
Job Description

Job Title:	Deputy Chief Executive
Salary:	VSM
Hours:	Full time
Location:	Flexible across Greater Manchester
Responsible to:	Chief Executive
Accountable to:	Chief Executive

The Role

The role is responsible for leading the following functions on behalf of the Chief Executive:

Financial and performance system oversight and recovery

- NHS Provider and locality oversight, bringing together performance, finance and quality
- Operational planning
- Delivery of financial efficiencies and other change programmes
- ICB governance and certain corporate services
- Emergency Preparedness, Resilience and Response (EPRR) Team

GM Integrated Care and the Chief Executive reserve the right to determine executive portfolios once the full team has been confirmed.

Greater Manchester – Devolution

The ICS in Greater Manchester has developed the partnerships and ways of working which arose as a result of the health and social care devolution agreement in 2016.

An ICS as part of a devolved city region incorporating a Mayoral Combined Authority and strong historic relationships between local government and the NHS allows us to think radically about the potential to influence the widest range of factors affecting people's health – their work, their homes and how they travel, how they stay active and connected as well as how the access and experience care.

Our ambition is for our city region to sit at the heart of the north, with the size, economic influence and, above all, skilled and healthy people to rival any global city.

We are working together in health and social care, and also across the whole range of public services, to tackle some significant challenges, now placed into further sharp relief by the COVID pandemic and make Greater Manchester one of the best places in the world to grow up, get on and grow old.

Our Leadership Way & Our NHS People Promise

The Executive Team sets the tone for NHS GM, the team culture and performance. Our NHS People Promise – the promise we must all make to each other to work together to improve the experience of working in the NHS for everyone and our leadership way are woven into the NHS leadership competency model.

Our Leadership way describes the behaviours that we expect every leader to practice every day.

We are Compassionate

- We are inclusive, promote equality and diversity, and challenge discrimination.
- We are kind and treat people with compassion, courtesy and respect.

We are Curious

- We aim for the highest standards and seek to continually improve, harnessing our ingenuity.
- We can be trusted to do what we promise.

We are Collaborative

- We collaborate, forming effective partnerships to achieve our common goals.
- We celebrate success and support our people to be the best they can be.

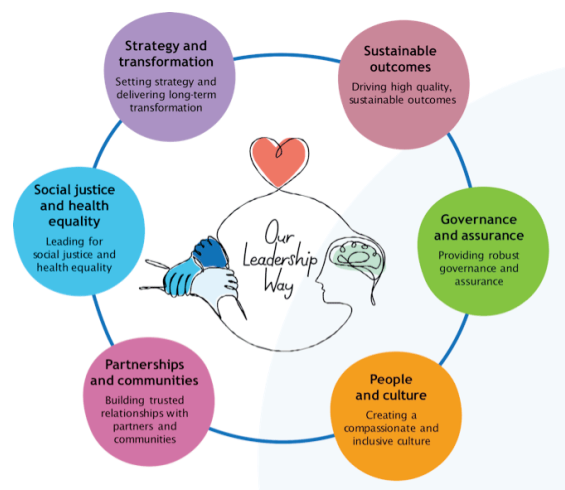
NHS Leadership Competency Framework for board level leaders

All executive leaders will be required to demonstrate competence and perform in line with the competency framework.

The framework sets out the key competencies associated with the role of an NHS board member in the context of the principles and values detailed in the [NHS Constitution](#).

Being an NHS statutory board member means facing a uniquely demanding and compelling leadership responsibility at a momentous time in the history and development of the NHS.

There is a need to provide or to commission a diverse range of health and care services, often under significant financial restraint and within a highly regulated environment that attracts both public and political scrutiny. NHS board leaders have both an individual and collective role in shaping the purpose, vision, strategy and culture of an organisation or partnership. As such, the framework will be used during recruitment, development, appraisal and utilised to assess organisational and individual performance.



Key Accountabilities

All executive directors will be jointly responsible for planning and allocating resources to meet the four core purposes of integrated care systems (ICSs):

- to improve outcomes in population health and healthcare;
- tackle inequalities in outcomes, experience, and access;
- enhance productivity and value for money; and
- help the NHS support broader social and economic development.

They are each responsible for their part in the management of the budget of NHS Greater Manchester Integrated Care.

