



Appointment of Chief Officer and Chief Finance Officer

Edinburgh Integration Joint Board

17 July 2015

Recommendations

The Integration Joint Board are asked to:

1. To approve the recruitment arrangements to appoint to the post of Chief Officer for the Edinburgh Integration Joint Board and agree the attached content of the draft recruitment pack that will support the recruitment process.
2. To approve the appointment of an interim Chief Finance Officer pending the introduction of the reporting structure to the Chief Officer and agree delegated authority to the Chair of the IJB to progress this interim appointment.

Background

3. The Public Bodies (Joint Working) (Scotland) Act 2014 requires Integration Joint Boards to appoint a Chief Officer and a Chief Finance Officer.

Main report

Chief Officer

4. The recruitment planning process for the Chief Officer has been initiated and the proposed content of the draft recruitment pack is attached in Appendix 1. The recruitment pack details will be finalised ready for the graphic design following determination of the nomenclature of the post and the Integration Joint Board.
5. The recruitment process will be supported by Aspen People, who are providers of services on search and recruitment and who have previously worked with the Council and NHS to support senior level appointments.
6. A recruitment timeline is currently being finalised that will take account of the summer period so that we can attract the best pool of applicants and to ensure all those involved are available to participate fully in the recruitment process. It is anticipated the appointment will be made by early October 2015.
7. It is proposed that the interview panel composition will be the Chair and Vice-Chair of the Integration Joint Board and 4 voting IJB members,

- determined and agreed by the Chair and Vice Chair of the IJB. The panel will be supported by the Chief Executives and HR advisers.
8. The recruitment information will incorporate the agreed branding and visual identity for the Integration Joint Board.

Chief Finance Officer

9. The Integration Joint Board is required to appoint a Chief Finance Officer who is the Accountable Officer and has responsibility for the financial management and administration of the Board.
10. In the period of transition to 1 April 2016 and given the financial position, there is a need for the Edinburgh Integration Joint Board to ensure that there is robust due diligence and they are financially assured of the arrangements for delegation of budgets.
11. The proposed senior management structure includes the post of Chief Finance Officer as part of the integrated structure. Until that structure is introduced, it is proposed that an interim Chief Finance Officer should be appointed from the existing finance resources of the NHS or the Council. The IJB is asked to approve the proposal based on the interim Chief Finance Officer remit included as Appendix 2 and agree that the Chair of the IJB has delegated authority to progress the necessary arrangements for the selection and appointment to this interim role.

Key risks

12. If timely appointments are not made then the Edinburgh Integration Board will risk not being prepared for meeting its statutory requirements.

Financial implications

13. None. The staffing budgets will include provision for these posts.

Impact on inequalities, including health inequalities

14. No direct implications.

Involving people

15. The proposals have been subject to discussion with the Chair and Vice-Chair of the Edinburgh Integration Joint Board, Chief Executives, the interim Director of Health and Social Care designates and Finance Leads.

George Walker Chair, Edinburgh Integration Joint Board

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DRAFT CONTENT FOR RECRUITMENT PACK
CHIEF OFFICER - EDINBURGH INTEGRATION JOINT BOARD

(nomenclature to be determined/design to be applied)

(2nd DRAFT as at 8 July 2015)

Draft Job Advert**EDINBURGH INTEGRATION JOINT BOARD** *(To be confirmed)***CHIEF OFFICER** *(To be confirmed)***SALARY** *(Depending on employing body)*

NHS Lothian : Executive Level Grade G - £98, 812 - £134,672 per annum / City of Edinburgh Council : Salary: £145,248 per annum

An exciting opportunity has arisen in Edinburgh to drive the successful delivery of our health and social care services in a fully integrated way. The new Edinburgh Integration Joint Board are seeking an outstanding leader in the Chief Officer to ensure we support people to have excellent person-centred care and live their lives as independently as possible at home or in a homely setting.

Increasing the pace of change is very important as The City of Edinburgh Council and NHS Lothian already have well established joint working arrangements that are based on improving the quality and consistency of health and social care services. Demography remains a key challenge for our health and social care systems and in Scotland's Capital City, we are seeking an exceptional individual committed to improving services for the citizens of Edinburgh and who can deliver a fundamental redesign of the models of care delivery to meet these challenges.

