Job Description Template

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| Job title: | Head of Governance and Quality |
| Department: | Central Governance |
| Location: | Remote/home based |
| Reporting to:  (job title only) | Clinical Director |
| Direct reports:  (job title only) | Central governance senior managers |
| Accountable to:  (where applicable) | Clinical Director |
| Job purpose: |  |
| Role and Responsibilities: | **Equality Diversity & Inclusion (EDI)**  We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do.  Vita Health Group has several initiatives in place to achieve this including our Zero Tolerance Policy, Code of Conduct, Freedom to Speak Up Guardians, and more. We believe it is the responsibility of everyone to ensure their actions support this goal with all internal and external stakeholders.   * Be aware of the impact of your behaviour on others. * Ensure that others are treated with fairness, dignity, and respect. * Maintain and develop your knowledge about what EDI is and why it is important. * Be prepared to challenge bias, discrimination, and prejudice when possible, and raise with your manager, the EDI & Sustainability team, or the Freedom to Speak Up Guardians. * Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination, or prejudice. * Be prepared to speak up for others if you witness bias, discrimination, or prejudice.   **Leadership**   * Act as figurehead for the central governance team and as a senior leader within VHG. * As a figurehead and senior leader, demonstrate and adhere to the values of VHG in your actions and decision making. * Establish a culture of delivering quality and providing assurance within legal frameworks and considering the needs of various stakeholders. * Ensuring the Governance team are engaged in their purpose and clear on their objectives. * Embed resilience and perseverance to ensure delivery and   implementation of goals  **Governance**   * Ensure the Clinical Director and Executive Management Team are appropriately briefed on relevant issues, enabling them to carry out their roles effectively. * Work with Directors to ensure strategic plans are incorporated into VHG’s assurance framework and that all risk, gaps and actions plans for risk management are monitored. * Ensure VHG meets its regulatory compliance requirements e.g. Care Quality Commission, ISO audits etc. * Act as a Nominated Individual for CQC * Lead and support the various governance functions, including:   + Quality and Compliance   + Feedback and Experience   + Information governance and security   + Patient safety and risk   + IPC * Provide expert advice and assurance to stakeholders on matters relating to governance and risk. * Support in the development of effective assurance reporting, in relation to external reporting, dashboards for quality metrics, and the submission of the annual VHG Quality Account for all areas of governance. * Ensuring the necessary stakeholder engagement (including service-user) is in place on matters relating to governance, as appropriate.   **Commercial**   * Acting as a subject matter expert on behalf of the commercial team by providing written responses to due diligence and/or commercial/proposition questions and enquiries. |
| Other: | * Maintain the confidentiality of data about service-users, staff and other health care providers and adhere to data   protection law   * Comply with the VHG’s policies and procedures * Act at all times in accordance with the professional Codes of Conduct and Accountability relevant to your role * Participate in annual mandatory training * Travel nationally as required by the business * Other duties may be asked of the postholder, consistent with the job role. This job description provides an overview of the main responsibilities of the postholder but is not intended to be a complete list of duties associated with the role. |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Registration or accreditation with regulatory body (e.g. NMC, HCPC or GMC). * Educated to degree level or higher | * Management/leadership training * Legal training or qualifications * Completed UKAS training/certificates |
| **Experience** | * Experience working as a senior leader within healthcare (or comparable) settings. * Experience of embedding a governance and quality focused culture within a healthcare setting or comparable field (e.g. public sector) * Experience of working within and implementation of the CQC framework (or equivalent experience in overseeing regulated activity). * Experience of supporting teams through inspection processes | * Worked as a responsible officer or nominated individual within NHS healthcare |
| **Skills/knowledge** | * Highly developed leadership and influencing skills. * In depth knowledge of the legal and ethical frameworks * Highly developed verbal and written communication skills * Ability to assimilate, interpret and communicate complex and/or sensitive information. * Ability to produce reports and present at Board level required. * In depth understanding of the role of governance within healthcare (including NHS). * Ability to take responsibility for departmental objectives, along with you own performance and that of individual members of the team. * Ability to work through complex problems and to be accountable for decision making. * Experience of working within an EDI framework, with a commitment to fair and inclusive leadership. | * Line management skills * Change management skills |

# Version Control

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| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
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