The Deputy Chief Executive reports directly to the Chief Executive and will:

- Be responsible for deputising for the CEO as necessary, when doing so to fulfil their statutory duties on behalf of the NHS GM Board and the wider Executive Team.
- Be responsible for the system of provider and locality oversight, working with colleagues to bring together scrutiny of operational performance, finance and quality
- Through that oversight, be accountable to NHS GM for the operational management of the system, and in particular the delivery of agreed goals and targets for service delivery and recovery, system development and the overall performance of the ICS.
- Be the responsible executive lead for liaison with the provider collaborative, ensuring that the most senior leaders of the member organisations come together to agree objectives and priorities for their provider collaborative that are consistent with those of NHS GM and place-based partnerships.
- Be responsible for certain corporate services and statutory corporate duties of NHS GM, which sit within the pan-GM Corporate Services Function. This function includes core services such as complaints, Freedom of Information (FOI) and Subject Access Requests (SARs).
- Provide assurance to NHS England and system partners about the ICS's delivery of all statutory functions, performance and achievement of improved health and care outcomes.
- Maintain the repository/ contract tracker of all provider contracts and provide oversight of the key metrics to ensure they effectively deliver the required activity and performance standards to address priorities and current system challenges and recovery plans, working closely with the executive directors of place-based delivery.
- Along with other Executive Directors be responsible for all matters relating to the workforce as determined by NHS GM's operating model.
- Manage a delegated NHS GM budget and as an Executive Board Member, have corporate responsibility for the financial performance of NHS GM as a whole.
- As a member of the NHS GM Board, be jointly responsible for planning and allocating resources to meet the four core purposes of integrated care systems (ICSs); to improve outcomes in population health and healthcare; tackle inequalities in outcomes, experience and access; enhance productivity and value for money and help the NHS support broader social and economic development.

Setting Strategy and delivering long-term transformation

- Ensure the effective execution of all ICS programmes and plans for service delivery, improvement, and recovery and implement a robust operational strategy and plan for NHS GM, including ensuring the effective use of system resources.
- Ensure the ICS has clear and effective programme management arrangements in place that enable effective cross system delivery on major priorities for the ICS and support and facilitate the delivery of NHS GM and ICP Strategy by working closely with senior leaders to build consensus on our approach and to coordinate the delivery of the ICS transformation programmes.
- Ensure systems are in place for effective capacity planning for winter and other seasonal demand pressures.

Providing robust governance and assurance

- Support a strong culture of public accountability, probity, and governance, ensuring that appropriate and compliant structures, systems, and process are in place to minimise risk and promote the freedom to speak up.
- Support and lead transformational change and delivery at place and system level and driving rapid implementation of key service improvements in line with the GM 5 year plan.
- Instil a culture of openness, transparency and probity across the system that supports the board's accountability for improving population health outcomes; challenge constructively, speaking out when actions and behaviours lead to exclusion of any sort, and respond proactively to challenge and being held to account as part of that process.
- In conjunction with the other system executives, ensure that the system and constituent parts deliver against the NHS System Oversight Framework, ensuring that the financial governance arrangements, quality governance arrangements are in place.
- Ensuring that the Directorate is appropriately staffed and developed to support the delivery of relevant functions and responsibilities and the Service Level Agreement (SLA) for elements of the commissioning support service enables access to the skills and capacity required for effective and economic delivery.
- Undertake the review and refresh of the annual ICS MoU with NHS England and providing the key link for involvement in NHS England's Regional Management Team and governance arrangements working closely with the NHS England Regional Director.
- Provide executive leadership for the interface between NHS England in the application of the NHS Oversight Framework and supporting the development of NHS GM mutual accountability framework across the NHS GM.
- Ensure mechanisms are in place to provide assurance to NHS England for NHS GM responsibilities, coordinating inputs from the Executive Team.
- Play a key role in NHS GM committees ensuring the performance data facilitates an understanding of key issues and challenges and actions are taken to provide effective assurance to the Board.

Creating a compassionate and inclusive culture

- Support the Board to build and strengthen staff engagement, experience and wellbeing to build workforce resilience across the system.
- Demonstrate respect and promote diversity and inclusion in all its forms, speaking out and not tolerating any form of racism, discrimination, bullying or violence across the system.
- Use creative approaches to influence and work through a wider group of stakeholders, promoting the sharing of knowledge and best practice and preventing siloed working.

