

# DIRECTOR OF FINANCE

## Information Pack

Closing date: 15<sup>th</sup> November 2019

Post ref No: HR14619-20



**Working  
With Us**



## Welcome from Grant Archibald, Chief Executive, NHS Tayside

Thank you for your interest in this post. As you'll see we have put together some information on this site both about NHS Tayside and where we are located in Scotland. I hope that you find this useful and that you translate your interest in this post into a formal application.

NHS Tayside has a strong track record in delivering high-quality, safe and effective care for all our patients. However, like other NHS Boards across Scotland, NHS Tayside is facing significant challenges including growing demand for all services, workforce challenges that are impacting upon how we deliver services and continuing pressures on our finances.

In response to these challenges, NHS Tayside has embarked upon a programme of transformation to ensure that services are safe, affordable and, importantly, sustainable for the future. **Transforming Tayside** aims to deliver Better Health, Better Care, Better Workplace and Better Value for the population of Tayside.

The programme is clinically-led and is being delivered in partnership with our staff and trades unions and our local health and social care partnerships. It is structured to respond to issues and make changes to services in the short to medium-term, as well as presenting an ambitious vision of transformation for Tayside in the longer term. It will provide clear and credible choices for transforming the future of local healthcare.

A new, innovative leadership model for clinical directorates is now in place to drive the changes necessary in health and social care across the whole system. Clinicians are taking the lead to design and provide evidence-based models of care which are safe, accessible, effective and person-centred in the Transforming Tayside programme.

Innovation and research are at the forefront of what NHS Tayside stands for and we are proud to have established the first academic health science network in Scotland, jointly supported by the Scottish Government and the University of Dundee. The Academic Health Science Partnership in Tayside brings together the delivery of healthcare services, education, quality improvement and research with the purpose of improving the health of patients.

NHS Tayside, alongside the Academic Health Science Partnership, has welcomed funding announced in the Tay Cities Deal to grow the Tayside Biomedical Cluster. The project aims to make the region one of the most attractive and sought after biomedical locations in the UK. A £25million investment to grow the Tayside Biomedical Cluster was one of the projects announced to receive investment in the Tay Cities Deal Heads of Terms Agreement. The funding will stimulate a step change in innovation-led growth and create new jobs for the region.

The final thing I would like to say to any potential applicant is that Tayside occupies an enviable location on the east coast of Scotland with rivers, hills, mountains and rolling countryside right on our doorstep, as well as vibrant urban areas. The V&A Museum of Design in Dundee is an international centre of design and the centrepiece of Dundee's innovative new waterfront development. This, along with Tayside's great links to all other major cities in Scotland, means the area can offer employees plenty of choice when it comes to both accommodation and opportunities of things to do in the pursuit of the right work-life balance.

We would be delighted to hear from you should you have any questions or require any further information regarding the post.

Grant R Archibald,  
**Chief Executive of NHS Tayside**



## **Director of Finance**

**Ninewells Hospital, Dundee**

**Executive and Senior Manager Grade F**

**Salary: £89,440 - £121,318 per annum**

As our Director of Finance you will have a key strategic role in ensuring that NHS Tayside makes effective use of its financial resources. You will support the Chief Executive and NHS Tayside Board in the effective financial stewardship of a budget of £889.5m. You will provide expert advice and direction to the Board to ensure that it meets all its statutory obligations.

You will provide strategic leadership in relation to the finance, procurement and risk functions. With significant experience at a senior level in strategic and operational management in a healthcare or equivalent complex organisation, you will have personal credibility and interpersonal skills to lead and deliver in a politically sensitive and demanding role.

You will be registered with a recognised CCAB chartered professional body. You will have substantial leadership experience gained within an operationally complex organisation comparable in scale to health care or the wider public or commercial sectors. An understanding of current developments in health and social care is essential. You will ensure that the delivery of high quality care is enabled within a robust financial framework.