This transformation and approach will be at the heart of the purpose of the Edinburgh Integration Joint Board. The development of a strategic plan and work on key areas of redesign is already underway. Working directly with members of the Integration Joint Board, colleagues in both organisations and together with the voluntary sector and local communities, the Chief Officer will lead a transformative approach to improve care at an affordable cost and in a sustainable manner. The successful candidate will have significant leadership experience, preferably across a range of sectors, including transforming and improving services, financial acumen and proven record of achieving joint goals through strong partnership working.

Contact will be Aspen People for application and for further information or referral to Chair of IJB or Chief Executives***Press advertisements will be arranged and details held on a micro-site developed and managed by Aspen People*****Appointment arrangements** *(to be inserted)**Provisional Timetable is under development – anticipated recruitment conclusion - early October 2015***Summary of terms and conditions of employment** *(to be inserted)**City of Edinburgh Council and NHS conditions of service to be included and applied depending on the employing body to show overall package***Information for Candidates:-**

V 2 Edinburgh IJB – 170715

About Health and Social Care in Edinburgh

Between NHS Lothian and the City of Edinburgh Council, almost 6,000 staff are employed in delivering those services and functions delegated to the Partnership. The Partnership's total budget is in excess of £500 million.

The Partnership's Integration Scheme was agreed by the Council and the NHS Board in March 2015, following consultation. The Scheme and a full list of delegated functions is available from the following link:

<https://consultationhub.edinburgh.gov.uk/hsc/draft-integration-scheme-consultation>

More about Health and Social Care in Edinburgh:

Integrated working: <https://www.youtube.com/watch?v=Zjp6FGDyXCI>

COMPASS: <https://www.youtube.com/watch?v=3Rkx5hYLBLM>

Stroke service: <https://www.youtube.com/watch?v=xKgHIDOqQ6s>

Intermediate Care: https://www.youtube.com/watch?v=XGhU_I9I7o8

Induction: <https://www.youtube.com/watch?v=2AuVCL5o5I4>

Personalisation care group: <https://www.youtube.com/watch?v=Gycb7KUnwVw>

Self-directed Support: <https://www.youtube.com/watch?v=-ErFT466CgU>

Introduction from the Chair

Thank you for your interest in the post of Chief Officer in our new integrated authority – the Edinburgh Health and Social Care Partnership *(to be determined)*.

Edinburgh's rich history, its status as a UNESCO World Heritage site and unique cityscape makes it a city to remember. Recognised as the capital of Scotland since at least the 15th century, it is now a vibrant, modern city with the strongest economy of any city in the United Kingdom outside of London. It is home to the Scottish Parliament, and has long been known as a centre of education with four universities. The city's historical and cultural attractions have made it the second most popular tourist destination in the United Kingdom after London, attracting over one million overseas visitors each year and famous for the Edinburgh International Festival and the Fringe, the latter being the largest annual international arts festival in the world.

Although a relatively affluent city, Edinburgh has areas of significant inequality and deprivation, the third highest across all Scottish local authorities and one of our key priorities will be to lead on tackling health inequalities. Edinburgh's population of almost half a million, accounts for 9% of Scotland's total, and is growing. Whilst this growth has many social and economic advantages, it also presents challenges. The latest projections indicate that Edinburgh's population will continue to grow faster than anywhere else in Scotland (to 619,000 by 2037). Some age groups, which make intensive use of public services, are projected to increase more rapidly than the overall population (for example 5-11 year olds and those over 85).

Like many other other local authorities and health boards, the financial environment continues to be challenging. UK Government policy continues to seek large reductions in the size of the public sector. In recent years Council budgets have required increasing volumes of savings to help meet demographic change and increases in care costs. Over the next five years, the Council alone must reduce its operating costs by £107 million. This will require a fundamental rethink on expenditure priorities, and the delivery of public services.

Across all service areas, the Council is undertaking an ambitious programme of transformational change, including integrated working in four localities agreed across the public sector in Edinburgh, improved customer and citizen contact, ICT and asset management. The geographical boundaries will align the Council's localities with NHS, Police and Fire and Rescue.

