



Private and Confidential

Position Specification

Devon Accountable Care System

Chief Executive

Final 5 October 2017

Reference 1709-043L

Doc#879875

BACKGROUND

Leaders from all NHS organisations and the three Local Authorities across Devon have been working collaboratively on an ambitious Sustainability & Transformation Partnership (STP) plan over the past 18 months. This plan sets out how to meet the health and wellbeing needs for people across Devon in a way that is clinically and financially sustainable, underpinned by a framework within which detailed proposals for how services across Devon will develop between now and 2020/21. This collaborative approach has led to a range of positive developments that are starting to transform the Devon health and care system. The system is jointly tackling historic financial problems, and saved over £100 million last year. There is also a shared commitment to improving performance, and Devon now features amongst the best in the country for emergency care, mental health and cancer services.

A key theme throughout the STP is an increased focus on preventing ill health and promoting people's independence through the provision of more joined up services in, or closer to, people's homes. It is also focused on developing new and collaborative ways of working across hospitals, and aims to address a number of long-term systemic issues facing the NHS: the focus on cure rather than prevention; the failure to fully anticipate the different needs of an ageing population; the patchy integration of health and social care, and the effects of the competitive pattern of *payment by results* contracts within areas of dispersed population, such as Devon.

The major development in Devon is that leaders have now signed up to an Accountable Care System that truly looks to align health and care services. This significant progress has seen the creation of this exciting and key leadership role. The Devon health and care system is now looking for a senior and highly capable leader to become its Chief Executive Officer (CEO).

The role is hugely influential as it will cover:

- Responsibility for developing and leading the new Accountable Care System.
- Leadership of the STP.
- Being Accountable Officer for the two CCGs, which includes all primary care commissioning for Devon, as well as components of specialised commissioning for Devon and the wider far Southwest populations.

The Chief Executive will lead the transition from the current interim structure to the delivery of the agreed new Accountable Care System and single strategic commissioner. The role is hugely exciting as it brings together all elements of a health system, from acute trusts and mental health, through commissioning and primary care to local government. A strong emphasis will be placed on someone who can continue to build on the partnership approach that is evident across Devon and someone who can coach, guide and collaborate with all partners, and can exerting influence where required.

POSITION SPECIFICATION

The CEO is responsible for two key areas:

1. Strategic whole system leadership for the successful delivery of a new Accountable Care System for Devon which will require:
 - Direct oversight of all functions and programmes of work, including the creation of a single, strategic commissioning function, place based accountable care delivery arrangements.
 - Provide leadership that ensures collaborative working across organisational boundaries flourishes.
 - Collaboration with regulators and national bodies to influence and shape their interactions with any part of the wider Devon Health and Wellbeing System.
 - Guiding, coaching and supporting all leaders across the Devon health and care system.
 - Proactive engagement with our local communities, local and national politicians, Health and Wellbeing Boards and Overview and Scrutiny Committees.
2. Leading strategic health commissioning in Devon, ensuring that:
 - Integration is at both strategic and place-based health and wellbeing commissioning, working with the three local authorities in wider Devon to achieve this in such a way that works for the system and its partners.
 - Be the Accountable Officer for the two Clinical Commissioning Groups ensuring they fulfil their statutory duties as set out by their constitution and relationship with member practices, and in line with the requirements of NHS England.
 - Work with Local Authorities to ensure the statutory functions of the Local Authority are clearly addressed when Local Authority functions are integrated into the strategic and place-based commissioning functions.
 - Work with NHS England to ensure the statutory functions of NHS England relating to the Devon population (including Public Health and Primary Care) and Specialised Services provided by Devon organisations, are integrated into the strategic commissioning functions
 - Work with NHS England to develop new commissioning arrangements for specialised services across Devon and wider far Southwest.
 - Ensure health and wellbeing services are fully compliant with the requirements of the Care Act 2014 and other relevant legislation.

Candidate Profile

This role will require an individual who has the confidence and credibility, to command the mandate of fellow Chair/Chief Executive colleagues around the system. They will have substantial board level experience, with a minimum of five years as a CEO or equivalent in a complex regulated industry or sector, and experience of working in, or alongside, health systems. Some experience of contributing to policy development at a national level would be helpful. They will also have the following attributes:

- The presence, reputation and interpersonal skills to carry out the role successfully, building and enhancing relationships within the Devon system and with stakeholders, including politicians and the wider public sector community, both locally and nationally.
- Excellent communication, presentation and networking skills to lead the creation of a compelling vision for the future and communicating this within and across organisations in wider Devon, regionally and nationally.
- Ability to work in collaboration with others in teams, networks, truly engaging and involving patients and communities, to commission continually improving services that respond to the needs of local populations and is mindful of the drivers of health inequalities.
- Able to think conceptually in order to plan flexibly for the longer term and being continually alert to finding ways to improve drawing upon their values, strengths and abilities to commission high standards of service.
- Demonstrate a presence and the ability to engage people by the way they communicate, behave and interact with others.
- Demonstrate commitment to continuously improving outcomes, tackling health inequalities and delivering the best value for money for the taxpayer.
- Embrace effective governance, accountability and stewardship of public money and demonstrate an understanding of the principles of good scrutiny.
- Ability to operate in an environment which can, at times, feel ambiguous, whilst continually driving for tangible outcomes.

