

Job title:	Managing Director - Sussex MSK Partnership Central
Salary:	C £90k
Accountable to:	Sussex MSK Partnership Board Reporting to lead directors from Here and Sussex Community Health NHS Trust
Location:	Here, 4th Floor, 177 Preston Road, BN1 6AG Brighton

ABOUT THE SUSSEX MSK PARTNERSHIP

Sussex MSK Partnership is a proven and unique and innovative expert MSK delivery organisation that combines the best of our local NHS, specialist orthopaedic knowledge to deliver clinical designed and driven pathways of care to a single standard of quality and excellence for all patients designed according to their specific needs. The prime contract was first let in 2014 and has been recently extended until 2022 by the Commissioners of Crawley, Horsham and Mid-Sussex and Brighton and Hove. It is one of the largest integrated prime and alliance contract covering MSK services in England and has a proven track record of putting patients in control of their journey and reducing demand on secondary care services through shared decision making by 8%.

The Sussex MSK Partnership ('the Partnership') is made up of the following organisations:

- Brighton and Hove Integrated Care Service (BICS)
- Horder Healthcare
- Sussex Community NHS Trust
- Sussex Partnership Foundation NHS Trust

The postholder will be employed by Here.

For more information on Sussex MSK Partnership's [achievements see here](#).

JOB PURPOSE

The **Managing Director for Sussex MSK Partnership Central** is the overall strategic, commercial and operational lead for the provision of MSK services in Central Sussex by the Partnership, accountable to the Sussex MSK Partnership Board.

The Managing Director will be responsible for the delivery of the Central Sussex Integrated MSK contract with the CCGs of Mid Sussex, Horsham and Crawley. The Manager Director is responsible for ensuring the delivery of a safe high quality service that puts patient in control of their health care journey, through line management of the Patient Director and Clinical Director. The post holder will shape and deliver the strategic direction and success of the Partnership as a provider of high quality care, developing our contribution to the local health community and other health communities

They will be the Accountable Officer for all MSK service provision in Central Sussex by the Partnership and the key interface with commissioners and providers.

They will also take on the role of CQC registered manager; responsible for ensuring clinical quality and safety of MSK services.

KEY OUTPUTS

- To be a highly visible leader of the strategic and operational activities of the Partnership's MSK services in Central Sussex with the authority to make operational and policy decisions as required
- To provide expert advice to the MSK Partnership Board
- Accountable for the Senior Clinical Leadership Team
- To work to the vision, values and behaviours agreed by the Sussex MSK Partnership and ensure they are embedded into the service.
- Lead the development and implementation of the strategy to extend the scope and lifetime of this service delivery and supply contract management to ensure the benefits to the whole health systems in Sussex and beyond are understood, and where possible continued beyond current contract term
- Ensure quality, safety, governance, learning and performance of the whole system
- Overall delivery of services in line with the Performance and Outcomes Framework.
- Key interface with the Commissioner and providers, responsible for whole contracting pathways and commercial relationships, ensuring strategic and operational relationships are in place including inpatient care teams at hospital providers
- All services being delivered in accordance with the Health Outcomes and Essential Standards in Better Health, ensuring all care providers are registered with the CQC and Monitor, as appropriate, and reviewing all inspection reports for compliance.

OVERVIEW OF RESPONSIBILITIES

Service delivery

1. To take overall responsibility for the delivery of all care, across the entire pathway, from referral to discharge of care, including inpatient care (through supplier contracts and outcomes monitoring) , ensuring delivery of high quality care that delivers on our commitments to patients and commissioners
2. Build and maintain strategic and operational relationships with all providers, including inpatient care providers
3. Ensure services are delivered in line with the contractual and internally defined measures, meeting and exceeding all national and local standards and co-ordinating any action plans for improvement with providers if required
4. Ensure that MSK Partnership Board is given clear and accurate information regarding the Partnership's performance, on all aspects of care, quality and performance.
5. To work with the Senior Clinical Leadership Team to ensure the highest level of clinical engagement and involvement in the development and delivery of the clinical services.
6. To work with the Senior Clinical Leadership Team to ensure professional issues are addressed to maximise service performance and delivery of the highest quality clinical services.
7. To work with the Senior Clinical Leadership Team to deliver robust business and financial planning to ensure operational effectiveness and viability
8. To work with the Patient Director to ensure that the strategic direction of the service and the operational delivery maximises the patient and stakeholder perspectives.

Governance, Quality & Risk Management

1. Take responsibility for overall governance of services on behalf of the Board
2. Take responsibility for implementing a system of internal control, monitoring the performance of services across all corporate and clinical indicators e.g. ensuring all care providers are registered with the Care Quality Commission and that all services are delivered in accordance with the Health Outcomes and Essential Standards in Better Health
3. Ensure the contractual mechanisms are in place for delivery of services including pattern of contractual meetings to share experience and improve service outcomes
4. Support the development and implementation of quality standards ensuring that patients are given the best possible care with the best possible outcomes.
5. Ensure that the Integrated Governance Framework complies with legal requirements and those of the regulators.
6. Ensure that all risks are appropriately identified and that they are managed to reduce harm to patients, staff or corporate reputation
7. Ensure that the highest standards of corporate and clinical governance are maintained by the MSK Integrated Quality and Performance Group
8. Manage all pay and non pay budgets ensuring that this is within the Partnership's financial systems and procedures and the agreed Standing Financial Instructions.
9. Work with the Clinical Director to provide corporate leadership in promoting and supporting local and national policy regarding Infection Prevention and Control (IP&C) and cleanliness.
10. Take responsibility for emergency preparedness and business continuity for the Service, leading the development and implementation of all emergency planning activities including risk assessment of issues and development of plans to support these.

Leadership and management

1. Provide strategic leadership, building effective relationships with colleagues at all levels and delivering regular briefings to staff on Partnership strategies and priorities ensuring all staff know how they contribute to the business
2. Develop a high performing team of senior managers who know what matters and who are held to account
3. Lead the people management function alongside the Clinical Director, proactively managing performance and addressing issues swiftly in accordance with organisational policies and procedures. Promote best practice and seek opportunities in the retention of staff ensuring development and succession planning to enhance job satisfaction.
4. Challenge conventional approaches and drive forward change when needed, demonstrating a commitment to creating a learning organisation culture to deliver continuous improvement.
5. Promote the integration of the Partnership's services across sites and suppliers
6. Reflect and promote the values of the Partnership in all activities.

Business development

1. Be the lead change agent for the development of strategy and with the Senior Clinical Leadership Team create an environment where innovation can flourish
2. Lead incisive and value-added business development initiatives connected to a clear clinical strategy, that ensure that the value of integrated approach to delivery and supply management are extended beyond the current contract term.
3. Develop and manage the strategy and approach to generate leads from potential and existing customers, developing the capability to maintain an excellent understanding of current and future Partnership customers and their strategic context, ensuring Partnership services are responding to customer requirements and changes in the marketplace
4. Work collaboratively and in partnership with CCGs, NHS bodies, local authorities and independent/voluntary sector providers to ensure an integrated and cooperative approach to achieving the objectives of customers, ensuring the widest possible participation in the health and healthcare agenda, and that the future of delivery and contracting model is secure into the future.
5. Lead on responses to tenders with support from the Senior Clinical Leadership Team

Change and learning

1. Ensure processes are in place for sharing learning and new ways of working across the teams within the Partnership and the wider NHS community.
2. Develop new processes as required to implement relevant local and national policies.
3. Undertake proactive learning and personal development including participation in personal development opportunities.

Other

1. To undertake such duties as may be required from time to time, which are appropriate with the responsibility of the post.

About Here and our culture

We are a not-for profit, social enterprise, membership organisation delivering NHS services. Our members are local GPs, practice managers, practice nurses and our own staff.

We believe these things to be true

- Care is something we can choose to show for ourselves and each other at any time. Care is not exclusive to an appointment or a medical intervention
- We have a right to take control of our lives
- It takes courage to step forward and effect change. The capacity to lead is within us all
- Every interaction can be powerful if we choose to engage consciously. We know the ripples from these movements can go on to create profoundly positive change
- True care is a way of living that creates meaning between us all

Our Purpose in the World

Care Unbound. To create more possibilities for care in every moment.

How we work in service of our purpose

- We strengthen our capacity to care for ourselves and each other
- We recognise each opportunity to help people make meaningful choices
- We encourage ourselves to be guided by our values in the work we do every day
- We develop the capacity for leadership in ourselves and with all those we engage with
- We make improvements quickly where we recognise the opportunity, rather than waiting for perfect solutions
- We bring together the right people organisations and ways of working to create true partnerships

We believe in enabling people to take control of their health care journeys – we help to change the way health and wellbeing services work so care can focus on what matters to individuals.

We work to ensure that our culture is one that allows everyone to come to work as their ‘whole’ selves. For most of us, work takes up a big part of our day. We want to ensure that it’s enjoyable and speaks to us on a level deeper than ‘just getting the job done’.

Because of this:

- We run a coaching programme which enables everyone to learn how to become a coach and have access to coaching when needed
- We have a process called ‘Pirate Dave’ which allows peer-to-peer conversations about development
- We have a staff-run ‘Wellness Group’ that enable staff to set up initiatives that link to wellness/wholeness. This has included running yoga, installing a ping pong table in the rec room and buying free fruit for staff
- We have a staff-run ‘Time & Spaces Group’ who run organisational wide projects to ensure that every voice from the organisation is heard. They have been a big part of our recent office refurbishment which included installing a quiet room

covered in grass for when we need to take a break and running an artwork competition so we can cover our walls with art created by our staff.

- We host mindfulness sessions twice per day

USE OF NEW TECHNOLOGY

We will make use of computer technology. Staff should expect to use automated information systems in their work in order to improve quality and co-ordination of services, and to enable faster and more accurate communication within and outside of the organisation.

CONFIDENTIALITY

As an employee of 'Here' you may gain knowledge of a highly confidential nature relating to the private affairs, diagnosis and treatment of patients, information affecting members of the public, matters concerning staff and details of items under consideration by 'Here'. Under no circumstances should such information be divulged or passed to any unauthorized person. This includes holding conversations with colleagues concerning patients or staff in situations where the conversation may be overheard. Breaches of confidence will result in disciplinary action which may involve dismissal.

EQUAL OPPORTUNITIES

Our policies and practices are designed to ensure equality of opportunity in employment and service delivery. All staff are expected to comply with these policies and practices.

HEALTH AND SAFETY

All staff have a responsibility to perform their duties in such a way that accidents to themselves and to others are avoided, and to cooperate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

NO SMOKING POLICY

We operate a no-smoking policy. This applies to all staff and visitors. This policy also includes travelling in 'Here' owned or leased vehicles during work time and whilst travelling in their own vehicles whilst on duty, in work time or whilst on 'Here' premises. It is a condition of employment for staff that they do not smoke whilst on duty or anywhere on the premises including the car park.

TRAINING AND DEVELOPMENT

All employees have a responsibility to undertake statutory and mandatory training that is required by 'Here'. In accordance with the Training and Development Policy staff are expected to actively participate in the appraisal system and using this process to develop a Personal Development Plan (PDP).

AGREEMENT

This job description will be reviewed as necessary and may be amended to meet the changing needs of 'Here'. It will also be used as the basis to set performance standards and/or objectives and the contents will be used as part of annual appraisals. This job description has been agreed between the post holder and 'Here'.

Employees Signature:

Print Name

Date:

Manager Signature:

Print Name:

Date:

JD author (name and job title):	Jon Ota
Date JD agreed:	N/A
Brief description of reason for review (if applicable)	
Version number	V1

Requirement	Essential	Desirable
Criteria 1: Qualifications		
Educated to Masters degree level, equivalent professional qualification or equivalent knowledge and expertise gained in the field of health and social care	X	
Evidence of continuing professional development	X	
Registered Health Professional (if CQC registered manager)		X
Criteria 2: Experience		
Track record of delivering high quality care	X	
Track record of delivering improvements in MSK care		X
Experience of Board level (or near board) and senior operational leadership over more than one discipline/function including financial and performance management	X	
Senior level experience of staff leadership in a complex setting	X	
Senior leadership of significant change programme	X	
A track record of creating success through working in collaborative partnerships	X	
Political sensitivity and experience of dealing with a range of complex facts or issues within a demanding internal/external stakeholder environment	X	
Demonstrable achievement in organisational development, including the successful development of operations teams	X	
Demonstrable success in balancing the complexities of leading the operations or commissioning function	X	
Criteria 3: Knowledge and skills		
An in-depth understanding of the current NHS operating environment	X	
Strategic thinking and the ability to create and deliver a vision of effective, safe services	X	
Ability to analyse performance data in relation to strategic objectives/business plans	X	
Sound knowledge of corporate governance	X	
Sound knowledge of risk management	X	
Strong financial management skills including managing the budget for several complex services and responsible for budget setting.	X	
Ability to asses and analyse complex data and financial information	X	
Highly credible with clinical and commissioning colleagues	X	
Highly developed relationship/communication skills Ability to communication contentious/complex information in an environment that can be hostile. Required to use skills of diplomacy and negotiation. Has the ability to undertake presentations to staff and the public during periods of change.	X	

Requirement	Essential	Desirable
Criteria 4: Personal Skills		
Values consistent with the Sussex MSK Partnership purpose and those of the Here and SCFT – able to demonstrate how these have used in your life to date	X	
Engaging, enabling, challenging and empowering leadership style	X	
Resilient and able to operate effectively in a fast paced environment	X	
Team Player	X	
Criteria 5: Other requirements		
An understanding of the principles of equal opportunities in relation to staff and patients	X	