

## Board Secretary

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**Department:** Health and Community Services

**Division:** Quality and Safety

**Reports to:** Director of Quality and Safety

**JE Reference:** HCS1058

**Grade:** CS14 (AfC: I)

**JE Date:** 23/11/2021

### Job purpose

Lead the establishment of arrangements for sound corporate governance, including HCS's governance rationale and associated governance framework.

Responsible for ensuring the process that facilitates the smooth operation of HCS's decision making and reporting machinery, and the formal administration of its affairs. Provide impartial advice and guidance to the Chair of the HCS Board, Director General, and other members of the Board.

The Board Secretary will ensure the mechanisms are in place that allow HCS's business to be conducted with probity, accountability and in accordance with applicable standards and regulations, acting as an independent and impartial arbiter to the Board on matters of corporate governance.

### Job specific outcomes

- Lead the establishment of a corporate governance framework: ensuring HCS remains compliant with the applicable standards and has the necessary infrastructure to support the governance rationale and governance framework.
- Ensure the HCS Board and its Committees are properly constituted and supported according to Standing Orders and the relevant legal and statutory framework. Update and maintain Terms of Reference for the Board and its Committees ensuring that they are operating in accordance with their terms of reference. Ensure that there is an annual review of Board Committees so that they remain effective and legally constitutes and their membership is regularly refreshed.

Ensure that meetings of the Board and its Committees run effectively, and that proceedings and resolutions are properly recorded, and that decisions, mandates and actions delegated by the Board are appropriately assigned and communicated, and that status reports are available to the Board.

- Lead the development & completion of the Annual Governance Statement questionnaire, providing assurance that HCS has a sound system of internal control that supports the achievement of the Government of Jersey (GOJ) & HCS's policies, aims & objectives and provides details of any significant internal control issues.

- Maintain the following registers to demonstrate HCS's commitment to openness & transparency in its work & decision-making.
  - Declarations of Interest
  - Internal and External Reviews
  - Statutory Reports
- Work with the Director of Quality & Safety to lead on the delivery of the Board Assurance Framework (BAF), ensuring that strategic risks to the delivery of the objectives are identified with mitigating actions and controls in place. Ensure links to the departmental risk register and the GOJ Corporate risk register.
- Working in partnership with the Director General & Director of Quality & Safety, lead in the management of relationships with external bodies, specifically Jersey Audit Office. Drive the culture to ensure robust action plans are in place to address the findings of reviews and that these are effectively monitored as part of performance management arrangements.
- Responsible for the formulation and implementation of a corporate framework for the development and management of HCS wide procedural documents (policies, procedures, protocols and guidance) and to ensure its implementation.
- Take responsibility with other members of the Senior Leadership Team (SLT) for the quality of services and care provided to service-users, the strategic direction of HCS & the delivery of performance and financial targets.
- Drive the secretariat function, which will provide adequate administrative resource to facilitate the effective working of the HCS Board and its supporting Committees. The secretariat will support the Chairs, Director General and Executive Directors in effective conduct of Board / Committee business. In particular, planning, preparation and timely submission of agendas, reports, supporting papers, action plans and minutes.
- Determine the forward plans for the business of the HCS Board and its Committees with the respective Chair, Director General and Executive Directors. Ensure that the flow and cycle of business between the Board and its Committees is planned and coordinated, and periodic reports from each Committee Chair are provided to the Board in accordance with the Board's forward plan.

