

## Finance and Commercial Director Role and Requirements

<b>Role descriptor</b>	Finance and Commercial Director
<b>Salary:</b>	Starting salary at £85,000 or more for an exceptional candidate NHS pension available. Part time or full time (not less than 3 days a week)
<b>Accountable to and Reports to:</b>	Chief Executive and Board
<b>Location:</b>	177 Preston Road, Brighton BN1 6AG, travel across our sites and services is expected throughout Central and East Sussex, and the UK

### CONTEXT

Our purpose is Care Unbound, to create more possibilities for care in every moment. Through partnership we create health services and solutions which are shaped around the needs of the person.

The Finance and Commercial Director is a new position and is set to play a critical role within the organisation. Your contribution, as the professional head of finance for Here, to delivering this purpose will be providing strategic financial and commercial leadership and advice to the Board to ensure our financial health and effectiveness, and to ensure the overall success of our contribution to the communities we serve.

### JOB PURPOSE

You will be accountable and responsible to the Board and to the Chief Executive and work as a peer to the Enabling Team and as a coach and support to the Finance Team and Connecting Systems and Information Team (CSI). You will be providing assurance to the Board on a range of corporate, financial and other governance issues as well as leading on the development of our commercial strategy for specific deliverables and exciting new developments.

You will work closely with the CEO and the wider Enabling Team to shape and lead the development of our organisation's purpose and its core strategic objectives. Your focus will be on our contribution to the wider health and care system, ensuring that Here contributes to the financial health and sustainability of the broader system as well as managing the health of our own organisation.

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You will be lead steward of all of our resources, financial, human and physical on behalf of the Board, ensuring that we utilise these well and that we maximise the use of them to all those we serve, communities, citizens, commissioners, partners, team members, and even the planet. You will act as advisor to the Board and guardian of our sustainability vision and principles on behalf of all us in the Here community

You will use your commercial experience to support the development of specific products to the national and international markets, ensuring that we deliver value to our customers, and benefit to our local and national partners. You will lead on developing the strategy of our commercial approach and readiness for scaling up products across our networks and customers.

You will enable information to flow between our teams, leaders, customers, payers and broader community, delivering transparency, using the most developed approaches to financial management that both protect and enable the organisation to flourish.

You will be using your commercial and financial expertise to build the capability of our teams and people to act as stewards of the resources, investing time and energy in developing their commercial expertise and unleashing the potential in our aspirations and ambitions.

You will be working closely with our key partners including other Finance Directors to ensure the health of our strategic financial relationships and services, including the management of risk within these partnerships. This will include working with partners and customers, both locally and nationally in developing new business models and helping the teams to make good decisions.

As Finance and Commercial Director, the post holder will provide leadership and support on Informatics and Knowledge development strategy and fulfil the role of Senior Information Risk Officer in our organisation. You will also act as Company Secretary to the Board.

To help you visualise this role; the key functions in this portfolio include:

- Resource Stewardship, including financial management and controls assurance, facilities and sustainability leadership, Human Resources
- Corporate Governance including all company secretary and Information Governance functions.
- Commercial Strategy development and implementation for local to national product roll out.

## **YOUR KEY RELATIONSHIPS**

At Here we work with flat non-hierarchical structures, and where accountability and responsibility is clearly defined.

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*The key Here community members that you will work most closely with and in some cases will need to recruit into are:*

Senior Finance Coach (vacant and new role) and finance team (3 people)

Support Service lead (vacant and new role, this may be combined with Senior Finance Coach)

Head of Informatics and the CSI team

Directors and all budget holders

CEO and other Company Directors including Non Executive Directors

Facilities Manager

HR team (2 people) and Executive Assistant

*External relationships will include:*

A wide range of people including Finance Directors and Other Directors in our health communities and partner organisations, commissioners and providers.

Senior professionals who are our partners, customers, commissioners, regulators.

## **YOUR SKILLS, EXPERIENCE AND OUTLOOK (THE PERSON SPECIFICATION)**

You will be a qualified accountant recognised by one of the professional bodies with education or relevant professional experience to masters level, and be able to show that you have continually developed yourself. You will have strategic leadership experience and either you have been a Director of Finance before or you have held a deputy role or equivalent.

You might be someone who has worked in a customer focussed organisation, who has been involved in developing innovative solutions, business models, partnerships and commercial relationships that create sustainable and relational focussed results for everyone and the planet.