Edinburgh – the city

Edinburgh is the inspiring capital of Scotland, where centuries of history meet a vibrant, cosmopolitan city in an unforgettable setting. The city is home to the world's biggest arts festival and offers an excellent quality of life.

Edinburgh is a successful business city. It is the UK's most prosperous city outside of London, the UK's second largest financial centre and has long held a reputation for high quality education and academic excellence. Edinburgh life science research is among the best in the world, being part of one of the largest and fastest growing life science communities in Europe. Edinburgh has been ranked the top mid-sized city in Europe overall in Foreign Direct Investment magazine's European Cities and Regions of the Future 2014/15 awards.

Over £1.1bn worth of major infrastructure projects supporting the city were completed in 2014 and a further £2.4 bn, including the Queensferry Crossing and Borders Railway, are due for completion in the next two years, helping to make Edinburgh an even more attractive place for business.

Edinburgh is a major tourism centre and gateway to the rest of Scotland. The Rough Guide recently voted Edinburgh the fourth most beautiful city in the world and four million tourists visit the city each year, contributing over £1.2bn to the local economy.

Health and Social Care in Edinburgh - key facts

- The numbers of older people in the city is likely to grow. By 2032 the number of people aged over 85 is expected to double to 19,294. leading to an increase in the numbers of people needing support.
- In the area of mental health disabilities and addictions, based on population growth, conservative estimates are that of a 1.4% increase each year
- The health sector is expected to grow faster than any other sector
- There are skill shortages and unfilled vacancies
- There are an estimated 65,084 carers in Edinburgh, or 13.7% of the population
- The highest share of NHS and social care expenditure is on inpatient care which accounted for a quarter of the total in 2012 – 13.
- Three quarters of the acute inpatient care is non-elective (unplanned) admissions.
- A small proportion of the population accounts for a high proportion of costs (2.4% accounts for 50% of total health care costs and 8.4% accounts for 50% of all social care costs)
- Across the four localities there are significant differences in terms of population size, age, health, unemployment etc. there are also significant differences within localities.
- The East locality has the highest rate per 1,000 population 16+ for people being assessed or supported by Health and Social Care.
- North West has the highest number of people with one or more health conditions.
- South West has the highest percentage of residents economically inactive due to long term illness
- South Central has the highest number of people with mental health problems
- The rate of hospital beds in Edinburgh being used by someone who are ready to move on was the highest in Scotland.

Health and Social Care in Edinburgh

The Edinburgh Health and Social Care Partnership has agreed a number of key priorities, which will guide the planning and delivery of service for the future. The priorities fall into six broad areas:

1. Tackling inequalities
2. Prevention and early intervention
3. Person centred care
4. Providing the right care in the right place at the right time
5. Making best use of capacity across the whole system
6. Managing our resources effectively

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The delivery of these priorities relies on us taking action as indicated in the table:



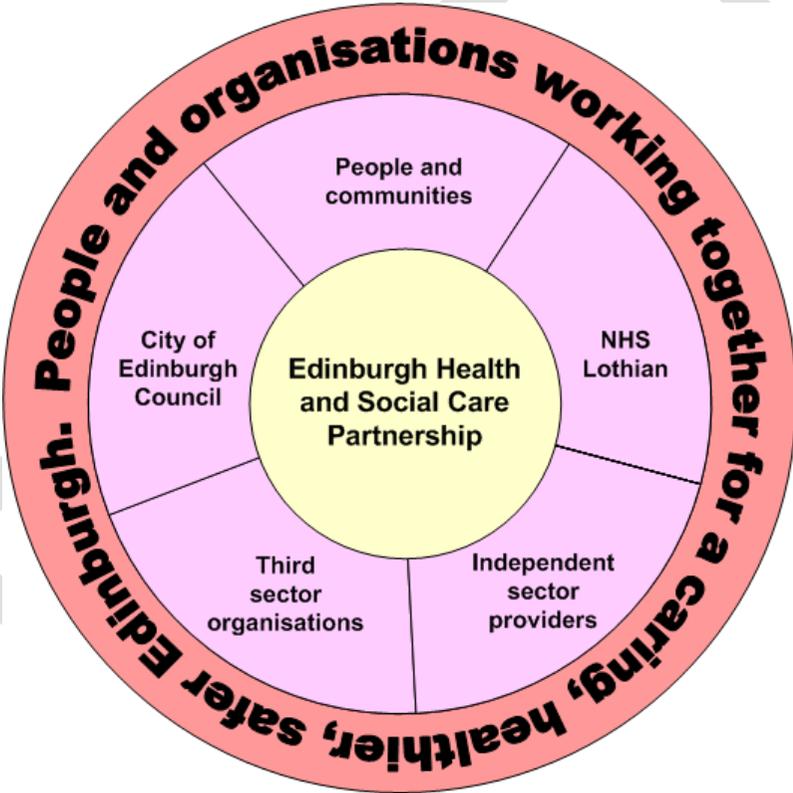
The Partnership has also agreed its visions and values as set out in the diagram:

Our vision:

People experience improved health and wellbeing; and inequalities including health inequalities, are reduced.

Shared resources will be deployed in the most cost effective way to achieve better outcomes for people, to maximise the efficiencies from coordination of care and to allow public funds to go further to meet demand.

Services will become more focused on outcomes for individuals and will always be planned with and around people and local communities, who will be active partners in the design, delivery and evaluation of these services.



Organisations involved in the delivery of health and social care services will work in partnership with people and communities, using best practice approaches in engagement and involvement, to deliver improved and fully-integrated health and social care services for the people of Edinburgh.

Organisations involved in the delivery of health and social care services will work collaboratively to develop, train and support staff from all organisations to work together, respond appropriately and put the needs of the people we work with first.

Our values: We will respect the principles of equality, human rights, independent living, and will treat people fairly

Health and Social Care Partnership(?) Structure

The Edinburgh Health and Social Care Partnership Board (?) is made up of voting and non-voting members as follows:

Voting membership

Five councillors

Five non-executive NHS Board members

Non-voting membership

Professional advice is provided by a number of senior officials

Staff are represented by two trades union and staff partnership representatives.

There are two service user and two carer members

There is one member representing the voluntary sector

Job Description – Chief Officer

Job Purpose

To secure the best outcomes for people who use services and carers within the Edinburgh and Lothian area, the postholder will work collaboratively and provide a single senior point of overall strategic leadership for the Edinburgh Integration Joint Board (EIJB). The vision for integration is to produce better outcomes for people through services that are planned and delivered seamlessly from the perspective of the patient, service user or carer within Edinburgh.

To be responsible for the operational oversight of the delivery of the delegated functions as, and defined within the Edinburgh Integration Scheme, to include management of the integrated budget for those services in pursuit of the best outcomes for patients, people who use services and carers.

To lead the development of the EIJB Strategic Plan and provide strong, effective and visible leadership of a programme of transformational change to deliver health and social care that is seamless from the perspective of the patient, user or carer.

To provide a strategic leadership role in strengthening partnership arrangements and merging two very different cultures to ensure that safe, quality and person centred care and services are delivered in a consistent and equitable basis across Edinburgh/Lothians, while effectively managing organisational change.

To provide a point of joint accountability for integrated systems of governance, finance reporting and performance of services to the EIJB through which there is also accountability to the Council and NHS Board.

To lead, operate and manage the integrated budgets for adult health and social care service provision delegated to the EIJB by driving change to better utilise limited resources to meet increased demands and improve outcomes as a result.

To manage the strategic leadership responsibilities for a range of delegated functions included in the Edinburgh Integration Scheme including specialist services on behalf of East, Mid and West Lothian Integration Joint Boards.

To lead delegated specialist national and regional services hosted by the EIJB.

Ensure that appropriate performance management arrangements are in place to demonstrate achievement of the national outcomes.

Ensure the EIJB manages the complexity of the risk environment across its delegated functions.

