



Holy Cross Hospital



Appointment of CEO

Candidate information pack

Reference ABJCA

An introduction

Holy Cross has a mission to care for adults aged 18-65 years old who suffer from neurological and physical disabilities and who, as a result, require complex care. The hospital currently has 40 inpatient beds which will increase to 42 in 2023.

The hospital is a not-for-profit independent care hospital, which has a particular reputation and specialism for treating and caring for individuals who have a Disorder of Consciousness. The Hospital provides a wide range of therapies and has a dedicated hydrotherapy pool, gym and physiotherapy centre which offers private patient services to the local community, as well as servicing the needs of the hospital's residents. As part of its recent centenary celebrations, an education centre has been constructed and specialist neurological education courses are provided to internal and external staff.

Holy Cross Hospital delivers its mission with the aim of providing an enriching holistic lifestyle, maximising each patient's potential and life enjoyment; the care and support of each patient's family is also an important component of their care services.

Holy Cross Hospital is owned by The Congregation of the Daughters of the Cross of Liege, a Roman Catholic religious community and the Sisters play an important role in the provision of pastoral care and support to residents, their families and the staff of Holy Cross Hospital.

On the same site is a small residential care home, run separately and serving mainly older, frail Daughters of the Cross. There is also a Convent House for more active Daughters of the Cross in the grounds.

During 2023, it is planned to transition the governance structure of the hospital to an independent trust with its own governing board.



The role

As the Registered Manager, the Chief Executive (CEO) is ultimately responsible for the management and provision of a holistic care experience, placing residents at the heart of the organisation to ensure each individual maximises their quality of life.

In conjunction with the hospital's owners and future governing board (as envisaged), the Chief Executive will take a leading role in developing and implementing strategic plans for the hospital. They will be responsible in maintaining oversight of all clinical standards across the hospital and ensuring compliance with statutory and regulatory requirements.

Other key responsibilities of the CEO are to:

- Uphold robust financial rigour, ensure resources are allocated effectively and operations are managed commercially;
- Develop and implement a strategy for all aspects of human resources including recruitment, retention, training and development;
- Initiate and support innovative change, in order to maintain the hospital as a centre of excellence.

PURPOSE OF POST

The CEO will provide strategic and operational leadership for the hospital and its staff within the context of a Christian ethos which holds to the sanctity of life, valuing each resident as an individual, seeking to improve the quality of their lives and supporting their families. Building on the hospital's Care Quality Commission Outstanding rating, the appointee will lead the hospital into the next phase of its operational development and service model.

The Chief Executive currently reports to the Sister Trustee/Sister Provincial, although this is planned to change to an independent trust and Board during 2023.

The CEO is accountable for:

- The provision of care and holistic experience which places patients at the heart of the organisation, proactively ensuring a seamless service across the various disciplines in order to maximise the quality of life potential for and of each individual resident;
- The leadership, management and development of all aspects of Holy Cross Hospital in accordance with the policies, values and ethos of The Congregation of the Daughters of the Cross of Liege;
- To actively promote the Christian ethos of The Congregation of the Daughters of the Cross of Liege;
- The achievement of the clinical, business and financial goals;
- Implementing the trustees' strategy for Holy Cross Hospital;
- The creative development of Holy Cross Hospital within the market in which it operates;
- The overall leadership and responsibility as registered manager for the regulatory compliance of Holy Cross Hospital in respect of the care quality commission essential standards, other regulatory frameworks, resident safeguarding, health and safety and accepted good practice guidelines.

KEY RESPONSIBILITIES

Leadership and Management

- To hold overall management and leadership accountability for Holy Cross Hospital in accordance with the values, philosophies, standards and procedures approved by Trustees.
- To demonstrate empathy with and support for The Congregation of the Daughters of the Cross of Liege philosophy, values and ethos in how these are reflected in the operations of the hospital.
- To be the Registered Manager for the home.
- To prepare business/operating plans including financial forecasts and strategic plans for approval by Trustees.
- To ensure that clinical, financial and operational industry standard good practice is maintained across all Holy Cross Hospitals operations, using effective monitoring systems as appropriate.
- To ensure that the financial management of Holy Cross Hospital is robust and that resources are allocated effectively to maximise delivery of the Trustees' strategy.
- To initiate and support innovative change to ensure that the service develops in line with national standards, current research and to contribute to the development of Trustee policies accordingly.

Leadership and Patient Care

- To provide a visible, accessible and authoritative leadership presence.
- To lead and manage Holy Cross Hospital, ensuring appropriate individualised holistic resident care is delivered at all times.
- To ensure a seamless patient service is delivered across Holy Cross Hospital.