Supplementary duties, responsibilities and information

Data Protection and Confidentiality

All employees are subject to the requirements of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) and must maintain strict confidentiality in respect of patient, client, and staff records.

Equity, Diversity and Inclusion

The organisation is committed to promoting equal opportunities to achieve equity of access, experience, and outcomes and to recognising and valuing people's differences. This applies to all activities as a service provider, as an employer and as a commissioner.

Flexible Working

The organisation is committed to offering flexible, modern employment practices, which recognise that all staff need to strike a sensible balance between home and work life. All requests to work flexibly will be considered.

Health and Safety

Employees have a legal responsibility not to endanger themselves, fellow employees and others by their individual acts or omissions. The post holder is required to comply with the requirements of any policy or procedure issued in respect of minimising the risk of injury or disease.

Information Management and Technology (IM&T)

All staff are expected to utilise the relevant national and local IM&T systems necessary to undertake their role.

Location

Employees may be required to work at any of the other sites within the organisation, subject to consultation. The organisation is in a period of rapid change due to developments and rationalisation of services. This will lead to modification of structures and job descriptions. The postholder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

Other Duties

The above is only an outline of the tasks, responsibilities and outcomes required of the role.

The job holder will carry out any other duties as may reasonably be required by the ICS Chief Executive. As a new executive team consideration may be given to additional duties and responsibilities that play to the particular skills, experience and strengths of individual Directors. The duties and responsibilities outlined in this job description may evolve over time and change and are not exhaustive.

Reasonable Adjustments

The ICS is actively seeking to recruit, retain, develop and promote people with impairments, long- term physical and mental health conditions and those who are neurodivergent. It will make any adjustments considered reasonable under the terms of the Equality Act 2010 to accommodate candidates who meet the definition of disability within the Act.

Safeguarding Responsibilities

The organisation takes the safeguarding of children and adults and addressing domestic violence very seriously. All employees have a responsibility to support the organisation in our duties by:

- attending mandatory training on safeguarding children and adults;
- making sure they are familiar with their own requirements and the organisation's requirements under relevant legislation;
- adhering to all relevant national and local policies, procedures, practice guidance (e.g., LSCB Child Protection Procedures and Practice Guidance) and professional codes; and
- reporting any concerns to the appropriate authority.

Smoking and Health

The organisation has a no-smoking policy throughout its premises, including buildings and grounds.

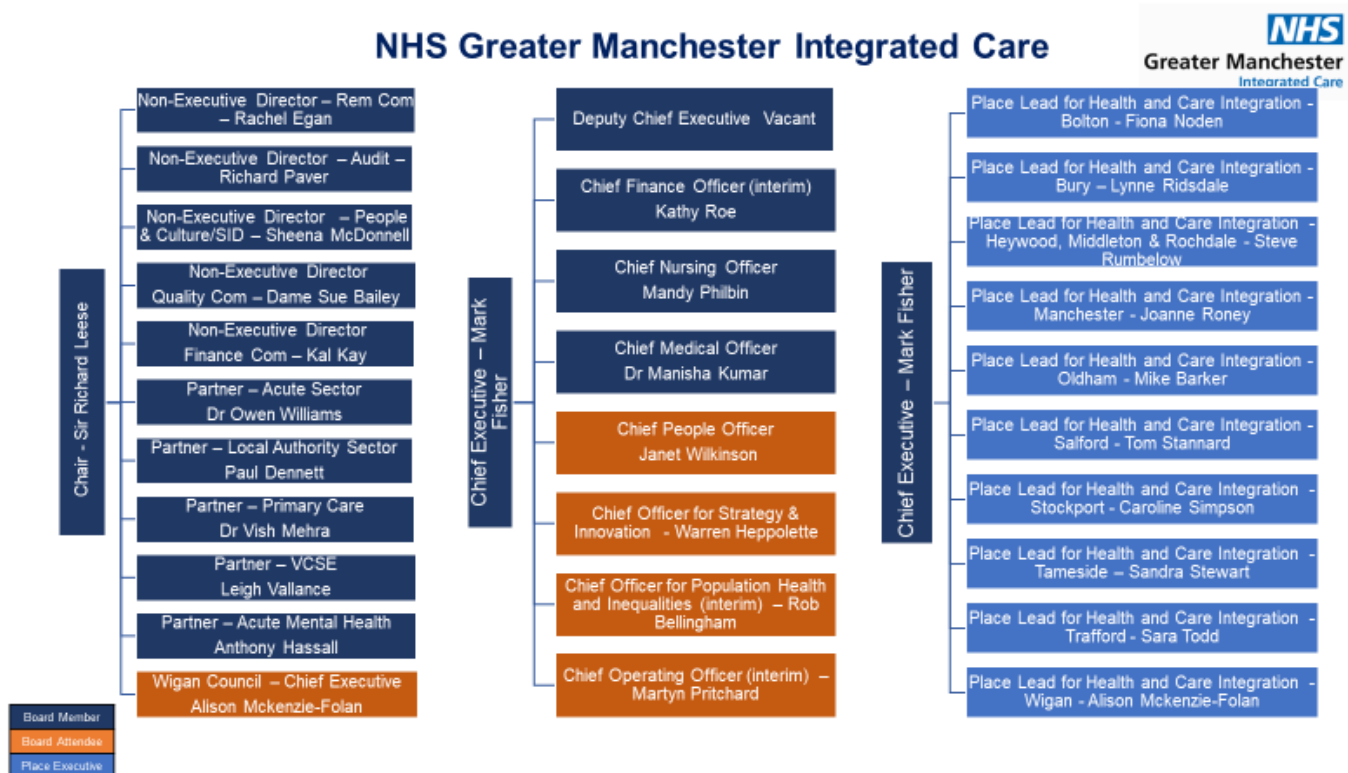
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Key Relationships

