

Job Description

JOB TITLE	Executive Chief Financial Officer
GRADE	VSM
REPORTS TO	Chief Executive
ACCOUNTABLE TO	Chief Executive
DEPARTMENT	Trust Board
DIVISION	Trust Board
DATE	April 2024

JOB PURPOSE

The Executive Chief Financial Officer (CFO) is responsible for advising the Board on financial, contractual, commercial and performance issues. They are responsible for the management of the finance, performance and procurement functions of the Trust as well as advising on the organisations charity.

The CFO is responsible for ensuring that there are effective systems for financial control and that the financial aims of the Trust are delivered. They will ensure that on financial matters the Trust maintains a strong reputation and works effectively with system partners and regulators.

The CFO is responsible for the development of commercial income streams and management of the Trust subsidiaries and the Trust's other hosted services that sit within the portfolio.

The CFO will lead on all aspects relating to portfolio within two Integrated Care Systems (ICS) on behalf of the organisation.

ORGANISATIONAL CHART

Please see organisation chart at appendix A.

KEY RESULT AREAS

KEY RESPONSIBILITES

The post holder has particular responsibility for:

- Developing financial plans and the financial framework in which the Trust operates
- Providing the structure for performance management in the organisation and supporting the CEO in ensure a strong working relationship with NHS England

(NHSE)

- To lead the corporate finance, performance and procurement functions of the Trust
- Leading the approach to allocation distribution and contracting with the ICBs and NHSE
- Managing and developing the supplies and procurement function and support the operation of D.Hive our wholly owned subsidiary.
- From October 2024, managing and developing, at arms length, 360 Assurance, a large provider of internal audit and professional services.
- Responsible for the Trust's Estates and Capital programmes.
- Appraising and managing the organisation's charitable funds
- Collaboration with wider Partners and Stakeholders including playing a influencing and key role within the ICSs in which the Trust operates.
- Manage relationships with internal and external audit functions and, with the Chief Executive, play a leading role in liaison with any regulatory bodies.
- Contribute to the maintenance of constructive and fruitful working relationships with all members of the health community to foster a strong culture of partnership working.

KEY RESULT AREAS

- Fulfil all statutory responsibilities as an Executive member of the Board of Directors and an Executive Director of the Trust.
- As a member of the Board play a leading role in the development and delivery of our 'Exceptional Care Together' Strategy and act in a manner which exemplifies our values of Compassion, Openness and Excellence.
- Develop and implement the Trust's financial strategy and manage the Finance, performance and procurement departments to ensure the Trust meets its statutory financial requirements, financial targets and the reporting requirements of the Independent Regulator.
- Develop financial plans and the financial framework in which the Trust operates.
- Ensure the development and delivery of our financial plans.
- Provide the structure for performance management in the organisation and supporting the CEO in ensure a strong working relationship with NHSE.
- Manages the development and delivery of the Trusts Estates and Capital programme and oversight of large scale projects.
- Appraising and managing the organisations charitable funds.

FUNCTIONAL/PROFESSIONAL RESPONSIBILITIES

- Take responsibility with Director Colleagues for the quality of service and care provided to patients, the strategic direction of the Trust, the delivery of performance and financial targets.
- Provide advice on finance and performance issues, having regard to statutory requirements and national and local policy and guidance. This includes the implementation of national policy, directives and the development and implementation of changes in approach to NHS finance and performance management to include ensuring there a good delegated framework to support distributed leadership to Business Units, within an appropriate control environment.
- Advise and make recommendations to the Board of Directors on the impact of legislation and national policies on the Trust's ability to deliver services.
- Establish and maintain excellent relationships with the local community, ensuring that the reputation of the Trust is supported and maintained.
- Develop and implement the infrastructure required to support the role, including the right leadership at all levels and designated roles in finance, Procurement, Contracting, Performance and the Hospitals Charity.
- Ensures with other Executive colleagues, that Standing Orders, Standing Financial Instructions and Scheme of Delegation are regularly reviewed, agreed and complied with.
- Establish a financial framework and financial controls to ensure that decisions taken by the Trust Board, Divisional Management Teams, Business Unit Teams and budget holders are based on accurate information and sound financial advice.
- Provide financial input to the Trust's service planning process and process through the provision of financial and cost information.
- Agree adequate and accurate budgets and provide accurate and timely information in year to enable effective monitoring of financial performance via Performance Management Committee, Finance, Investment and Performance Committee and Trust Board.
- Ensure that the Trust achieves relevant NHS Improvement and CQC Standards relating to Finance, Procurement, Contracting, Performance and the Hospitals Charity.
- Develop, lead and report on the Trusts Integrated Performance Report and ensure it is reflective of the organisational strategy, continuous quality improvement assists the Board in the management of the Trust's performance.
- To continue to improve the performance management cycle within the Trust to ensure that the appropriate performance issues are reviewed at the Business Unit and Divisional Performance Management Meetings, then Performance Management Committee and the Board.
- For relevant services, lead the development and integration of the allocation and contracting process with the ICB and NHSE ensuring this process aligns well with the overall framework for the development of the Trust's plans.