Risk Management, Clinical Oversight and Governance

- To ensure that professional nursing standards are in keeping with the Code of Professional conduct and other Health Professionals Standards and recognised good practice guidelines.
- To maintain an overview of the standards of care delivered across Holy Cross through the clinical governance structure, working with Service and Department Heads to instigate immediate remedial action if necessary.
- To ensure Holy Cross Hospital's clinical compliance with statutory and regulatory requirements of the Care Standards Act, Care Quality Commission and associated regulations.
- To ensure the collation of clinical activity and patient data sets and produce regular monitoring reports in accordance with clinical governance policy.
- To lead the clinical risk assessment and clinical documentation in line with appropriate policy and professional developments.
- To develop mechanisms to enable effective clinical supervision.
- To develop and maintain communication links with the professional development bodies.
- To maintain Holy Cross Hospital's clinical competence and credibility.

Financial Management

- To present a financial strategy for Holy Cross Hospital that accurately reflects the Trustees' strategy and associated business plans.
- To ensure resources are committed in accordance with the Holy Cross Hospital strategy and business plan, and that expenditure reflects good value for money, maximising the delivery of the Trustees' objectives.

- To ensure that robust financial procedures and controls exist across Holy Cross Hospital that safeguard against the risk of fraud or error.
- To ensure that the Trustees are appraised of financial risks and issues in a timely manner.

Human Resources Management

- To develop and implement a strategy for the recruitment and retention of staff.
- To develop and implement a strategy for appraisal and development of staff.
- To manage the selection, recruitment, induction, education/training, retention and development of all clinical and non-clinical staff.
- To lead the personnel and professional development of all staff ensuring they maximise their own potential and that they are developed at a business level to meet service demands and statutory requirements.
- To ensure all staff participate in Holy Cross Hospital's Appraisal and Development system.
- To promote effective teamwork and staff morale by developing and maintaining a positive, participative, open, change orientated culture.
- To support, coach and develop staff.
- To ensure that all staff understand and demonstrate The Congregation of the Daughters of the Cross of Liege ethos and values.



Person specification

Qualifications and Experience

- Educated to degree level or relevant equivalent professional qualification/s.
- Further education in management will be an advantage.
- Experience in healthcare management or a related sector.
- Valid driving licence and own transport.

Skills and Personal Qualities

- Ability to think and plan strategically.
- Ability to communicate and work collaboratively with a wide range of people and organisations with differing perspectives, viewpoints and priorities.
- Demonstrable ability to provide leadership to all employees, contracted staff and volunteers through an inclusive management style.
- Exceptional time management skills and ability to establish and maintain priorities and achieve results through delegation.
- Ability to understand budgets and manage resources efficiently and to provide services within defined resource limits.
- Ability to make, communicate and follow through decisions in timely way.
- Negotiating skills and able to plan and lead meetings to produce successful outcomes.
- Experience of resource and staffing management and understanding of staff training and development.
- Awareness of clinical governance and care quality developments in NHS, including structure, funding, education, training and research.
- Ability to actively and positively promote the Christian values of the Congregation, its mission and uphold the ethical standards of the Roman Catholic church.
- A professional and compassionate healthcare leader with strategic and operational management experience.
- Demonstrable, credible leader with the gravitas to influence employees, contracted staff and volunteers through an inclusive management style.

Terms of appointment

The post requires an enhanced Disclosure and Barring Service check before commencement.

This job description is an outline of the main responsibilities of the post. It will be reviewed periodically. The post holder will also be required to undertake any other duties as may be reasonably requested by the Trustees.

It is the nature of the work of The Holy Cross Hospital that tasks and responsibilities are, in many circumstances, unpredictable and varied and may include evening and weekend working. All staff are, therefore, expected to work in a flexible way when tasks not specifically covered in their job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work, and they will normally be compatible with each member of staff's regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description, after consultation with that member of staff.

Salary will reflect the seniority of the role and will depend on skills and experience.

Holiday entitlement: 30 days per annum plus 10 public holidays.

Probationary period: Six months (to be confirmed).

Pension: The post holder will be automatically enrolled into the qualifying works pension scheme, Contributing 4% of salary while the Company contributes 10%.

Benefits: Private Health Insurance, Life Assurance.

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Holy Cross Hospital on this appointment. Candidates should apply for this role through our website at ww.saxbam.com/appointments using code **ABJCA**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on **26th June 2023 at midday**.

Candidates will be required to undertake psychometric assessments over MS Teams on **w/c 31st July** for this role, as well as visiting the Holy Cross Hospital **in person on 7th August** for a panel interview and tour. We would therefore appreciate you keeping these slots free in your diaries, in the event that you are invited to formal panel interview.

If you have any availability issues on 7th August, please advise us at your earliest convenience.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



Saxton Bampfylde

LONDON

9 Savoy Street
London WC2E 7EG

EDINBURGH

46 Melville Street
Edinburgh EH3 7HF

saxbam.com

Partners in **Panorama** - Search around the world
panoramasearch.com