

# Are you interested in leading a social enterprise with Welsh primary care at its heart?

## Role and Specification

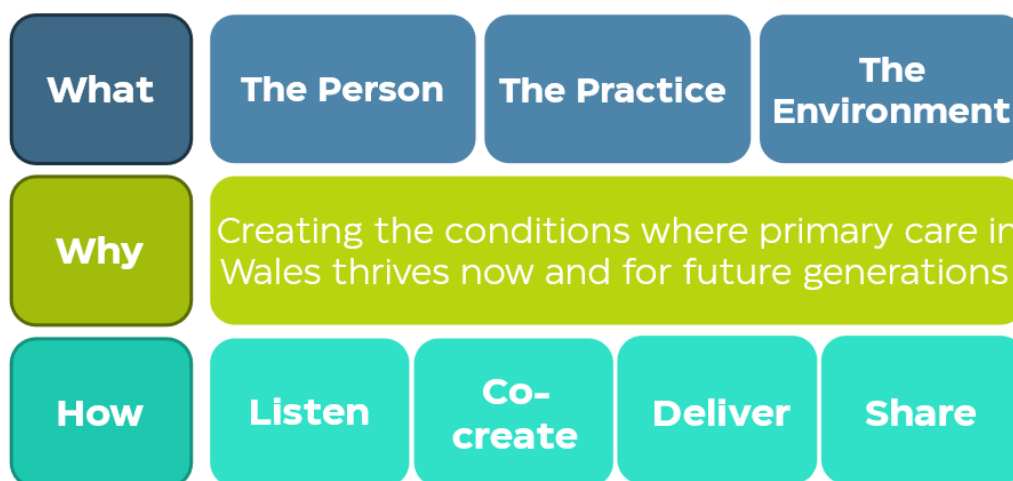
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| <b>Job title:</b>  | Non-Executive Director                         |
| <b>Commitment:</b> | Minimum of 7 days a year                       |
| <b>Tenure:</b>     | 3 years; ability to extend by mutual agreement |

## Background

Yma is a not for profit, social enterprise based in Aberystwyth that exists to create the conditions where primary care in Wales thrives now, and for future generations.

### Our focus is on:

- the **person**, encouraging and enabling integrated care, designed and delivered around the needs of the citizen;
- the **practice** that meets the needs of communities; and
- the **environment** that the health and care system operates within.



### We will achieve our purpose by:

- **Listening:** we listen to what matters to the people working in primary care in Wales. We do this by seeking out their views and needs in our everyday interactions and through hosted conversations. We use this information to shape our own priorities as an organisation and to inform the decisions of others in the system.

- **Co-creating:** we work with primary care to co-create value propositions from the ideas that they have for doing things differently. We do this by guiding the thinking around innovation and change and providing logistical and administrative support to drive rapid progress from idea to proposal. We aim to connect funding sources with teams who wish to push forward with new ideas or to encourage coherence across primary care in Wales.
- **Delivering:** we stand side by side with primary care to deliver programmes of change in practice and organise care in a way that meets the needs of our citizens. We do this through our project management and service delivery capabilities.
- **Sharing:** Yma exists in service to primary care in Wales. We aim to share everything we hear and learn and encourage others in the system to do the same. We connect people across the system to share stories and experiences with the aim of creating curiosity and a culture of possibility.

## The role

### Job Purpose

To serve as a member of Yma's Board of Directors, providing leadership and independent oversight/scrutiny of the Executive function, ensuring the organisation delivers on its vision and mission across the range of functions and services.

The Board meets as a minimum 4 times a year, with occasional additional Sub-Committees through the year. These meetings will require preparation and planning time and you will also be expected to meet with the Chair/s on a regular basis.

### Principle Duties and Responsibilities

- Set Yma's strategic direction in response to population need, the latest evidence and best practice and the national strategic context for health and social care.
- Ensure that the Board of Directors establishes clear objectives and plans and regularly reports on progress against these.
- Seek assurance that the Board of Directors conforms to the highest standards of corporate governance and decision making.
- Ensure there are robust mechanisms in place for regularly reporting on the performance, quality, and outcomes of services.
- Ensure that financial controls and systems of risk management are robust and that the Board is kept fully informed through timely and relevant information.

- Be engaged, with Executive Directors in the delivery of high-quality stakeholder relationship management.
- Ensure the organisation is providing a high commitment workplace with an inclusive and compassionate culture, one which actively solicits and responds to the views of staff in relation to the governing of the organisation.
- Determine appropriate levels of remuneration for the senior management team.
- Promote and role model appropriate processes and procedures for delivering high standards of professional, administrative, and personal behaviours across the organisation.

### **Ideal Skills, Experience and Attributes**

- A value driven, high integrity individual with sufficient commitment to the role including the required level of capacity – min 7 days per year.
- Proven track record in a strategy, operational delivery and/or a business development role within the health and care system or aligned industry.
- An understanding of the difference between governance and management gained through Board membership experience, as a Non-Executive or Executive Director.
- A sound understanding of the principles of financial management gained within a public or commercial business setting.
- A proven track record in scaling and growing business, an enthusiasm for sensing and seizing business opportunities and the ability to connect with and draw on an extensive network of contacts in the field.
- Experience of building successful alliances and working relationships with a complex range of stakeholders.
- Excellent engagement and communication skills with a wide range of audiences including staff, patients and carers, the media, and key stakeholders.
- A passion for transforming population health and well-being and placing people at the centre of models of care and service provision.
- Evidence of driving a culture of continuous improvement in quality.
- In-depth knowledge of governance, regulation, and risk management within at least one aspect of healthcare provision.
- Experience of motivating and inspiring senior managers whilst at the same time skilfully and holding them to account and challenging where necessary.
- Highly developed written and verbal communication skills.
- Demonstrable commitment to equality and diversity.