SELECTION AND APPLICATION PROCESS

Selection Process

The Selection Panel for this role will assess applications on merit and will employ open and transparent processes in determining the candidate considered most suitable for this appointment.

Candidates for final interview may be offered the opportunity of an informal discussion with key stakeholders before Final Interview.

Composition of the **Selection Panel** to follow.

Appointment timetable to follow.

Application Instructions

The closing date for applications is **Noon, Wednesday 1 November 2017.**

All applications must include the following:

- The reference number 1709-043L in the subject line.
- A short covering letter of not more than two A4 sized pages explaining why this appointment interests you, your suitability for the role outlining and how you meet the appointment criteria and competencies as detailed in the person specification.
- A current CV with educational and professional qualifications and full employment history, explaining any gaps in your employment history, giving details where applicable, of budgets and numbers of people managed, highlighting relevant achievements in recent posts, together with reasons for absence within the last two years.
- The names of at least two referees who may be contacted at short list stage, i.e. *before* final interview, describing in what capacity and over what period of time they have known you. Referees will not be contacted without your consent.
- Confirmation from you that you are happy for Russell Reynolds Associates or its client to undertake any necessary background checks, including career, regulated health or social care activity where roles involved children or vulnerable adults, credit and qualifications, or similar, post short list stage.
- Notification of any dates you are unable to accommodate within the indicative timetable set out in the previous section.
- The willingness and ability to confirm that you are a fit and proper person. For further details, please see: <http://www.cqc.org.uk/content/regulation-5-fit-and-proper-persons-directors>
- The completed **Appendix 1** giving your preferred contact details which will be used for all correspondence between us.
- The completed questionnaire contained in **Appendix 2.**

Please submit your full application by email to Responses@RussellReynolds.com.

If you need assistance regarding your application, please email Fiona.Birkmire@RussellReynolds.com

If you cannot apply online, please post applications to:

Russell Reynolds Associates
c/o Fiona Birkmire
1709-043L (on the envelope)
Almack House
28 King Street
London SW1Y 6QW

APPENDICES

Appendix 1: Personal Details

Surname:	Forename(s):	Title:
Address for correspondence:		
Postcode:		
Contact Telephone Number (including national or international dial codes):		
Mobile Telephone Number:		
E-mail address:		

Appendix 2: Monitoring Information

NHS organisations recognise the benefits of having a diverse workforce and therefore welcome applications from all sections of the community. In addition to this, under the provisions of the Equality Act 2010, all NHS organisations are required to demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Therefore a series of questions need to be raised in order to ascertain who is applying for each position and to ensure that no one is being unfairly discriminated against or disadvantaged.

This section of the application form will be detached from your application and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you. The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, they can check that they are complying with the Equality Act 2010.

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their age and sex.

*Please state your date of birth	
*Please indicate your gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects people who are married or in a civil partnership.

*Please indicate the option which best describes your marital status	
<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Civil partnership <input type="checkbox"/> Legally separated	<input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects bisexual, gay, heterosexual and lesbian people from discrimination on the grounds of their sexual orientation.

*Please indicate the option which best describes your sexual orientation	
<input type="checkbox"/> Lesbian <input type="checkbox"/> Gay <input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual <input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their race which includes colour, nationality, ethnic or national origin.

*Please indicate your ethnic origin		
<p>Asian or Asian British</p> <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background	<p>Mixed</p> <input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> Any other mixed background	<p>Other Ethnic Group</p> <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group
<p>Black or Black British</p> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background	<p>White</p> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background	<input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their religion or belief, including a lack of any belief.

*Please indicate your religion or belief		
<input type="checkbox"/> Atheism <input type="checkbox"/> Buddhism <input type="checkbox"/> Christianity <input type="checkbox"/> Hinduism	<input type="checkbox"/> Islam <input type="checkbox"/> Jainism <input type="checkbox"/> Judaism <input type="checkbox"/> Sikhism	<input type="checkbox"/> Other <input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects disabled people - including those with long term health conditions, learning disabilities and so called "hidden" disabilities such as dyslexia. If you tell us that you have a disability we can make reasonable adjustments to ensure that any selection processes - including the interview - are fair and equitable.

*Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I do not wish to disclose this information
Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'other'.	
<input type="checkbox"/> Physical impairment <input type="checkbox"/> Sensory impairment <input type="checkbox"/> Mental health condition	<input type="checkbox"/> Learning Disability/Difficulty <input type="checkbox"/> Long-standing illness <input type="checkbox"/> Other
If you have a disability, do you wish to be considered under the guaranteed interview scheme if you meet the minimum criteria as specified in the person specification?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	