NHS Tayside is the fourth largest healthcare provider in Scotland and one of only four teaching Boards. With strong links to local Universities, the Board provides tertiary services to around 350,000 people across Tayside and North East Fife, employing over 13,000 staff across three hospitals and many other sites. Primary and community care services are currently organised into three Health and Social Care Partnerships (HSCPs) in Dundee city, Perth and Kinross and Angus which are overseen by Integration Joint Boards. Our ambition is to be regarded as a sector leader in the provision of high quality patient care.

We would welcome confidential informal discussions – to arrange a suitable date or time, please contact the Chief Executive's office on 01382 740115. Alternatively, please email [chiefexec.tayside@nhs.net](mailto:chiefexec.tayside@nhs.net).

To learn more about us, the role and how to apply please visit: [www.aspenpeople.co.uk/nhs](http://www.aspenpeople.co.uk/nhs)

Closing date for receipt of applications is **15<sup>th</sup> November 2019**

Completed application should be returned via email to [ksinclair@aspenpeople.co.uk](mailto:ksinclair@aspenpeople.co.uk) – if you have any problems please contact Kelsey Sinclair at Aspen People on 0141 212 7555.



## NHS TAYSIDE VISION, AIM AND VALUES

### Our Vision



## OUR VALUES

Care and Compassion

Dignity and Respect

Openness, Honesty and Responsibility

Quality and Teamwork

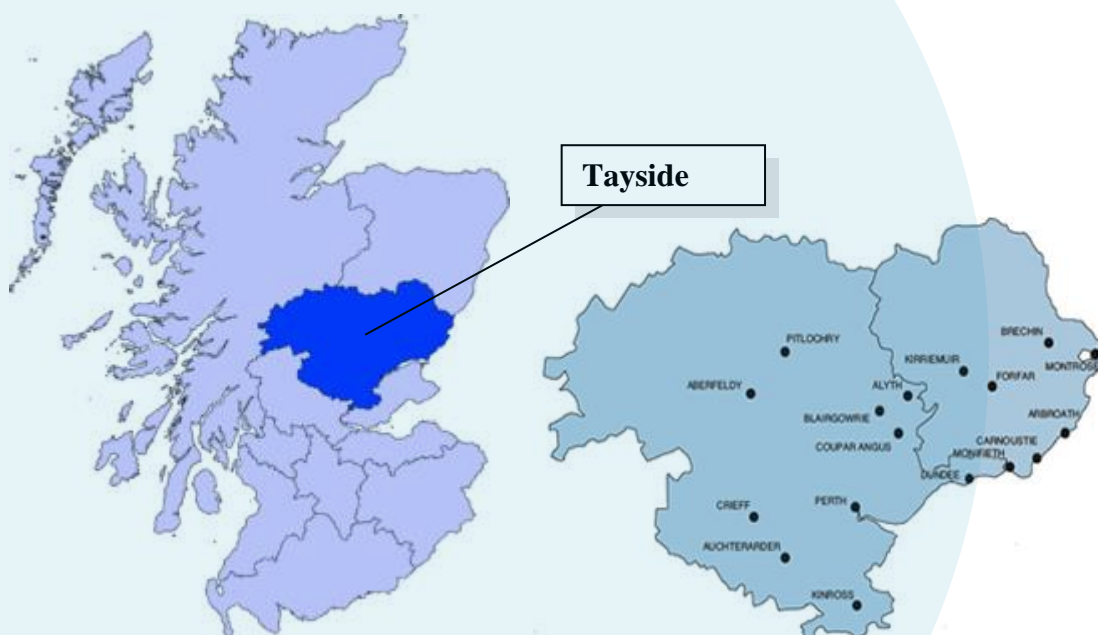
To find out more about NHS Tayside visit our website at:

<http://www.nhstayside.scot.nhs.uk/index.htm>

## About NHS Tayside



NHS Tayside is responsible for delivering healthcare to more than 415,000 people living in Tayside. We employ around 14,000 staff and provide a comprehensive range of primary, community-based and acute hospital services for the populations of Dundee City, Angus and Perth & Kinross. Our annual budget is now circa £910 million of public money which works out at around £2.5 million spent by NHS Tayside for every day of the year.



