

## Chair for Healthwatch Northamptonshire

Starting 1<sup>st</sup> April 2018 initially for 2 years until June 2020



### Outline job description

Whilst not intended to be definitive this outline of key roles and responsibilities will guide Healthwatch Northamptonshire in its execution of appointment to the position of Chair.

### Healthwatch Northamptonshire Board (HWN Board) Chair

The HWN Board is a statutory body established under the Health and Social Care Act 2012. The HWN Board Chair will be responsible for carrying out and contributing to a range of activities. The core functions are summarised below:

- Managing the appointment of the members of the HWN Board
- To regularly review the overall strategy and business plan for the delivery of the HWN Contract, agreeing changes where necessary
- To ensure as far as is possible that the HWN Board functions effectively to deliver its strategy and plan, including chairing meetings of the Board
- To ensure as far as is possible that the activities and functions of the HWN Board achieve best value from the available public funding
- To use individual skills, knowledge and experience to assist the HWN Board in reaching sound decisions
- To help determine the strategic direction for the HWN Board, and through the Chief Executive or General Manager (or other equivalent designation as may have been appointed from time to time) support as far as is possible the efficient allocation and administering of resources to develop a work plan that will help and enable the HWN Board to perform their functions effectively
- To ensure that the organisation, operations and practices of the HWN Board are transparent and accountable as is reasonably possible bearing in mind the need for some sensitive and confidential subjects to be dealt with privately
- To ensure as far as is possible that the HWN Board seek out and engage with members of the public, service users and carers, including minority groups, to gain their views on health and social care issues and problems in Northamptonshire in the delivery of the HWN Contract
- To ensure as far as is possible attendance at meetings with a variety of health and social care commissioners to represent public views as gathered through outreach work
- To assess a range of projects, research, and reports that will help the HWN Board fulfil its role
- To ensure as far as is possible that there is representation by HWN Board members, staff and volunteers at fora, committees and sub-committees with a

variety of stakeholders (including user-groups and partners) where these will help the HWN Board to deliver on its aims

NB This post is a public appointment and not a job and therefore not subject to the provisions of employment law.

It is expected that the Chair will commit at least 1 day per week to the role for a modest honorarium and reasonable expenses.

### **Person specification**

#### **As a minimum you should have:**

- Previous experience of chairing a high profile organisation and working at a strategic level
- Strong networking abilities and experience of community engagement and/or development
- Knowledge and understanding of involvement, empowerment, engagement, community development and its applications
- Strong organisational and time management skills
- Good IT skills with knowledge of standard Microsoft office software
- Good written and oral communication skills including the ability to write meaningful and succinct reports and undertake public speaking/presentation tasks when required
- Good interpersonal skills with the ability to communicate effectively with a wide range of people and experience of working with volunteers
- Be inclusive of and sensitive to the views and opinions of others
- Able to develop and maintain strong relationships with stakeholders, staff and the wider community
- A flexible, creative and solution focused approach
- Tact, diplomacy and problem-solving skills
- Ability to respect confidentiality
- A sense of civic duty
- Be prepared to undertake personal development/training as required

#### **Ideally you will also have:**

- Knowledge and experience in the public and patient involvement mechanisms and history
- An understanding of Health and Social Care services and structures

If you would like any additional information please email: [enquiries@healthwatchnorthamptonshire.co.uk](mailto:enquiries@healthwatchnorthamptonshire.co.uk) or telephone: 0300 002 0010 and leave your contact details with a member of staff.