

Chair for Healthwatch Rutland

Starting 1st April 2018 for up to 3 years until March 2021

Outline job description

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

Healthwatch Rutland Board (HWR Board) Chair

The HWR Board is a statutory body established under the Health and Social Care Act 2012. The HWR 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 HWR Board
- To regularly review the overall strategy and business plan for the delivery of the HWR Contract, agreeing changes where necessary
- To ensure as far as is possible that the HWR 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 HWR Board achieve best value from the available public funding
- To use individual skills, knowledge and experience to assist the HWR Board in reaching sound decisions
- To help determine the strategic direction for the HWR Board, and through the Chief Executive or 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 HWR Board to perform their functions effectively
- To ensure that the organisation, operations and practices of the HWR Board are as 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 HWR 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 Rutland in the delivery of the HWR 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 HWR Board fulfil its role

- To ensure as far as is possible that there is representation by HWR 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 HWR 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 2 days per month to the role for a modest honorarium of £2,600 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:

sarah.iveson@healthwatchrutland.co.uk or telephone 01572 720381 and leave your contact details with a member of staff.