You will have extensive experience of developing others, utilising coaching skills to help others reach good decisions

You will have demonstrable experience in a very wide breadth of finance, facilities, information and corporate governance. Ideally you will have had experience of working with senior experienced HR colleagues and have the ability to source the right expertise for the organisation.

You will have personal insight and understanding of your own gifts and the ability to reflect on your mistakes and personal developmental areas.

You will be someone who has appetite for working in an evolving organisation that knows when to use good governance for the best effect and when to use it to liberate innovation and creativity for the good of those we serve.

You will be able to demonstrate that you are an avid learner with an adventurous spirit, with the ability to demonstrate a history of collective accomplishment in and outside of work

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You will demonstrate your commitment and passion to our purpose through your professional and/or personal experience and want to make a difference to the lives of people we work with and for.

You will be deeply interested in the way systems are designed and information flows that helps create connections that bring the sum of our efforts greater than the parts.

You will be someone who has appetite for working in an evolving organisation that knows when to use good governance and financial controls for the best effect and when to use it liberate innovation and creativity for the good of those we serve.

You will also have appetite for learning how to take a perspective of abundance (and not scarcity) whilst managing excellent controls assurance.

## ADDENDUM

**Job Title:** Senior Information Risk Owner

**Responsible to:** Chief Executive

## JOB SUMMARY

The Senior Information Risk Owner (SIRO) will be a Board Member who will take overall ownership of the Organisation's Information Risk Policy, act as champion for information risk on the Board and provide written advice to the CEO on the content of the Organisation's Statement of Internal Control in regard to information risk.

The SIRO is expected to understand how the strategic business goals of the Organisation and how other NHS Organisations' business goals may be impacted by information risks, and how those risks may be managed.

The SIRO will implement and lead the NHS Information Governance (IG) risk assessment and management processes within the Organisation and advise the Board on the effectiveness of information risk management across the Organisation

The SIRO shall receive training as necessary to ensure they remain effective in their role as Senior Information Risk Owner.

## KEY RELATIONSHIPS

### Within the Organisation:

- Chief Executive and other Board members
- Head of Informatics
- Risk Management Board
- Corporate Services Manager
- Information Asset Owners and SIAO's
- Risk Managers
- Caldicott Guardian, although ownership of the Information Risk Policy and risk assessment processes will remain with the SIRO.

### Regularly has contact with:

- other Senior Information Risk Owners, Caldicott Guardian and Information Governance Leads of Dept of Health and other NHS Organisations

## KEY RESPONSIBILITIES

### 1. Policy and process

- Oversee the development of an Information Risk Policy. This should include a Strategy for implementing the policy within the existing Information Governance Assurance Framework and be compliant with NHS IG policy, standards and methods.
- Take ownership of the assessment processes for information risk, including prioritisation of risks and review of the annual information risk assessment to support and inform the Statement of Internal Control.

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- Ensure that the Board and the CEO are kept up to date and briefed on all information risk issues affecting the organisation and its business partners.
- Review and agree actions in respect of identified information risks.
- Ensure that the Organisation's approach to information risk is effective in terms of resource, commitment and execution, being appropriately communicated to all staff.
- Provide a focal point for the escalation, resolution and/or discussion of information risk issues.
- Ensure that an effective infrastructure is in place to support the role by developing a simple Information Assurance governance structure, with clear lines of Information Asset ownership and reporting with well-defined roles and responsibilities

## 2. Incident Management

- Ensure that identified information threats and vulnerabilities are followed up for risk mitigation, and that perceived or actual information incidents are managed in accordance with NHS IG requirements.
- To ensure that there are effective mechanisms in place for reporting and managing Serious Untoward Incidents (SUIs) relating to the information of the Organisation. These mechanisms should accommodate technical, operational or procedural improvements arising from lessons learnt.

## 3. Leadership

- Provide leadership for Information Asset Owners (IAOs) of the Organisation through effective networking structures, sharing of relevant experience, provision of training and creation of information risk reporting structures.
- Advise the Board on the level of Information Risk Management performance within the Organisation, including potential cost reductions and process improvements arising etc.

## TRAINING

The SIRO will be required to undertake information risk management training at least annually to be able to demonstrate their skills and capabilities are up to date and relevant to the needs of the organisation.

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