



JOB DESCRIPTION

Post title:	Chief Executive
Responsible to:	Board of Trustees
Hours of Work:	37 hours per week
Location:	Treetops Hospice, Derby Road, Risley, Derbyshire DE72 3SS

Job Purpose

- Providing leadership to the whole organisation and to be responsible for the operational management and administration of the organisation. Ensuring compliance with legal and regulatory frameworks, to achieve the Hospice's mission to develop and provide palliative care and other related services locally
- To work with the Chair and the Board of Trustees to formulate and regularly review the organisation's strategic plan and to ensure that annual operational plans and targets are devised, monitored and delivered effectively.
- Together with the Chair, to enable the Board of Trustees to fulfil its duties and responsibilities for the good governance of the organisation and to ensure that the Board receives timely advice and appropriate information on all relevant matters in an environment of transparency.
- To drive treetops to be competitive in all aspects of the business using sector benchmarks to achieve and maintain upper quartile performance of clinical services and income generation.

Summary of Responsibilities

Leading and managing the organisation

- To provide vision, direction and leadership in enabling the Hospice to achieve its strategic goals and objectives as agreed with the Board
- To take ultimate responsibility for clinical governance and standards of clinical care and ensure that appropriate assurance and management processes are in place to fully comply with Care Quality Commissions regulations and standards
- To ensure that sound financial management and corporate governance systems and processes are in place to enable Hospice objectives and financial objectives to be met.
- Understand the long-term market for our services and develop and constantly review the strategy to best fulfil the market needs (including considering the options of mergers, collaboration, outsourcing, cooperation, etc).
- To ensure the development and implementation of appropriate strategies, plans, performance monitoring (including external efficiency and effectiveness benchmark) for all Hospice clinical services, and support functions.



- To lead and manage the members of the Hospice's Senior Leadership Team and wider management team ensuring their professional performance and development needs are addressed and that the culture of a learning organisation delivering high quality services permeates throughout the Hospice.
- To negotiate and agree service contracts and SLAs with NHS commissioners and other key organisations.
- To review and improve the effectiveness and efficiency of Hospice services, to ensure they meet agreed plans and contracts/SLAs.
- To deliver benchmarked upper quartile best practice income generation outcomes, thus ensuring the maximum level of services can be delivered.
- Optimise all resources and produce innovative ideas, project analyses and business case proposals in the best interests of the future of Hospice services.
- To contribute to the development of policy affecting the Hospice's services through active involvement in national, regional and local forums and initiatives.
- Ensure robust risk management systems are in place throughout the Hospice.
- Ensure, through devolved management, that the Hospice complies with all necessary external regulatory bodies, for example, Care Quality Commission, the Health and Safety Executive and the Charity Commission.
- As Senior Information Risk Owner (SIRO), manage information risk from a business not a technical perspective. Focus on the strategic information risks related to the delivery of corporate objectives. Take a holistic approach to information risk across the data receipt, management and supply chain and manage it in line with the organisation's risk appetite.

Promotion of the Charity

- Seek opportunities to expand and promote the role of the charity.
- Represent the charity in public forums such as speaking at conferences; attending sector policy forums; producing written material for the charity's own publications/promotional material as well as any appropriate external media.
- Engage with local leaders, politicians and NHS commissioners in order to develop and maintain positive collaborative partnership arrangements. This includes collaboration with the voluntary sector, universities, other Hospices, Hospice UK and other relevant organisations.
- To build a strong external image for the Hospice and create opportunities to enhance the profile of the Hospice and its services. To build on patient and public involvement to ensure high quality and accessible specialist palliative care services.



- Act as an Ambassador for the Hospice, attend fundraising activities and events as required, building appropriate relationships for the positive benefit of the Hospice. Promote and maintain productive external relationships with the media as appropriate.

Working with the Governing Body

- Ensure an annual calendar of meetings of the Board and its principal subcommittees is in place.
- To work with the Chair and the Board to provide effective leadership to the Hospice and to ensure the Board is fit for purpose through structured programmes of Board development tailored to individual and corporate needs.
- Support the Chair and the Board of Trustees to fulfil their duties and responsibilities for the proper governance of the Hospice, ensuring that the Board receives appropriate information and timely advice on all relevant matters.
- Ensure appropriate presentation and reporting on the progress of the organisation and on all matters relevant to the discharge of its responsibilities.

To take on any other responsibilities or tasks that are within the employee's skills and abilities whenever reasonably instructed. This job description seeks to outline the key duties and responsibilities of the post; it is not a definitive document and does not form part of the main statement of Terms and Conditions.

The job description will be reviewed during the annual appraisal process.

Person Specification

Essential	Desirable
Educated to degree level	Post-graduate qualification Qualification in leadership and or Business Management Qualification linked to the voluntary sector Evidence of continuing professional development
Substantial leadership experience gained at senior level in a complex multi-faceted environment with evidence of leading the delivery of key externally benchmarked targets, service improvements and management of change	Leadership experience gained within a hospice, healthcare or charity environment
Evidence of successful commercial acumen	
Strong written and oral communication skills with excellent interpersonal skills and the ability to represent the Hospice at all levels both internally and externally. Resourceful, resilient with complex problem solving, decision-making and analytical skills	
Solid track record of effectively managing multi-departmental resources and budgets, with experience of delivering long term financial sustainability and stewardship of valuable resources	
Ability to demonstrate an understanding of the current health environment, the progress of the national & local health strategies and the likely impact and challenges for Treetops Hospice	Previous work experience associated with a healthcare environment
Ability to forge and nurture partnerships and collaborative relationships with a wide range of organisations both inside and outside healthcare and charitable sectors	
A strong strategist, able to work with the Board to define a clear direction for the Hospice and then able to articulate that vision both inside and outside the organisation	
Demonstrable evidence of strategic development leading people / organisations through successful change; the development of a senior management team	
Leadership experience of managing multi-disciplinary teams with specialist skills.	A clinical background is desirable Leadership experience gained recently within a healthcare organisation or similar environment
Ability to demonstrate a strong understanding of the opportunities for the Hospice, particularly in the context of strategy and changes in the healthcare environment	
Management experience influencing at Board level or working within a committee structure	Board level management experience Experience of being a trustee
Committed to the mission, vision and values of Treetops Self belief and awareness- understands own emotions, strengths and limitations Personal integrity and a commitment to openness, compassion, inclusiveness and high standards	