Within NHS Tayside and based on the western edge of Dundee, Ninewells Hospital is one of the largest teaching hospitals in Europe. It is internationally renowned for introducing laparoscopic surgery to the UK as well as being a leading centre in developing fields such as the management of cancer, medical genetics, cardiovascular disease, diabetes, informatics, neuroscience and imaging.

Our hospital sites across Tayside also have nursing and research links with the University of Dundee and University of Abertay, Dundee.

In Tayside, we have 83,000 admissions every year, which is made up of 66,000 inpatient admission and 17,000 'same' day procedures. We also see 1,030,000 outpatient attendances annually.

In addition, at the heart of health services in our communities are our GP and primary care services which are there supporting our patients and their families where they live and work.

### **Health and Social Care Partnerships**

There are three Health and Social Care Partnerships in Tayside: Angus; Dundee; and Perth and Kinross.

NHS Tayside works very closely with colleagues in the partnerships as they provide a range of adult health and social care services to our local communities.

### **Academic Health Science Partnership in Tayside (AHSP)**

NHS Tayside has embarked on a major collaborative initiative, Academic Health Science Partnership in Tayside (AHSP). It is the first Academic Health Science Network in Scotland with an ambition to transform healthcare locally and globally at the time when it faces many difficult challenges.

Building upon the success of previous University of Dundee and NHS Tayside collaborations, AHSP is bringing together the delivery of healthcare services, education, quality improvement and research with the purpose of improving the health of patients through more effective integration of these functions in routine practice.



## LIVING IN TAYSIDE

Discover award-winning towns and cities, breathtaking beaches and alluring countryside. Historically rich and home to Scotland's longest river, Tayside is an innovative and exciting place to begin or expand your career.

Dundee, Angus and Perth and Kinross make up this vibrant region - between them offering the perfect blend of city, country and coastline. In fact, you can easily enjoy the tranquility and scenery of neighbouring towns and villages within reach of the region's cities of Dundee and Perth.



Find out more about living and working in Tayside at:

[www.dundee.gov.uk](http://www.dundee.gov.uk)

[www.angus.gov.uk](http://www.angus.gov.uk)

[www.pkc.gov.uk](http://www.pkc.gov.uk)



## Education in Tayside

In Tayside there are a host of schools, both public and private and excellent colleges and universities making Tayside a family friendly location.

## Housing in Tayside

Whether you want to live in the rural countryside or one of Tayside's vibrant cities or towns, you'll have a variety of housing choices, many below the national average house price. For more information about housing in Tayside, visit the Tayside Solicitors Property Centre and/or Perthshire Solicitors Property Centre websites:

<http://www.tspc.co.uk/>

<http://www.pspc.co.uk/>

## Getting around

There are excellent connections to and within the region. It only takes approximately 30 minutes to drive between Dundee and Perth and just over an hour between Dundee and Edinburgh, Aberdeen and Glasgow.

Travelling and commuting within Tayside is easy by road, bus or train. Dundee's **regional airport** offers daily flights to London Stansted in addition to private and leisure flights. The international airports at Edinburgh, Glasgow and Aberdeen will ensure you are connected from Scotland to the rest of the world.



**NHS TAYSIDE**

**JOB DESCRIPTION**

<b>Job Title</b>	<b>Director of Finance</b>		
<b>Executive Director</b>	<b>Yes</b>	<b>Location</b>	<b>Ninewells Hospital &amp; Medical School</b>
<b>Immediate Line Manager (Job Title <u>not</u> name)</b>	<b>Chief Executive</b>		

**2. JOB PURPOSE**

To provide professional leadership for the finance function ensuring the development of, commitment to and implementation of finance strategies, which support clinical and other strategies and ensure effective stewardship of resources in accordance with statutory and regulatory requirements.

As a Director and member of the Executive Leadership Team to fully contribute to and participate in the strategic management and governance of NHS Tayside and advising the Board and providing high level expertise in areas of financial planning, management and corporate governance to the Board's Chief Executive, Executive Directors and Executive Leadership Team.