- To develop improved integration via Collaborative Procurement approaches to ensure these approaches maximises value for the Trust.
- Ensure that the Trust has a well-developed long term financial approach to the Capital and Estates strategy which clearly articulates the Trust's capital investment programme to ensure we maintain compliant with functional buildings, equipment and estate.
- Being the signatory to the PFI Agreement and chairing the Joint Liaison Committee, which governs the management of the PFI agreement, through Derby Healthcare, ensuring there is a strong working relationship with our PFI partners.
- Develop and implement the Trust's strategy for Charitable Funds and assist in the management of the funds via providing the Executive leadership for the Charitable Trustee and via the Charitable Funds Committee.
- Working with the Chief Medical Officer to ensure that the Trust maximises its income for teaching and research, and uses this income to best effect.
- Is the lead for the Trust with regard to development of commercial opportunities and undertakes the management of the Trust subsidiaries.

CORPORATE RESPONSIBILITIES

- Contribute fully as an Executive Director to the Trust's overall strategy and direction to support the effective functioning of the Board and executive team and the promotion of strong partnerships within and outside the local health community.
 - Contribute to the strategic direction and development of the Trust through the leadership of key areas of work agreed with the Board of Directors and Chief Executive.
 - Contribute to arrangements for ensuring compliance with the NHS Improvement's requirements and the requirements of the CQC and other regulatory bodies.
- To participate in the promotion of efficient and effective public relations between the Trust and all users of its services and those in the wider health economy.
- Contributes to the establishment of the Trust-wide standards to maintain, monitor and improve the quality of total care and the efficient use of resources
- Contributes to the development, communication and promotion of corporate core purpose, vision, mission and values
- Work with the Chief Executive to agree strategic, operational and personal objectives and performance targets which focus on the delivery of corporate strategy.
- Contribute to a culture of continuous improvement within the Trust in order to meet stretching financial and performance targets.
- Ensure the highest standards of corporate and governance, personal conduct and probity.

- Develop and maintain excellent relationships with internal and external stakeholders including the Trust Executive team and Board, Council of Governors; CCG's, patient and carer groups.
- Represent the Trust locally and nationally as required.
- Participate in the Trust's Director on-call.
- To contribute professional guidance and support to the Trust Board and sub-committees to ensure that they comply with standards and best practice
- To take the lead for the implementation of certain key corporate objectives, monitoring the performance of the Trust and the delivery of action plans, taking corrective action as necessary.
- To accept personal, professional and corporate responsibility in supporting projects lead by executive colleagues.
- To maintain and develop individual skills and competencies.
- Represent both financial and performance opinion and service at external groups and events.

GOVERNANCE

- Contribute to the strategic direction of governance across the Trust working with executive team colleagues and ensuring that all issues of corporate governance are addressed within the Trust.
- Liaise with External/Internal Auditors and support the Audit Committee in delivering the corporate governance agenda.
- Ensure effective management of financial risk in line with the Trust's Risk Management Policy.
- Manages the Trust's Estates and Capital strategies.
- As SIRO, is responsible for the ownership of information risk across the Trust.

LEADERSHIP

- Lead by example in propriety, openness and honesty and adherence to the Nolan Principles and Duty of Candour.
- To line manage direct reports providing clear and positive leadership support, motivation and development to all staff working within the Directorate.
- To foster a culture across the directorate that values continuing professional development and strives for excellence in the delivery of the services.
- To align through relevant strategies, contributions from within the directorate to the achievement of Trust objectives, national standards and local delivery plans.
- Provide leadership in resolving conflicts where they arise using influencing skills and

multi-party diplomacy to achieve solutions.

NHS Code of Conduct

This post is subject to the provisions outlined within the NHS 'Code of Conduct for Senior Managers' and the Fit and Proper Person regulations.

JOB DESCRIPTION AGREEMENT

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list.

The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

Signature
(Executive Chief
Financial Officer)

_____ **Date** _____

Signature
(Chief Executive)

_____ **Date** _____

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.

Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



Our Vision & Identity

Our UHDB Identity is that we provide *'Exceptional Care Together'*, which is our 'Why?'. It is the fundamental purpose that guides all that we do.



Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness and Excellence...**



Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**



Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

Trust Policy

Be aware of and adhere to all relevant Trust policies

Freedom to Speak up

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

Data Protection

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

Confidentiality

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

Infection Control

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff

- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Health and Safety at Work Act

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

Smoke free Trust

The smoke free policy applies to staff, patients, resident's visitors and contractors.

Research:

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".

NHS leadership competency framework for board members

Domain 1: Driving high quality, sustainable outcomes

Competencies	
1	I contribute as a leader:
1a	To ensure that my organisation delivers the best possible care for patients
1b	To ensure that my organisation creates the culture, capability, and approach for continuous improvement, applied systematically across the organisation
2	I assess and understand:
2a	The performance of my organisation and ensure that, where required, actions are taken to improve
2b	The importance of efficient use of limited resources and seek to maximise: <ul style="list-style-type: none"> i. productivity and value for money ii. delivery of high quality and safe services at population level
2c	The need for a balanced and evidence-based approach in the context of the board's risk appetite when considering innovative solutions and improvement
3	I recognise and champion the importance of:
3a	Attracting, developing, and retaining an excellent and motivated workforce
3b	Building diverse talent pipelines and ensuring appropriate succession plans are in place for critical roles
3c	Retaining staff with key skills and experience in the NHS, supporting flexible working options as appropriate
4	I personally:
4a	Seek out and act on performance feedback and review, and continually build my own skills and capability
4b	Model behaviours that demonstrate my willingness to learn and improve, including undertaking relevant training.

Domain 2: Setting strategy and delivering long term transformation

Competencies	
1	I contribute as a leader:
1a	The development of strategy that meets the needs of patients and communities, as well as statutory duties, national and local system priorities
1b	Ensure there is a long-term strategic focus while delivering short-term objectives
1c	Ensure that our strategies are informed by the political, economic, social, and technological environment in which the organisation operates
1d	Ensure effective prioritisation within the resources available when setting strategy and help others to do the same
2	I assess and understand:
2a	The important of continually understanding the impact of the delivery of strategic plans, including through quality and inequalities impact assessments

2b	The need to include evaluation and monitoring arrangements for key financial, quality and performance indicators as part of developing strategy
2c	Clinical best practice, regulation, legislation, national and local priorities, risk, and financial implications when developing strategies and delivery plans
3	I recognise and champion the importance of long-term transformation that:
3a	Benefits the whole system
3b	Promotes workforce reform
3c	Incorporates the adoption of proven improvement and safety approaches
3d	Takes data and digital innovation and other technology developments into account
4	I personally:
4a	Listen with care to the views of the public, staff and people who use services, and support the organisation to develop the appropriate engagement skills to do the same
4b	Seek out and use new insights on current and future trends and use evidence, research, and innovation to help inform strategies