- Foundation Trusts
- Local Authorities
- Political leaders
- Primary care networks, Federations and practices
- NHSE/I
- CQC
- Health Education England (HEE)
- The Health Foundation
- Department of Health and Social Care (DHSC)
- Other Arm's-Length Bodies (ALBs)
- Academic Health Science Networks (AHSNs)
- Universities and Royal Colleges
- Academic Research Collaboration
- Research and clinical networks

Executive Structure



Person Specification

Factors	Description
Personal values	Personal commitment to the values of the NHS Long Term Plan, the NHS People Plan, Nolan Principles and the Fit and Proper Persons regime.
	Demonstrates a compassionate leadership style with a track record of improvements to equality, diversity, and inclusion.
	Lives by the values of openness and integrity and has created cultures where this thrives.
Knowledge & Experience	Previous Board experience as an executive director with a demonstrable track record of success in a large and complex organisation with demonstrable impact.
	Substantial experience of providing board level and/or system leadership within a regulatory environment and across complex systems with demonstrable impact.
	Experience of managing highly sensitive situations with patients, families or carers and/or with wider advocating agencies.
	Significant evidence of meaningful engagement and partnership development with business communities (including large companies and SMEs).
	Evidence of developing viable commercial and other collaborations, securing organisational permissions and obtaining funding.
	Experience and success in addressing discrimination and inequalities
	Experience of managing highly sensitive situations and making complex decisions within a board level arrangement.
	Experience of leading and successfully delivering highly complex and contentious change and transformation at significant scale that is sustainable.
	Substantial experience of managing budgets and of planning resources within a health economy.
	Experience of leading the business planning process including setting strategic business goals.

Factors	Description
Knowledge & Experience	Experience developing a positive organisational culture and leading the wider organisational development.
	Experience of leading the business planning process including setting strategic business goals.
	Experience of working in partnership with patients and clinicians in co-designing and implementing service plans.
	Experience of implementing effective governance frameworks.
Skills	Exceptional communication skills that engender community confidence, strong collaborations, and partnership.
	Strong critical thinking and strategic problem solving; the ability to contribute to a joint strategic plan and undertake problem resolution and action; and analytical rigour and numeracy.
	Excellent analytical skills with the ability to undertake, evaluate and evolve activities.
	Ability to identify economic, market and customer issues and use these to promote innovative business models, commercial partnerships and agreements to deliver greatest value; and to embed a culture of value for money to meet strategic priorities.
	Sophisticated leadership and influencing skills; building compassionate cultures where individuals and teams thrive at organisation, partnership, and system levels.
Qualifications	Master's degree qualification in a relevant discipline or equivalent experience.
	Evidence of sustained personal & professional development.
	Postgraduate management qualification above master's level is desirable.