To provide strategic leadership to the Procurement and Risk functions in line with corporate objectives and national guidelines.

To support the Board's Capital Planning processes through implementing the vision by utilising the available capital resources to best effect.

Influence and shape national and regional strategy and ensure implementation of such strategies within NHS Tayside.

Establish and maintain strong, professional working relationships with external and internal auditors, Scottish Government Health Directorates, and other stakeholders.

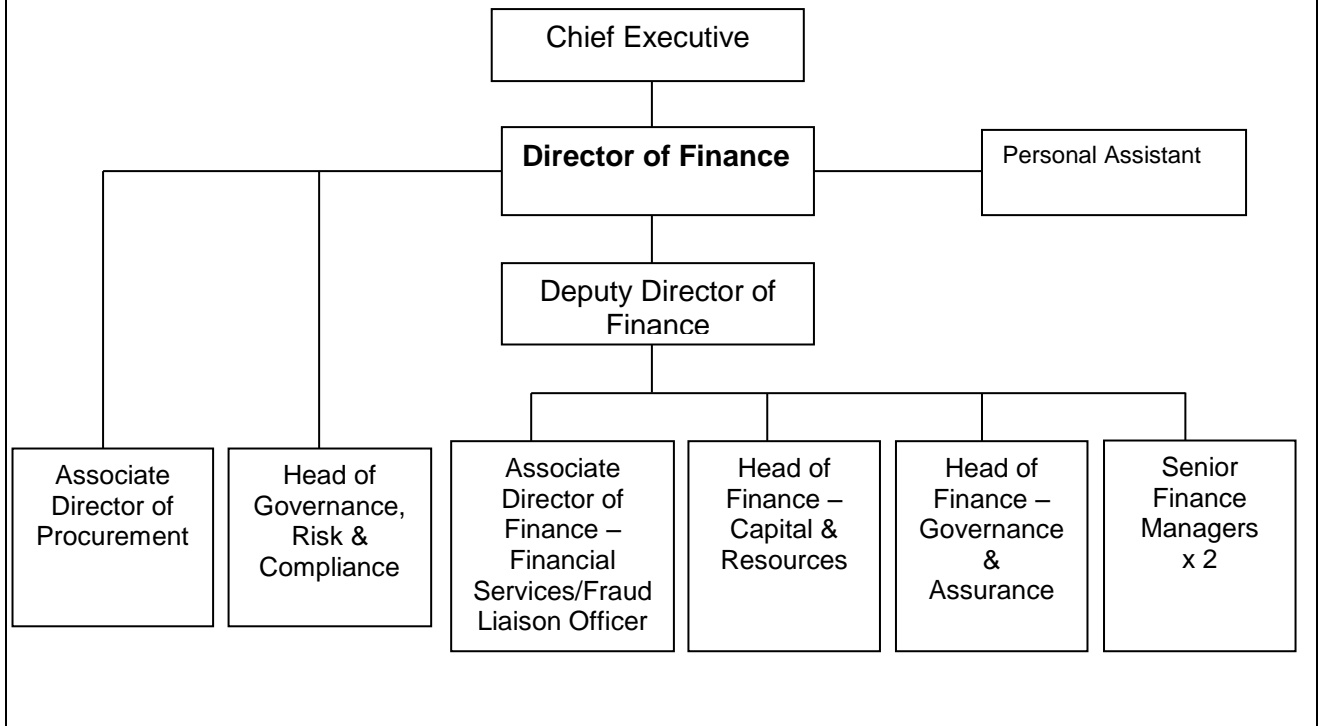
Postholder is the Fraud Champion for NHS Tayside and reports to the Chief Executive (Accountable Officer) on all aspects of Fraud.

**3. DIMENSIONS**

Total Budget	£889.5m
Total Staff (WTE)	Approx 14,000
Total Capital	£33.7m

A full range of clinical services are provided to the Tayside population over three local authorities in Tayside. In addition services are provided to residents within North East Fife.

