



<b>Job title:</b>	Chief Executive, HealthWORKS, Newcastle
<b>Salary range:</b>	£46,000 - £49,000 (depending on experience)
<b>Hours:</b>	37 hours per week. Flexible hours can be discussed.
<b>Contract type:</b>	Permanent
<b>Reports to:</b>	Board of Trustees via the Chair
<b>Location</b>	Based at the Lemington Centre and Health Resource Centre, Benwell
<b>Last reviewed:</b>	May 2019

## 1. Job Purpose

- Provide strategic leadership, vision and direction to enable HWN to fulfil its goals and meet its charitable objects
- Ensure that HWN delivers a broad range of effective services which contribute to reducing health inequalities whilst meeting external targets, performance indicators and reporting requirements of commissioners and funding bodies
- Influence and engage with wide range of partners, promoting the values of HWN
- Ensure the sustainability of the organisation through the identification and development of new funding, income generation opportunities and future business development.

## 2. Key responsibilities

### i. Organisational leadership

- Nurture an inclusive, values driven organisational culture of shared learning and co-operation, of commitment to improvement and high performance, and to the ongoing development of all staff
- Work closely with the Chair to secure appropriate input and support from the Board and to ensure that the Board properly discharges its governance, constitutional, financial and legal responsibilities
- Provide inspiring and empowering leadership to the senior management team and the organisation.

## **ii. Strategy development**

- Oversee the review and implementation of the strategy for HWN, seeking appropriate input from the board, staff, commissioners, service users and other stakeholders.

## **iii. Operational management**

- Work with the senior management team to develop operational plans and budgets in line with the strategy, ensuring the achievement by all staff of objectives and targets
- Ensure that systems are in place for due diligence, risk management, financial reporting and audit
- Ensure that systems are in place for performance management and monitoring and reporting of targets and performance indicators to commissioners and funders
- Ensure that appropriate employment policies and procedures are in place and that they are implemented and regularly reviewed and revised, to protect the interests of paid staff, volunteers, service users, Board members and others
- Ensure that all other required policies and procedures are in place and that they are implemented and regularly reviewed and revised, to protect the interests of paid staff, volunteers, service users, Board members and others
- Provide direct management of the senior management team, devolving appropriate areas of responsibility.

## **iv. Advocacy and communication**

- Be a visible advocate for the values of HWN and its role in tackling inequalities in health
- Ensure equality and diversity is integral to all HWN work and that the needs of people, groups and communities that experience disadvantage and/or discrimination are prioritised
- Ensure that HWN effectively champions the health needs of the local population
- Ensure that HWN builds on and develops its external profile with all relevant decision makers and stakeholders.

## **v. Business development**

- Foster an entrepreneurial culture
- Secure funding through the identification and development of new income generation opportunities to diversify the income streams of the organisation
- Develop and implement a sustainable Business Plan.

## **vi. Information Governance**

- The CEO will also act as the Serious Incident Reporting Officer (SIRO) for the purpose of the Information Governance Framework and is responsible for:
  - Leading and fostering a culture that values, protects and uses information for the success of the organisation and benefit of its service users and staff
  - Owning the organisation's overall information risk policy and risk assessment processes and ensuring they are implemented consistently by Information Asset Owners
  - Owning the organisation's information incident management framework.

## **vii. Safeguarding**

- The CEO will oversee overall compliance with all legal responsibilities regarding the safeguarding of vulnerable adults and children, ensuring that this responsibility is embedded within the workforce, underpinned by consistent management and regular training.

## **3. Physical Skills**

- This post does not require any particular physical skills

## **4. Decisions and Judgements**

- The post holder is required to perform to a high level of autonomy, within the constraints built into the governance processes of the Board of Trustees

## **5. Challenges in the role**

- Maintaining sustainability after March 2021 in an uncertain funding environment
- Developing the sphere of strategic influence of HWN
- Finding new partners and funders whilst resolutely retaining focus on improving health and reducing health inequalities.

## **6. Person specification**

The CEO of HWN is a leader with demonstrable strategic vision, excellent relationship management skills and significant operational leadership experience.

### **Essential requirements for the role:**

- Education to degree level or equivalent professional qualification or experience
- Significant and proven management experience and skills in a voluntary or public sector organisation or private sector provider of health or social care
- Experience of overseeing the management of organisational finances
- Proven track record of income generation or business development or service development
- Experience of working with public sector organisations and partnerships
- A track record of commitment to equality, diversity and inclusion, valuing differences to make better decisions and deliver better outcomes
- Ability to lead and inspire the organisation with openness, honesty, integrity and transparency
- Highly credible networking, communicating and influencing skills, with high emotional intelligence, interpersonal and engagement abilities.

### **The successful candidate will bring all or most of the following:**

- Track record of building and leading diverse teams through an inclusive and empowering leadership style
- Demonstrable experience of successfully leading and embedding structural and cultural change in a manner which has inspired, motivated and engaged staff
- Experience and understanding of charitable organisations, networks and external stakeholders

- Experience of working successfully with trustees and boards and an understanding of the role of the Chief Executive in effective governance
- Strong analytical skills and clear judgement
- Ability to present effectively to a wide variety of audiences

## 7. Equality and diversity

HWN is committed to promoting equality and diversity and will take steps to challenge discrimination, harassment and victimisation in everything we do.

No organisation or individual to whom we provide services will be disrespectfully treated or discriminated against by us on any condition or requirement that cannot be shown to be justified including but not limited to the nine protected characteristics defined in the Equality Act 2010.

## 8. Disability access

HWN as an employer is committed to promoting and protecting the physical and mental health and wellbeing of all our staff.

Support in the workplace is also available for people with physical disabilities.

Reasonable adjustments are available for both the interview and for employment.

## 9. Terms and Conditions

<b>Holidays:</b>	27 days plus bank holidays
<b>Pension:</b>	People's pension – 3% employer contribution 5% employee contribution
<b>Probation</b>	6 months
<b>Notice</b>	3 months
<b>Benefits:</b>	Free membership to both HWN community gyms

## 10. Changes to job descriptions

All jobs are subject to change from time to time and this job description will be reviewed regularly.

The job description is a guide to the work required to be undertaken and represents a range of responsibilities in line with the grade for the post.