Domain 3: Promoting equality and inclusion, and reducing health inequalities

	Competencies
1	I contribute as a leader:
1a	Improve population health outcomes and reduce health inequalities by improving access, experience, and the quality of care
1b	Ensure that resource deployment takes account of the need to improve equity of health outcomes with measurable impact and identifiable outcomes
1c	Reduce workforce inequalities and promote inclusive and compassionate leadership across all staff groups
2	I assess and understand:
2a	The need to work in partnership with other boards and organisations across the system to improve population health and reduce health inequalities (linked to Domain 6)
3	I recognise and champion:
3a	The need for the board to consider population health risks as well as organisational and system risks
4	I personally:
4a	Demonstrate social and cultural awareness and work professionally and thoughtfully with people from all backgrounds
4b	Encourage challenge to the way I lead and use this to continually improve my approaches to equality, diversity and inclusion and reducing health and workforce inequalities

Domain 4: Providing robust governance and assurance

	Competencies
1	I contribute as a leader by:
1a	Working collaboratively on the implementation of agreed strategies
1b	Participating in robust and respectful debate and constructive challenge to

	other board members
1c	Being bound by collective decisions based on objective evaluation of research, evidence, risks, and options
1d	Contributing to effective governance and risk management arrangements
1e	Contributing to evaluation and development of board effectiveness
2	I understand board member responsibilities and my individual contribution in relation to:
2a	Financial performance
2b	Establishing and maintaining arrangements to meet statutory duties, national and local system priorities
2c	Delivery of high quality and safe care
2d	Continuous, measurable improvement
3	I assess and understand:
3a	The level and quality of assurance from the board's committees and other sources
3b	Where I need to challenge other board members to provide evidence and assurance on risks and how they impact decision making
3c	How to proactively monitor my organisation's risks through the use of the Board Assurance Framework, the risk management strategy and risk appetite statements
3d	The use of intelligence and data from a variety of sources to recognise and identify early warning signals and risks
4	I recognise and champion:
4a	The need to triangulate observations from direct engagement with staff, patients and service users, and engagement with stakeholders
4b	Working across systems, particularly in responding to patient safety incidents, and an understanding of how this links with continuous quality improvement
5	I personally:
5a	Understand the individual and collective strengths of the board, and I use my personal and professional knowledge and experience to contribute at the board and support others to do the same

Domain 5: Creating a compassionate, just and positive culture

Competencies	
1	I contribute as a leader:
1a	To develop a supportive, just and positive culture across the organisation (and system) to enable all staff to work effectively for the benefit of patients, communities and colleagues
1b	To ensure that all staff can take ownership of their work and contribute to meaningful decision making and improvement
1c	To improve staff engagement, experience and wellbeing in line with our NHS People Promise
1d	To ensure there is a safe culture of speaking up for our workforce
2	I assess and understand:
2a	My role in leading the organisation's approach to improving quality, from immediate safety responses to creating a proactive and improvement-focused culture

3	I recognise and champion:
3a	Being respectful and I promote diversity and inclusion in my work
3b	The ability to respond effectively in times of crisis or uncertainty
4	I personally:
4a	Demonstrate visible, compassionate and inclusive leadership
4b	Speak up against any form of racism, discrimination, bullying, aggression, sexual misconduct or violence, even when I might be the only voice
4c	Challenge constructively, speaking up when I see actions and behaviours which are inappropriate and lead to staff or people using services feeling unsafe; or staff or people being excluded in any way or treated unfairly
4d	Promote flexible working where possible and use data at board level to monitor impact on staff wellbeing and retention

Domain 6: Building trusted relationships with partners and communities

Competencies	
1	I contribute as a leader by:
1a	Fostering productive partnerships and harnessing opportunities to build and strengthen collaborative working, including with regulators and external partners
1b	Identifying and communicating the priorities for financial, access and quality improvement, working with system partners to align our efforts where the need for improvement is greatest
2	I assess and understand:
2a	The need to demonstrate continued curiosity and develop knowledge to understand and learn about the different part of my own and other systems
2b	The need to seek insight from patient, carer, staff and public groups across different parts of the system, including Patient Safety Partners
3	I recognise and champion:
3a	Management, and transparent sharing, of organisational and system level information about financial and other risks, concerns and issues
3b	Open and constructive communication with all system partners to share a common purpose, vision and strategy