#### 4. ORGANISATION CHART



#### 5. ROLE OF THE DEPARTMENT

The key roles of the Directorate are:-

- guide and support NHS Tayside to achieve year on year financial targets;
- provide the financial advice and guidance required for effective governance, corporate management, strategic and operational decision making in both short and long term planning;
- prepare and account for the information underpinning NHS Tayside's public accountability and stewardship;
- prepare advice and information to secure effective planning and delivery of investments in service improvement and organisational change within the overall funds available, and
- support Directors, Executive Leadership Team and service managers with the provision of accurate and relevant performance management data including benchmarking data, and information to measure performance against agreed objectives.

## **6. KEY RESULT AREAS**

1. As a Director and member of the Executive Leadership Team and advisory input to the Board participate fully in the corporate management of NHS Tayside so that high-level expertise in the areas of Financial Management and Corporate Governance is directly available to the NHS Board and the Executive Leadership Team, and lead on presentation of formal actions to deliver financial targets.
2. Lead the development of Corporate Governance frameworks, systems and processes across NHS Tayside to ensure that a system of corporate accountability exists for the appropriate management and stewardship of resources in order to improve continuously in relation to the effective management of finance underpinned by NHS Tayside values and a culture of person centred care.
3. Provide strategic leadership and direction ensuring corporate objectives are delivered within NHS Tayside's performance management arrangements.
4. Ensure the integrity of the financial and control environment of NHS Tayside to satisfy the scrutiny of internal and external audit in terms of the use of public funds and safeguarding of assets and the pursuit of Value for Money at all times.
5. Lead provision of Board strategic financial strategies, plans and forecasts that address the allocation of resources, best value and ensure optimum impact from their use.
6. Ensure the effective allocation and management of the NHS Board's capital resources ensuring the operation of robust processes aimed at best value and optimum impact on the health of the population, and which meet the governance requirements of public accountability and the achievement of agreed targets.
7. Lead Officer for NHS Tayside's Audit and Risk Committee, and Performance and Resources Committee.
8. Champion the development and maintenance of sound internal control procedures systems and processes to ensure timely and accurate financial reporting, and procedures to monitor the security and efficient use of assets, including funds allocated for research and purchasing.
9. In partnership with the Chief Executive and other Executive Directors contribute to the development and implementation of a risk strategy, which ensures that risks are identified, assessed and managed appropriately.
10. Contribute to national and regional working groups and partnerships with other agencies to represent the interests of NHS Tayside and ensure regional and national strategy is taken into account across NHS Tayside.
11. Identify opportunities for improving the use of technology within the Finance Function, ensuring system functionality is maximised and benefits realised across NHS Tayside.
12. Provide professional leadership to Finance staff across NHS Tayside to ensure the Finance function is effectively developed, organised, integrated and managed so that it fully supports the strategic aims of the Board and the planning, implementation and performance management of health services provided by NHS Tayside.

**6. KEY RESULT AREAS cont'd.**

13. Contribute to NHS Tayside's Transformation Agenda, ensuring the Finance function's alignment and integration with, and support to, service modernisation, which will encompass the redesign of patient-focused, integrated, clinical and care services.
14. Dedicated Fraud Champion for NHS Tayside, liaising with Counter Fraud Services, as required, to ensure that appropriate action is taken to address any financial probity issues relating to the Board.

**7. ASSIGNMENT AND REVIEW OF WORK**

This post is directly accountable to the Chief Executive and works under broad direction within the parameters of Government priorities and policies for health. The post also operates within NHS Tayside's own strategic framework, to which the postholder contributes as a Director and a member of the Executive Leadership Team. The responsibility for providing specialist professional advice to the Board on Finance falls to the postholder.

Review of performance in the post is undertaken through the agreement of performance objectives and individual performance appraisal by the Chief Executive, reviewed by the Chairman. Formal appraisal is undertaken on an annual cycle, but the Chief Executive and the Board will undertake more frequent, ongoing, informal reviews of current developments and progress on major issues on an ongoing basis, giving authority where necessary for the postholder to proceed with matters outwith the scope of his/her delegated authority.