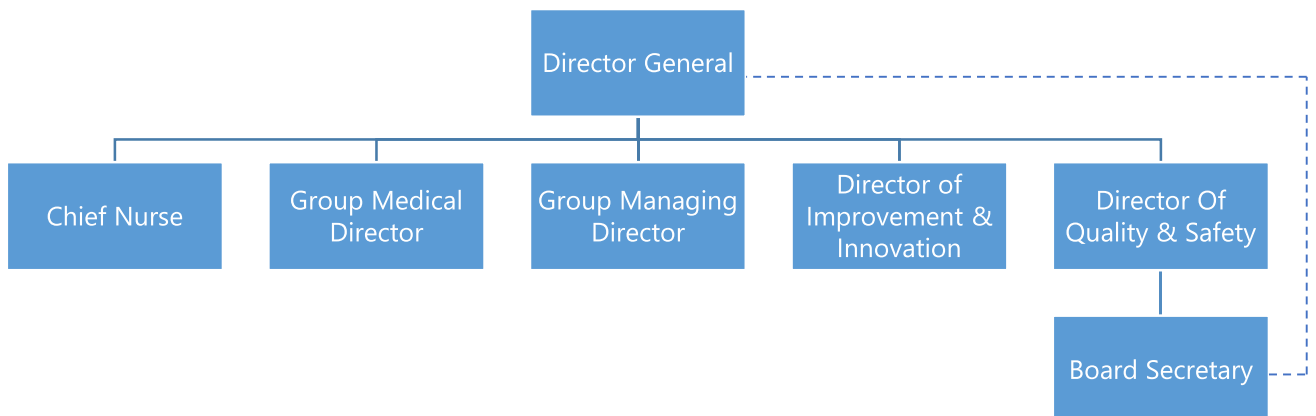
### **Statutory responsibilities**

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

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Organisation chart



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<ul style="list-style-type: none"> <li>Academic training &amp; qualifications to Master's level or equivalent in relevant domain i.e. managerial / la).</li> <li>Further relevant managerial education / development e.g., ICSA / Enterprise Risk Management / Law</li> <li>Teaching / Mentoring qualification</li> </ul>	<p>Significant additional training in technical matters, e.g., Data Protection, Freedom of Information</p>
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<ul style="list-style-type: none"> <li>Advanced specialist knowledge of codes of corporate governance.</li> <li>Sound clinical governance, risk &amp; mitigation knowledge.</li> <li>Advanced knowledge of the Government of Jersey structure, HCS structure and the political interface.</li> <li>An understanding of Jersey law &amp; English law.</li> </ul>	
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<ul style="list-style-type: none"> <li>Excellent communication skills with the ability to persuade Directors and senior managers to follow appropriate policies, procedures, protocols &amp; guidance</li> <li>Ability to advise Directors &amp; senior managers on the interpretation of regulatory &amp; policy matters</li> <li>Ability, sensitivity &amp; political judgement to be able to represent HCS &amp; the Board in a diversity of settings.</li> <li>High level influencing, negotiation &amp; presentation skills.</li> <li>Well-organised &amp; able to produce forward plans &amp; consistently meet timetables.</li> </ul>	
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability</i></p>	<ul style="list-style-type: none"> <li>Highly proficient in use of Microsoft Office systems including SharePoint, TEAMS, MS Word, MS Outlook, MS PowerPoint &amp; MS Excel</li> <li>Ability to express complicated, multi-faceted concepts in an</li> </ul>	<ul style="list-style-type: none"> <li>Project management knowledge</li> </ul>

<p><i>to delegate, motivation or commitment etc.</i></p>	<p>accessible way, both verbally &amp; in writing.</p> <ul style="list-style-type: none"> <li>• Resilience to cope with difficult interpersonal situations, competing demands &amp; tight timescales.</li> <li>• Able to organise, write &amp; present formal reports.</li> <li>• Sufficiently assertive to offer advice independently</li> </ul>	
<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<ul style="list-style-type: none"> <li>• Experience of leading HCS-wide policy formulation in line with legislation, regulation &amp; professional regulatory guidance.</li> <li>• Experience &amp; competence in interpretation of complex legislation &amp; regulations.</li> </ul>	
<p><b>Criteria relating to Safeguarding</b> <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>	<ul style="list-style-type: none"> <li>• Knowledge &amp; training in Safeguarding in accordance with HCS Safeguarding requirements.</li> </ul>	

### Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators.