

Job Description

Job Title:	Director of Policy and Delivery
Reports To:	Chief Executive, NHS Partners Network
Location:	London
Date Prepared:	October 2017

Purpose

The Director of Policy and Delivery is a wide-ranging and senior role covering almost all aspects of NHSPN's activities. Acting as number two to the Chief Executive, the Director of Policy and Delivery will be responsible for ensuring successful completion of the organisation's annual business plan objectives, leading the team across all areas of policy, regulatory affairs, stakeholder management and external relations. The postholder will be used to acting at Director level.

The Director will work closely with our members to lead policy and influencing programmes and will develop an excellent understanding of the issues which affect members across the NHS and private pay sectors. The Director will be expected to build relationships at a senior level across the health system and proactively identify opportunities to progress the sector's interests. They will also take responsibility for ensuring that budget targets are met and will lead the team in identifying opportunities for generating commercial income.

The post involves line management of a small team of committed individuals covering policy, regulatory, research and external affairs and the successful candidate must be able to demonstrate a track record of influencing policy through various communications channels.

Nature and scope

The NHS Partners Network is....

The NHS Partners Network is one of the NHS Confederation's hosted Networked Organisations. The NHS Confederation is a charity which provides the voice of NHS leadership. We bring together the healthcare systems in England, Wales and Northern Ireland to help improve the health of patients and the public. To achieve our charitable objectives, we have three core roles: to provide **leadership** across the healthcare system; to **represent** our members with politicians and government officials, and with national bodies, and to work in partnership with a range of organisations involved in improving health and care; and to **support** our members improve the care of patients. At all times we strive to work on behalf of our members both to address current challenges and to find sustainable solutions for the future.

Structure chart



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Accountabilities

Policy

Deliver the NHS Partners Network's business plan priorities and be accountable for the successful completion of all policy objectives. This will involve becoming a subject specialist in UK independent healthcare covering a wide range of sectors including acute, primary, community, clinical home healthcare, diagnostics and dentistry. It will also require close engagement with members at Board level to understand members' policy challenges and to develop clear and focused solutions.

Lead the team in developing a compelling and high impact programme of proactive policy and influencing work which embeds independent sector healthcare into the fabric of service delivery and policy development at a national regional and local level.

Act as an external spokesperson for members and represent their views to politicians, civil servants, senior healthcare leaders, the media and other stakeholders as required. Be seen as a leader in the health and care system.

Build influential relationships with key players in the health system and across business, getting ahead of policy change and positioning the Network effectively to key stakeholders. This will also involve developing and maintaining a wide perspective on the external fiscal, political, regulatory and policy changes that affect the UK healthcare market.

Working with the team and external organisations where appropriate, assess the organisation's programme of external research to ensure that we are developing positive content with the power to inform and influence the debate on healthcare delivery in England. In particular quality assuring all policy work that goes out and ensuring that there is a clear strategic approach to all influencing and engagement work.

Lead the policy aspects of the Network's annual Business Plan process including setting industry-wide objectives.

Leadership

Assuming clear responsibility and accountability for all aspects of the job description with the NHSPN Board, setting out clearly and concisely the work that is being done and how NHSPN is addressing sector-wide challenges.

Line management of at least four staff, ensuring staff are supported to discharge their duties, regularly appraised with learning and development opportunities identified and supported.

Overseeing NHSPN's budgeting process, liaising with the finance team to set annual budgets, managing the overall run-rate position and working with the Chief Executive to ensure strong budget management.

Regulatory interface

Being responsible and accountable for identifying a range of regulatory matters emerging from government and putting in place effective mechanisms to communicate those issues to members and to inform and influence their implementation.

Take responsibility for building and maintaining relationships with all healthcare regulatory bodies including, but not limited to, the Care Quality Commission, NHS Improvement, Health Education England and NHS Digital.

Member management

Lead the team's management of all the Network's member forums including clinical, finance, HR and tech, to ensure that each group has an up to date work plan for the year ahead and members are discussing key policy issues of the day.

Ensure that the Network's activities are being communicated to all members and that members have a route in to policy development. In addition, oversight of the Network's annual member survey including developing the resulting action plan as part of the annual Business Plan cycle.

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Senior management experience in a membership or health sector organisation
- Experience of building and maintaining a wide network of contacts
- Excellent knowledge and insight of the healthcare system in the UK and a proven ability to influence policy formulation

- Experienced leader with a proven record of dealing with challenging policy issues and demonstrating excellent judgement and delivery
- In depth understanding of the political environment
- Understanding political and organisational sensitivities and ability to tailor approach accordingly
- First rate communicator comfortable operating at Board level and speaking in front of groups
- Extensive experience of working in a regulated industry with a proven track record of understanding, interpreting and influencing the regulatory process
- Excellent written and oral communication skills with the confidence to speak to senior level audiences
- Proven experience of leading teams, developing staff and planning and managing budgets and work plans
- Strategic thinker with high analytical skills that deliver insight.

Desirable

- Experience of leadership in a membership organisation
 - Experience of private healthcare service delivery across both NHS and privately funded activity.
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