

Recruitment for an EMAHSN Independent Director

Recruitment candidate pack

1: Summary

We are currently recruiting for an Independent Director to join our Governance Board. This is a remunerated role with a time commitment of approximately 2.5 days per month and a start date of 1 October 2023.

You will need to be passionate about what we do, possess the ability to be a strategic board level leader and be a strong team player. You will have experience of working at, or close to, board level. Ideally you will have extensive experience of partnership building and be able to apply independent judgment and experience to the benefit of the EMAHSN, its stakeholders and its wider community. We are also keen to hear from those who can bring innovative approaches to address health inequality and who will contribute new and different ways of thinking.

As full voting members of the EMAHSN Governance Board, Independent Director responsibilities cover assurance of effective governance and the long-term vision and strategy for EMAHSN. Along with our other Independent Directors, you will work closely with the Chair to provide the necessary support, guidance and challenge to the EMAHSN Executive Team.

We value and promote diversity and encourage applications from people across groups that are underrepresented in our decision making currently; specifically; Black, Asian and Minority Ethnic (BAME) people and people with disabilities. We believe that the best leadership teams are those that reflect and are rooted in the communities they serve. To support that, our recruitment processes are inclusive and seek to ensure that appointments are made after a fair and open process so that the best people, from the widest possible pool of diverse candidates, are appointed. Most importantly, we recognise that skills and experience can be lived as well as learnt.

2: About the EMAHSN

Originally commissioned in 2013 and recommissioned in 2018 for a five year licence period, East Midlands Academic Health Science Network (EMAHSN) is one of 15 Academic Health Science Networks (AHSNs) and together we have complete coverage of England. In April 2023, we commenced a one year licence extension and have recently received confirmation



that all England's 15 AHSNs will be relicensed for a further five year period starting October 2023.

Our work is all about “transforming lives through innovation”. We aim to improve the health and wellbeing of all citizens within our communities and contribute to a vibrant local economy. Covering an area with a population of 4.8 million people, we seek to understand the needs of our health and care system and be well placed to broker innovative solutions. We develop projects, programmes and initiatives that reflect the diversity of our region and healthcare challenges. We want to attract a candidate who can provide assurance and oversight of the work we do within the East Midlands, as well as ensure that all parts of our diverse community are heard and represented in supporting the plans of our strategic partnerships.

For our new licence period starting October 2023, our remit will stay the same - providing access to proven innovations and offering a range of supporting services to our health and care partners – but our name will change to better reflect our formal role as the innovation arm of the NHS for the East Midlands. Our exact name is to be confirmed but we anticipate it will be ‘Health Innovation East Midlands’.

2.1 What we do

We bring together partners from across all sectors involved in health and care including the NHS, social care and public health, research, third sector and industry – to identify, test and spread new technologies and better ways of working. We aim to save the NHS money, generate economic growth, empower health and care staff, and improve the experience and outcomes of patients.

The work of all the AHSNs is broadly split between three different, but complementary commissions: from NHS England (covering our core work around innovation and supporting safer care through our Patient Safety Collaboratives) and the Office for Life Sciences (helping innovators to spread their great ideas and technologies, and in doing so support economic growth).

We work closely with our health and care stakeholders to establish their priorities and work with them to provide support and solutions in the areas we identify together. As part of a national network of AHSNs, we can import evidenced solutions from other AHSN regions and export our successful East Midlands programmes on a national basis.

We have a range of objectives, however, the main and overarching aim of our work is always to make a difference to patients.

You can find out more on our website: www.emahsn.org.uk and by reading our [Latest Annual Impact Report](#).

2.2 Workforce information

The majority of our workforce are permanent staff with a few staff on fixed term contracts linked to external income. Currently we have 55 core staff (50 whole time equivalent) across

eight teams covering innovation delivery, improvement delivery and commercial as well as our enabling functions such as communications, analytics and operations.

2.3 Governance

The Governance Board comprises:

- Independent Chair
- Three Independent Directors (one of which is the Assistant Chief Executive of our host Trust or nominated representative)
- Managing Director
- Commercial Director
- Co-chairs of the EMAHSN PPI Senate

Advisors:

- Director of Communications and Engagement
- Head of Corporate Office

3: Terms of Appointment

3.1 Remuneration

- The remuneration for this appointment will be £6,157 pa, paid monthly in arrears
- The remuneration is taxable, subject to National Insurance contributions and is not pensionable
- All Independent Directors are eligible to claim allowances for travel and subsistence costs necessarily incurred on AHSN business.
- Full terms and conditions are attached in Annexe 1.