**8. COMMUNICATION AND WORKING RELATIONSHIPS**

The post holder will have an extensive network of communication and working relationships and will communicate widely with a range of individuals, clinical and non clinical, internal and external to NHS Tayside. These include;

**Internal**

NHS Board Members  
Executive Directors  
Senior Clinical and non Clinical Staff  
Audit and Risk Committee Members  
Chief Officers, Health & Social Care Partnerships  
Performance and Resources Committee Members  
Finance Staff  
Internal Auditors

**External**

SGHSCD Director of Finance and other SGHSCD staff  
Central Legal Office  
Other NHS Boards  
Local Authority Partners and their Senior Finance staff  
University Staff  
External auditors  
Politicians Local & National  
Press/Media

## **9. MOST CHALLENGING PART OF THE JOB**

Leading the development of a Strategic Financial Plan aligned to a Clinical Strategy at a time of significant organisational change.

Establishing a robust financial framework in line with the requirements of Integrated Health & Social Care Services.

Ensuring best use of limited resources to achieve service improvement against a background of competing demands and priorities, while achieving service delivery within the set financial parameters.

## **10. QUALIFICATIONS AND EXPERIENCE**

Educated to degree level or equivalent, registration with a recognised CCAB chartered professional body, and with extensive post qualifying experience.

Significant experience in a large organisation at Director/Associate Assistant Director level with a demonstrable track record of success.

An effective communicator with a high level of interpersonal, strategic, technical and influencing skills. The postholder must be able to earn the confidence and respect necessary to lead and deliver major service change. The postholder must also demonstrate ability to develop a culture that encourages initiative, individual and team responsibility and open and effective communication.

## Person Specification

**JOB TITLE:** Director of Finance  
**LOCATION:** Ninewells Hospital, Dundee

CRITERIA	ESSENTIAL	METHOD OF EVALUATION
<b>QUALIFICATIONS:</b>	Educated to Masters degree	Application
	Registered with a CCAB chartered professional body	Application
<b>EXPERIENCE</b>	Extensive senior management experience, including strategic decision making within an analogous organisation of similar size, scope and complexity.	Application Interview/selection process
	Experience of working at Board or executive/senior manager level.	Application Interview/selection process
	Demonstrates significant financial services knowledge, including legislative requirements	Application Interview/selection process
	Significant and successful track record of leading large scale finance programmes and projects.	Application Interview/selection process
	Demonstrates a comprehensive understanding of current finance developments	Application Interview/selection process
	Experience of developing innovative solutions that deliver growth whilst demonstrating best value and best practice	Application Interview/selection process
	Successful leadership of strategic change projects aimed at delivering transformation and raising performance in a fast moving environment	Application Interview/selection process
	Track record of effective partnership working across complex strategic networks, delivering through influence and negotiation. Track record of business acumen,	Application Interview/selection process

	including strategic planning, financial management and competing budgetary priorities	Interview/selection process
<b>KNOWLEDGE &amp; SKILLS:</b>	<p>Highly strategic thinker.</p> <p>Highly developed interpersonal, planning and technical skills, combined with supportive and visible leadership skills which demonstrates competencies in the critical leadership behaviours identified as crucial to achieving success within NHS Scotland:</p> <ul style="list-style-type: none"> <li>• Working in Partnership</li> <li>• Learning and development</li> <li>• Caring for staff</li> <li>• Improving performance through team-working</li> <li>• Communicating effectively</li> <li>• Improving quality</li> <li>• Achieving innovative results</li> </ul>	<p>Application Interview/selection process</p> <p>Interview/selection process</p>
<b>PERSONAL QUALITIES:</b>	<p>Professional &amp; personal credibility to earn the confidence and respect to motivate and inspire staff and a range of stakeholders.</p> <p>High level of personal integrity.</p> <p>Highly effective influencing, interpersonal and political skills.</p> <p>Ability to operate effectively under pressure.</p>	<p>Interview/selection process</p> <p>Interview/selection process</p> <p>Interview/selection process</p> <p>Interview/selection process</p>
<b>OTHER REQUIREMENTS:</b>	<p>Ability to travel.</p> <p>Demonstrates continuing Professional development.</p>	<p>Application Interview / selection process</p> <p>Application Interview / selection process</p>

## Summary of Conditions of Service

### Director of Finance

#### General

The terms and conditions of service for this post are subject to direction by the Scottish Government.