Dimensions

The EIJB will manage a broad range of Local Authority and NHS Services. These are set out in the Edinburgh Integration Scheme. The Scope of delivery will include:-

- All adult social care functions set out in the 'must' list of the Public Bodies (Joint Working) (Scotland) Act 2014 Regulations
- All NHS services set out in the 'must' list of the Public Bodies (Joint Working) (Scotland) Act 2014 Regulations plus a number of additional services for people under the age of 18 and prison health care.

The dimensions for the post are split between Health and Social Care Services but the postholder will have direct accountability for a total integrated budget, which will be finalised during 2015/16. The current and representative position of the EIJB budget is circa £577m with a staffing complement of circa 7,000 direct employees. In addition 55% of the social care budget is commissioned from external providers and their employees are not included in these totals.

Role of the Edinburgh Integration Joint Board

The new EIJB has been created by NHS Lothian and The City of Edinburgh Council in response to the Public Bodies (Joint Working) (Scotland) Act 2014. It will be responsible for leading transformational change in the way in which the NHS and the Local Authority provide health and social care across Edinburgh/Lothian. This work will be undertaken in partnership with the third sector, independent contractors, the private sector, users, carers and staff.

The EIJB will develop the overarching Strategic Plan. It will be for the EIJB to determine and implement new service models and to create effective partnerships which enhances the spectrum of care delivery whilst ensuring it is provided in an integrated, seamless and sustainable way.

Main Duties and Responsibilities

Governance

Deliver joint accountability at a senior level to the statutory agencies for delegated functions and resources and provide a single point of joint and integrated management down through service delivery mechanisms, ensuring the EIJB meets all of its statutory duties.

Strategic

Strategically lead the integrated planning and resourcing required to develop integrated services. Ensure the management, planning and commissioning of services meets the EIJB, Council and NHS Board policy objectives and statutory requirements and national outcomes defined by the Scottish Government.

Design and implement, in partnership, organisational arrangements, working arrangements and systems which are fit for purpose, take into account professional responsibilities and accountabilities, including locality arrangements and deliver EIJB objectives on time and within budget.

Lead the integration of services, working closely with key stakeholders, such as health and social care professionals, users of services, carers, commercial and non-commercial providers of health and social care services, to formulate service development strategies, ensure integrated service planning and performance management arrangements are in place.

Develop Community Planning Partnership (CPP) arrangements including the relationship between the EIJB and Community Planning, as agreed and in accordance with the CPP Single Outcome Agreement.

Provide strategic leadership for the EIJB across the range of its responsibilities, ensuring that the services provided are aligned to and support the Scottish Government's national outcomes, regulatory requirements and corporate, clinical and staff governance standards while meeting the requirements of best value and continuous improvement.

Ensure that all statutory clinical and non-clinical governance and professional standards are adhered to and robust arrangements are established for clinically and professionally lead locality planning.

Play a key role in the corporate management and planning of both NHS Board and Council to support Elected Members, NHS Non Executive Board members, Chief Executives and external partners through the provision of professional advice, guidance and information on the services provided and on any other matters as appropriate.

Lead transformational change with key stakeholders to promote further joint working and to strengthen service alignment and governance arrangements between the Council and the NHS Board.

Represent the Council and the NHS Board at local and national level in relation to the integration of adult health and social care in Scotland, influencing policy initiatives being developed by the Scottish Government, ensuring the EIJB, Council and NHS Board are fully aware of developments and have the information, professional advice and assistance necessary to make policy decisions.

Managing Services

Review all services within the EIJB with a view to identifying where integration, at a service level, would deliver better outcomes for people who use services and their carers. Develop prioritised plans for integration of identified services through the Strategic Plan.

Lead initiatives to ensure that the EIJB meet policy and service targets, including delayed discharges and, for example, the development of a capacity plan for older people's services, and the delivery of the health inequalities agenda as defined by the Strategic Plan.

Prepare a Service Plan for each area of activity and develop a robust performance management framework incorporating standards, performance measures and targets and for all such activities measure service delivery, monitor their implementation and ensure continuous performance improvement.

Manage the delegated functions to the EIJB in accordance with the principles of quality management, efficiency and people development ensuring the highest standards of corporate, clinical, financial and staff governance in delivering health and social care services while driving continuous improvement, achieving best value, reducing inequalities and responding to health and social care needs within Edinburgh/Lothian.