## How to apply

To apply for this role, please submit an up-to-date copy of your CV, completed fit and proper person form (attached), along with a one-page profile (template attached) describing how your ethos and experience addresses the criteria set out in the person specification. Please provide contact details and let us know of any dates when you are not available or where you may have difficulty with the indicative timetable. You should also provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. If you do not wish us to approach your referees without your prior permission, please state this clearly. Please send all completed documentation to [sam@dymani.cymru](mailto:sam@dymani.cymru) by 5pm on Wednesday 10th June 2021.

### Recruitment timetable:

Closing date: 17:00 10th June 2021  
Board session: 11:00 11th June 2021  
Shortlisting: w/c 14<sup>th</sup> June 2021  
Interviews: 2<sup>nd</sup> July 2021

### Agreement

This job description will be reviewed as necessary and may be amended to meet the changing needs of Yma. It will also be used as the basis to set performance standards and/or objectives and the contents will be used as part of annual appraisals.

This job description has been agreed between the post holder and Yma.

Employees Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Peer Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

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|---|---------------------------|
| <b>Author (name and job title):</b>                           | Samantha Horwill          |
| <b>Date JD agreed:</b>  | 25 <sup>th</sup> May 2021 |
| <b>Brief description of reason for review (if applicable)</b> | First draft               |
| <b>Version number</b>   | 0.1                       |

|  |                                    |   |
|--|------------------------------------|---|
| <b>Name:</b>   | <b>My Profile</b>                  |   |
| <b>What is important to me? The things I care about:</b> | <b>My unique gifts and skills:</b> | <b>What supports me to use these gifts for the benefit of the system and people we serve?</b> |

## “FIT AND PROPER PERSON” SELF DECLARATION

1. Non-Executive roles working within or aligned to the NHS are positions of significant public responsibility and it is important that those appointed can maintain the confidence of the public, patients and staff. It is incumbent upon us at Yma to ensure that those we appoint to the Board are of good character, will ensure an open and honest culture across all levels of the organisation. The “Fit and Proper Person” requirements are set out in the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014.
2. By signing the declaration below, you are confirming that you are a “fit and proper person” outlined at (3), that you do not fall within any of the categories outlined at (4) or (5) below and that you are not aware of any pending proceedings or matters which may call such a declaration into question in the future.
3. The regulations require you are:
  - (a) of good character;
  - (b) have the necessary qualifications, competence, skills and experience; and
  - (c) are able by reason of your health, after reasonable adjustments are made, of properly performing tasks which are intrinsic to the office or position.
4. Do any of the following conditions apply to you? You are asked to confirm that you are not:
  - (a) a person who has been convicted in the United Kingdom of any offence or been convicted elsewhere of any offence which if committed in any of the United Kingdom, would constitute an offence;
  - (b) a person who has been erased, removed or struck off a register of professionals maintained by a regulator of health care or social work professionals;
  - (c) an undischarged bankrupt, or a person whose estate has had a sequestration awarded in respect of it and who has not been discharged;
  - (d) the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or an order to like effect made in Scotland or Northern Ireland;

- (e) a person whom a moratorium period under a debt relief order applies under Part VIIA 9 (debt relief orders) of the Insolvency Act 1986(40);
  - (f) a person who has made a composition or arrangement with, or granted a trust deed for, creditors and not been discharged in respect of it;
  - (g) included in the children's barred list or the adults' barred list maintained under section 2 of the Safeguarding Vulnerable Groups Act 2006, or in any corresponding list maintained under an equivalent enactment in force in Scotland or Northern Ireland;
  - (h) a person who has been responsible for, privy to, contributed to or facilitated any serious misconduct or mismanagement (whether unlawful or not) in the course of carrying on a regulated activity, or discharging any functions relating to any office or employment with a service provider.
5. In addition, the following conditions disqualify you from appointment as a chair or non-executive director of an NHS Trust. You are asked to confirm that you are not:
- (a) an employee of the NHS Trust with the vacancy;
  - (b) a chair or member of the governing body of a clinical commissioning group or employees of such group;
  - (c) a serving MP or MEP or a candidate for election as MP or MEP;
  - (d) a person who has been dismissed (except by redundancy) by any NHS body;
  - (e) a person whose earlier appointment as chair or chair or non-executive director of an NHS trust was terminated;
  - (f) under a disqualification order under the Company Directors Disqualification Act 1986: and/or
  - (g) a person who has been removed from trusteeship of a charity.

DECLARATION

I confirm that I do not fit within any of the categories listed at (4) or (5) and that there are no other grounds under which I would be ineligible for appointment. If appointed, I undertake to notify Yma Board immediately of any change of circumstances that may affect my eligibility to remain in post.

I wish to declare the following information which may be relevant to my eligibility for this role:

**Signature:**

**Name:**

**Date:**