#### Remuneration

Executive and Senior Manager Grade F which is £89,440 - £121,318 per annum. Entry point on the salary scale will take account of previous experience. Performance management arrangements and pay progression are subject to direction by the Scottish Ministers as set out in NHS HDL (2007)15 and guidance from the Scottish Government Health Directorate.

#### Hours of work

This post is full-time. Staff holding executive office should be prepared to work such hours as are necessary for the full performance of their duties and responsibilities. For pay purposes, the working week will be 37.50 hours per week.

#### Annual leave

Annual leave entitlement is 27 days per year on commencement, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are also eight fixed public holidays each year. The annual leave year runs from 1 April to 31 March.

#### Pension scheme

The appointment is superannuable under the NHS (Scotland) Superannuable Scheme, unless you opt out in favour of some other scheme or are ineligible to join. Your remuneration will be subject to deduction of superannuable contributions in accordance with the scheme. Costs and contributions as well as benefits are available on the SPPA website: [www.sppa.gov.uk](http://www.sppa.gov.uk)

NHS Tayside encourages staff to join the scheme.

#### Sick pay

Sickness allowance depends on the length of continuous service and is on a scale ranging from one month's full pay plus two months' half pay during the first year of service, up to six months' full pay plus six months' half pay after completing five years of service.

#### Relocation

Relocation expenses may be payable to the successful candidate in accordance with the Board's policy. NHS Tayside will pay up to £8,000 towards removal expenses.

#### Induction

NHS Tayside will work in conjunction with national, regional and local colleagues to provide a bespoke development package for the successful candidate.

## How to Apply

NHS Tayside encourages applications from all sections of the community. We promote a culture of inclusion across the organisation and are proud of the diverse workforce we have.

We hope the information we have provided will encourage you to find out more about this opportunity.

Applications consist of supplying 2 x documents to NHS Tayside:

- a completed NHS Scotland Application Form.
- a supporting document - "Record of Achievement" - describing three work streams/projects you have been involved with in your current or most recent role. You should detail your specific role, the objective, the measure of success and the experience gained. No more than 500 words should be used per Achievement.

The closing date for receipt of applications is 15<sup>th</sup> November 2019

Completed application should be returned via email to [ksinclair@aspenpeople.co.uk](mailto:ksinclair@aspenpeople.co.uk) – if you have any issues please contact Kelsey Sinclair at Aspen People on 0141 212 7555.

Thank you for your interest in working for NHS Tayside.



## Our Direction

NHS Tayside, like all other health authorities, is currently experiencing significant transformation as a health system. The drive to ensure all services are person-centred, our plans to deliver the Route Map to the 2020 Vision and health and social care outcomes all align themselves to NHS Tayside's Vision and Values and our strategic whole-system organisational priorities.

We have an exceptional track record here in Tayside in delivering against national targets and outcomes in both our secondary and primary care services.

Health and Social Care Integration is one of our priorities and strong partnerships have been forged with our local authority colleagues over the years. NHS Tayside is already delivering innovative integrated care models with clinicians recognising there is a need to strengthen integration between primary and secondary care. We are progressing well with Health and Social Care Integration across our 3 Partnerships; Angus, Dundee City, Perth and Kinross.

Key to the success of all that we are striving to achieve in the delivery of high quality, safe, effective and sustainable services here in Tayside is our commitment to engage with our local communities, support our dedicated staff and continue to build on the solid relationships we have worked hard to establish with our many partners who help deliver health and care services.

### **Our direction of travel**

Our direction of travel as a Board is clearly defined in the documents below.

<https://www.nhstayside.scot.nhs.uk/OurServicesA-Z/TransformingTayside/index.htm>