Promote and lead the cultural shift required for true integration through the identification, development and implementation of service redesign projects, creating new models of care delivery and new ways of working, workforce planning and organisational change or service change to meet the health and social care needs of the population.

Ensure that the responsibilities of the Council's Chief Social Work Officer (as defined by Section 45 Local Government etc. (Scotland) Act 1994) are effectively supported and delivered and that the requirements of NHS clinical governance are met.

Ensure that all services are delivered in accordance with the Equality and Diversity Policies applicable to the EIJB and the statutory, general and specific Equality Duties.

Managing Performance

Ensure that appropriate systems and processes are in place to enable the EIJB to demonstrate achievements in clinical and social care, corporate and staff governance, through monitoring, performance management and evaluation and that these standards are maintained and further developed.
Ensure the development and performance management of EIJB operational plans in accordance with the strategic objectives of the EIJB, Council and NHS Board.

Establish and implement a robust approach to risk management that will ensure a proactive and co-ordinated approach to both clinical, care and business risks including managing the tensions across the complex risk environment.

Manage and retain oversight of preparations for inspection and audit activity relating to delivery of services defined in the Integration Scheme and undertaken as part of the Strategic Plan.

Deliver outcomes, many of which will be agreed nationally.

Managing Resources

Propose, allocate and manage budgets for the overall service that provides sufficient resources to meet the objectives, as agreed by the EIJB, in line with the Strategic Plan, Financial Statement and within the constraints set by the Council and NHS Lothian. Prioritise and manage effective recording of delivery to ensure the financial targets are achieved within the limit of the resources available.

Prepare, manage and monitor the budgets in accordance with the financial policies, Standing Orders, financial regulations and directions of the EIJB using appropriate and agreed systems and processes to ensure effective budgetary control.

To ensure adequate and effective business support arrangements from within the Council and NHS Board to allow the EIJB to deliver on its statutory responsibilities.

Ensure the management of the Information Governance Assurance Framework is appropriately secure and legally compliant.

Ensure that all employees working within the functions delegated to the EIJB are managed in accordance with the appropriate policies and procedures, staff governance frameworks and the application of health and safety, equal opportunities and non-discriminatory policies and practices.

Ensure arrangements are in place to promote and support the continuing professional and personal development of employees by ensuring that effective performance management systems are in place, which provide development opportunities, enhance performance motivation, and facilitate skill utilisation and flexibility.

Lead people management practices within the EIJB which encourages a culture of positive internal engagement with employees, promotes development of robust partnership working across both organisations and promotes the achievement of better outcomes for service users.

To generate an ethos of professional and distributive leadership amongst professionals, senior clinicians and managers who form the EIJB with regard to accountability, responsibility, role and contribution.

Promote the health, safety and wellbeing of employees at work and of service users through the implementation of the Council and NHS Board's policies on Health, Safety and Wellbeing at work and service Health and Safety arrangements in accordance with all relevant statutory requirements, leading by example.

Managing Relationships

Develop and secure constructive relationships with a diverse range of stakeholders across Health, Council, Third Sector and other partner agencies, promoting effective engagement, public awareness and involvement.

Develop and secure effective partnership working with a range of key stakeholders, including representatives of people who use services and their carers, voluntary and private sector providers, trades unions and employees to achieve optimum development of services.

Create opportunities for team working across the Council and NHS service boundaries and other Integration Joint Boards, continually looking for benefits that can be achieved across organisations, nationally and in collaboration with external partners.

Strengthen partnership arrangements by developing a culture that is inclusive, supportive and high performing to ensure the service we provide results in better outcomes for our service users.

Develop and secure effective working relationships in relation to the planning and operational management of hosted NHS services and relevant delegated acute services across Lothian.

Accountability

The role is largely self-directing and will be directly responsible and accountable to the Chair of the Integration Joint Board for the strategic planning, transformation and resourcing elements of the role. There is also accountability to the Council and NHS Chief Executives for the operational management elements of the role. The postholder will work under broad direction within the parameters of Government priorities and policies for health and social care.

Review of performance in the post is undertaken through the agreement of annual performance objectives and the process will involve the Chair of the Integration Joint Board and both Chief Executives and performance against objectives will be monitored through the agreed performance management framework of the employing body.

In view of the joint accountability to both the Council and the NHS Board, joint review sessions involving both the Chief Executives and the postholder will be arranged on a scheduled basis. These sessions will consider both the operational performance and also the delivery of the jointly agreed strategic objectives.

Communication and Working Relationships

Work closely with the members of the EIJB to deliver the Strategic plan and transformation change required across delegated functions. Work closely with the Chief Executives of the Council and the NHS Board and together with their senior officers, Elected Members of the Council and Non-Executive Members of the Board and external partners for the implementation of the Strategic Plan.

Develop and secure constructive relationships with a diverse range of stakeholders across Health, Council, Voluntary Sector and other partner agencies, promoting public awareness and involvement.

Represent the EIJB, Council and the NHS Board at local and national level, influencing policy initiatives being developed by the Scottish Executive through the consultation processes.

Ensure that members of the EIJB are fully aware of developments and have the information and assistance necessary to make policy and resourcing decisions.

The following are other key working relationships with examples of the purposes of these contacts:

With Directors and Chief Officers of neighbouring NHS systems and Councils – e.g. in discussions relating to service issues locally and/or wider service planning.

With members of the Council and NHS Board and senior employees of the Scottish Government – e.g. to represent the Council and the NHS Board, to participate in national working groups or planning groups, to respond to Parliamentary Questions.

With MPs/MSPs/Councillors, Scottish Health Council, Public Pressure Groups/Patient Representatives/etc – e.g. to impart information about/respond to questions or concerns about the Partnership.

With the media – e.g. to respond to media questions about matters pertaining to the EIJB.

With national and local representatives of Trade Unions and Professional Organisations – e.g. for communication and/or consultation on major issues relating to the EIJB.

Most challenging part of the job

The post holder will also need to show determination and create momentum in delivering transformation and in translating the vision into joint operational organisational arrangements. The postholder will be required to work with diverse professional groups/professional representative bodies, different terms and conditions in two organisations, different trade union/employee involvement environments, different governance and accountability arrangements.

Responding to rising demands, resource constraints and external challenges, the postholder will require to drive a culture of continuous improvement, which will support the EIJB's future development and improve on service standards within agreed budgets and resources.

Highly developed political management and relationship management skills are required due to the complex political operating environment and range of stakeholders involved in the work of the EIJB.

The postholder will operate in an environment with diverse professional groups, cultures and systems of governance. The postholder will have to create a partnership which has a clear vision and have the resilience and leadership skills to translate the strategic direction of the EIJB into the operational delivery of high quality care to the people of Edinburgh/Lothian.

PERSON SPECIFICATION – Chief Officer

	Essential	Desirable	Assessment
Education and Qualifications	Degree level or equivalent in appropriate discipline	Management qualification or higher degree level	Application form/Interview
	Evidence of continuing relevant professional/personal development		
Experience	Substantial relevant senior level leadership experience in large/multi-site/complex organisation	Experience in working within a political environment or Board level including within the Health and Social Care setting ie Health, Social Care and Third Sector	Application form/Interview and References
	Demonstrate successful leadership track record in delivering improvement in service performance	Experience of strategic planning and corporate working	
	Demonstrate delivery and proven successful track record in leading major organisational and cultural change through inception to delivery	Experience of leading and delivering successful partnership projects and improvement including within multi-disciplinary services	
	Proven track record of managing significant financial resources including financial planning, monitoring, control and reporting	Experience of leading and motivating specialist teams to achieve high standards of performance and governance.	

	Experience of formulating policy on complex issues and achievement in the provision of identifying innovative solutions in meeting organisational requirements	Delivered major transformational change programme within large organisation	
	Experience of communicating at a strategic level on matters of policy and performance		
Specialist Knowledge	Demonstrate high level of knowledge of current thinking on the models of delivery of health and social care systems	Background and awareness of the statutory framework within local government and NHS	Application form/interview/references
	Awareness of Partnership Planning Systems		
Competencies	Appropriate Leadership style applicable within cross service/interagency/multi-disciplinary teams including experience of influencing and positively engaging others with enthusiasm and commitment	Challenging of existing systems, practices and processes	Application form/interview/assessment approach/references
	Effective at modelling high standards of integrity and sound ethical judgement	Ability to manage organisational governance in a political environment	
	Ability to think and act strategically in the forward planning and development of corporate business objectives and policy	Technical skills to contribute to change management and transformational processes	
	Confident in understanding and interpreting complex financial and budgetary information	High level analytical ability and application of technical systems to utilise management information systems	
	Proven capacity and resilience to operate under pressure to meet deadlines, satisfy political objectives and organisational priorities		
	Aptitude to think and act strategically in the forward planning and development of corporate business objective and policies		
	Effective at managing networks and partnerships		
	Effectively developing and nurturing talent in the organisation at individual and team level		
	Demonstrates commitment to equality and diversity issues in the public sector		

	Demonstrate personal and professional credibility that promotes and enhances the EIJB'S reputation locally, nationally and internationally as required		
Other	This is a politically restricted post		Application Form
	The post will be subject to an enhanced PVG check		

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**EDINBURGH INTEGRATION JOINT BOARD (EIJB)
PROPOSED INTERIM CHIEF FINANCE OFFICER: 6-9 MONTHS APPOINTMENT**

JOB PURPOSE

The post holder is to prepare for the smooth transition of the financial management and administration to the EIJB during the transition year, prior to the delegation of functions to the EIJB on 1 April 2016 and prior to the appointment of the permanent Chief Financial Officer.

To provide strategic financial advice and support to the EIJB including responsibility for its financial administration and financial governance and EIJB financial assurance

To provide probity and sound corporate governance and ensure achievement of Best Value to the EIJB.

DIMENSIONS

Edinburgh Integration Joint Board allocated budget, based on 2015/16 budget is estimated at £566m, including set aside.

KEY RESULT AREAS

1. Develop effective partnership working with a range of key stakeholders, including NHSL Board Directors, Chief Officers in Edinburgh Council and NHS Lothian, the Scottish Government and third and independent sector providers to help promote public awareness and involvement. Strong communication, negotiation and influencing skills are required to develop effective working across different organisations.
2. Anticipate the reporting requirements for the EIJB and a range of groups and undertake analysis and interpretation of financial data to inform the decision making relating to service redesign projects and other programmes of work e.g. the strategic plan. Required to negotiate with both NHS Lothian and Edinburgh Council's Director of Finance and senior managers for resources to support the strategic plan and the use of the resources through the strategic plan.
3. Develop and implement financial and resource planning and strategy for all areas of the EIJB, e.g. to prepare and ensure agreement of the Financial Statement for the Strategic Plan as at 1 April 2016.
4. Ensure the Strategic Plan is prepared for 1 April 2016 taking cognisance of all available resources.
5. Ensure that all EIJB reporting requirements are in place for 1 April 2016 including financial and non financial content and frequency of reporting.
6. Ensure that the EIJB's budget setting process is in place for 1 April 2016, ensuring delivery of a balanced budget within agreed timescales.

7. Working collaboratively with partnerships, e.g. Health and Social Care Partnership Senior Management and the NHS Acute Division on financial planning issues as these relate to the EIJB/partnership responsibilities.
8. Identify priority areas for action by the EIJB, e.g. preparation of the recovery plan as per integration scheme and contribute proactively to strategic policy development and costed action plans.
9. Providing expert advice on policy, legislative and accountancy developments, including responsibility to interpret national guidance and legislation and thereafter develop and implement policy for the EIJB.
10. Prepare a comprehensive and coherent financial performance management system for the EIJB. Overall responsibility is that of the Chief Officer.
11. Prepare for the management of financial risk in the EIJB and contribute to the risk management strategy of the EIJB.
12. Establishment of detailed Financial Regulations and Scheme of Delegation for the EIJB.
13. Establish principles around over and under spend of IJB and creation of reserves.

15 July 2015