeks out innovation.
- Self-awareness in terms of emotional intelligence, biases, and personal triggers with cultural sensitivity and awareness.
- Demonstrable commitment to partnership working with external organisations.
- Strong moral courage with high levels of logical reasoning.

Remuneration

Remuneration, as determined by the Nominations and Remuneration Committee, is currently £15,000 per annum. Remuneration will be reviewed on an annual basis and adjusted in line with Board policy.

Non-Executive Directors are also eligible to claim allowances, currently in line with Company rates for travel and subsistence costs necessarily incurred on Company business.

Performance Review

The objectives for the role will be agreed with and set by the Chair and performance will be reviewed annually as part of the Chair's annual performance review of all Non-Executive Directors.

Appointment, tenure and termination of office

- The term of office will be determined by the Chair. It will initially be for three years from date of appointment but may be eligible for extension. The maximum tenure will be nine years in total.
- These posts are statutory offices and are not subject to the provisions of employment law. Non-Executive Directors are appointees, not employees but will fall into the scope of IR35 for tax purposes.

Time Commitment

- This is currently a minimum of 3 days a month
- Flexibility and rapid response time essential
- Time in post may be during the working day or in the evening.

Location

Resident or able to easily commute to Head Office, Derby.

Signed

Print Name

Date

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