3.2 Time Commitment

The time commitment will be 2.5 days per month (on average). This may be during the working day and/or in the evening.

All members of the Governance Board are required to attend the quarterly meetings of the Board, which normally take place on Mondays between 13:00 and 16:00. A list of the pre-set dates of the Governance Board meetings will be provided to the successful appointee. In addition there are monthly Independent Board member meetings that also normally take place on Thursday afternoons.

3.3 Location

The organisation currently operates a hybrid working approach where staff work both from home and at our offices. Our office address is:

Sir Colin Campbell Building
University of Nottingham Innovation Park
Jubilee Campus



Triumph Road
Nottingham
NG7 2TU

Governance Board meetings take place quarterly face-to-face at our offices.

It is expected that the Independent Directors, along with the Chair, will work flexibly and there is likely to be a limited amount of travel around the AHSN geographical area and beyond from time to time.

EMAHSN has quarterly Town Hall meetings where all staff meet face-to-face for a half day information sharing and collaboration event. Independent Directors are invited to attend these and dates where confirmed are circulated in advance.

3.4 Tenure of office

Independent Director appointments are subject to receiving satisfactory references.

Independent Directors are appointed on a renewable three-year term basis, subject to satisfactory appraisal.

These are quasi-public appointments and are not subject to the provisions of employment law. Independent Directors are appointees not employees.

To ensure that public service values are maintained at the heart of the NHS, all directors are required, on appointment, to agree to and abide by the NHS code of conduct for senior managers and the Nolan principles.

4: Duties and Responsibilities of the Role

4.1 Main duties

As an Independent Director, you will:

- Contribute to the development of EMAHSN's strategic objectives, ensuring that they are appropriately reflected in its plans, and assist in monitoring progress towards meeting these objectives
- Contribute to the governance of EMAHSN ensuring that the Executive Team is held to account for the performance of the organisation and help ensure that EMAHSN meets the highest possible standards in its conduct
- Provide counsel, advice, guidance and support to the Executive Team, playing the role of 'critical friend' where necessary. Draw to the attention of the Chair any matters that may adversely affect EMAHSN's reputation
- With other members of the Governance Board, ensure the establishment and maintenance of good working relationships with EMAHSN's key stakeholders and, when required, act as an ambassador for EMAHSN to its stakeholders

- When required, act as a member of one or more of the Governance Board's sub-committees (e.g. Remuneration) and, as required, take part in the appointment of the Managing Director and other Directors.

4.2 Person Specification

You will want to use your energy, skills and experience to help provide assurance and oversight of the broad portfolio of programmes we deliver in support of the health and care system within the East Midlands and, as well as ensure that we develop productive strategic relationships, including with research, academic and industry partners.

In terms of professional background, you will have broad experience, including delivery of innovation or improvement programmes, within a complex organisation and a track record of achievement within the health and care sector or within a role with significant interface with the NHS. Ideally, you will have experience in commercial industries, preferably SMEs, within life sciences.

In addition, you must be able to demonstrate that you have:

- A comprehensive knowledge of health and care policy and landscape
- An understanding of commerce and digital/technology and how to harness it to drive transformational change
- An understanding of organisation development or cultural change management
- The ability to work effectively in a leadership role with a range of internal and external stakeholders, using strong people management and communication skills to secure the best outcomes for the strategic partnerships and the communities we serve
- The ability to provide strong challenge and be demanding on pace and sustainability in holding executives to account
- Proven governance, organisational and financial skills, including those relating to strategic planning, risk management and organisation-wide performance management.
- A commitment to equality, diversity and inclusion.

4.3 Disqualification Criteria

Some individuals will not be eligible to be appointed as Independent Directors to the EMAHSN. These may include:

1. Those not eligible to work in the UK
2. A person who is subject to a bankruptcy restrictions order or an interim bankruptcy restrictions order
3. A person who has, in the last five years, been dismissed from employment by a health service body otherwise than because of redundancy
4. A person who has received a prison sentence or suspended sentence of three months or more in the last five years

5. A person who has been dismissed by a former employer (within or outside the NHS) on the grounds of misconduct within the last 5 years
6. A health care professional whose registration is subject to conditions, or who is subject to proceedings before a fitness to practise committee of the relevant regulatory body, or who is the subject of an allegation or investigation which could lead to such proceedings
7. A person who is under a disqualification order under the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2) of the Insolvency Act 1986 (disabilities on revocation of administration order against an individual)
8. A person who has at any time been removed from the management or control of a charity.

5: How to Apply

EMAHSN invite applications to be made directly to: emahsnadmin@nottingham.ac.uk.

Applications should include a CV, accompanied by a covering letter of **no more** than two pages. The covering letter should outline how the candidate meets the person specification, in terms of their knowledge, skills, experience and values, providing examples against each.

The deadline for receipt of applications is close of business on **16 August 2023**.

The selection and appointment process will be as follows:

1. Shortlisted candidates will be contacted by **25 August 2023*** or at the earliest opportunity.
2. There will be an opportunity for those shortlisted candidates to have an informal discussion with EMAHSN's Chair, Martin Hindle and Managing Director, Nicole McGlennon to discuss the role, informally. To arrange a discussion, shortlisted candidates should contact Louise Harrison on louise.harrison@nottingham.ac.uk or **07971 798038** who will make the necessary arrangements.
3. Shortlisted candidates will then be invited to interview on either **08 September 2023* or 15 September 2023***. This will include a 5 minute presentation followed by questions from the panel, the presentation topic will be confirmed in the interview invitation. The recruitment panel will comprise: Martin Hindle, EMAHSN Independent Chair, Tim Guyler, Assistant Chief Executive, Nottingham University Hospitals NHS Trust, Nicole McGlennon, EMAHSN Managing Director and Nick Mapstone, EMAHSN Independent Director.
4. EMAHSN will also take up two written references. A decision is expected to be made by **22 September 2023*** subject to receipt of satisfactory references, with a start date aimed for **1 October 2023*** or shortly afterwards.

****Please note these dates are subject to change depending on panel availability for shortlisting and interviewing.***

Equality and Diversity

EMAHSN is committed to broadening diversity within our workforce.

We are an equal opportunities employer and ensure that all new, existing and prospective employees are treated fairly through the principles of equal treatment and promotion of diversity.

Along with all 15 AHSNs in the AHSN Network, we are committed to a [series of pledges](#) to further support the diversity and innovation agenda.



East Midlands Academic Health Science Network Independent Governance Board Members Terms and Conditions

These are the terms and conditions under which your appointment has been made. It is important that you read these carefully and contact the Nottingham University Hospitals NHS Trust (host organisation for East Midlands Academic Health Science Network (EMAHSN)) should you have any queries.

1: Appointment

Your appointment does not create any contract of service or contract for services between yourself and Nottingham University Hospital NHS Trust (the host organisation).

2: Employment Law

The appointments are not within the jurisdiction of Employment Tribunals. Neither is there any entitlement for compensation for loss of office through employment law.

3: Reappointments

This appointment is initially for 3 years to be reviewed by EMAHSN.

4: Termination of Appointment

You may resign by giving notice in writing to EMAHSN and Nottingham University Hospitals NHS Trust. EMAHSN and Nottingham University Hospitals NHS Trust may terminate your appointment on the following grounds:

- a) If it is of the opinion that it is not in the interests of the EMAHSN and Trust that you should continue to hold office.
- b) If you do not attend a meeting of EMAHSN for a period of three months.
- c) If you fail to disclose an interest in matters under discussion at meetings of EMAHSN.

5: Remuneration

You are entitled to receive a remuneration only in relation to the period for which you hold the appointment. There is no entitlement to compensation for loss of the appointment.

Current rate for independent Governance Board members – the current rate of remuneration is £6,157 per annum.



6: Tax and National Insurance

Remuneration is taxable and subject to Class I National Insurance contributions.

7: Allowances

Independent Governance Board members are eligible to claim allowances, at rates set by EMAHSN and Nottingham University Hospitals NHS Trust, for travel and subsistence costs necessarily incurred on EMAHSN business.

8: Time Commitment

Independent Governance Board members normally devote 2.5 days a month to their responsibilities. This may be during the working day or in the evening according to the requirements of EMAHSN.

9: Public Speaking

On matters affecting the work of EMAHSN, independent Governance Board members should not normally make political speeches or engage in other political activities.

10: Conflict of Interest

You should declare on appointment any business interests, position of authority in charity or voluntary body in the field of health and social care, and any connection with bodies contracting for NHS services.

11: Indemnity

Nottingham University Hospitals NHS Trust indemnifies you against personal liability which you may incur in certain circumstances whilst carrying out your duties.

