

# Executive Manager

**Hours:** 37.5 Hours (Job share would be considered)

**Salary:** £75,000+ per annum, depending on experience

**Location:** Hanham Health, 33 Whittucks Road, Hanham, Bristol, BS15 3HY

**Contract:** 1-year fixed term contract with view to permanency.

**Interested:** Get in touch with HR Manager [elly.veale@nhs.net](mailto:elly.veale@nhs.net) to express interest and find out more information.

## About Hanham Health

Hanham Health is a successful, innovative, flexible, and inclusive GP Partnership based in South Gloucestershire. We provide NHS primary healthcare services to 27,000 patients from three separate sites: Hanham and Oldland Surgeries (merged in May 2009) and Almondsbury Surgery. We provide medical services to the military personnel at Abbey Wood, we hold the vasectomy contract for BNSSG ICB, and we provide dedicated healthcare services locally on behalf of AWP Mental health Trust in Vinney Green Secure Unit, Fromeside Medium Secure Unit and at a mental health rehabilitation ward. We also hold a contract with the DHI to provide clinical input to drug and alcohol community drug treatment services.

Further information about Hanham Health can be found at: [www.hanhamhealth.co.uk](http://www.hanhamhealth.co.uk)

## Core Benefits

- 🌿 30 days of Annual Leave plus bank holidays (this will be pro-rated for part-time employees). The exact individual holiday entitlement will be shared in a document from your manager if you are successful.
- 🌿 NHS Pension Scheme
- 🌿 Continuous Professional Development opportunities
- 🌿 A prioritisation on the wellbeing of our staff. For instance, Hanham Health offer comprehensive support through initiatives such as our Employee Assistance Programme, which provides confidential counselling and resources.

## Job Summary

We are seeking an enthusiastic and personable Executive Manager to join our dynamic General Surgery team. As an Executive Manager you will:

- 🌿 Be the leading figurehead for Hanham Health. Working with the Partners, Management Team, staff members and stakeholders, the Executive Manager will have responsibility for ensuring the business is sustainable and delivers high quality, efficient health care services.

- 🌿 Demonstrate a passion for providing excellent, integrated services and the ability to challenge the status quo and current assumptions. A priority will be developing the status and profile of Hanham Health as a leading-edge provider of primary care in an increasingly competitive market.
- 🌿 Provide an essential role in the delivery of the vision to become an excellent performing and widely respected service provider of choice with a highly motivated, flexible and sustainable workforce. Key to this will be the development of a strategic plan which provides a framework and unity of purpose for the achievement of new and challenging goals. This will include the active engagement of Partners, staff and other stakeholders.
- 🌿 Within a changing political landscape, you will ensure that Hanham Health is valued as a partner and actively contributes to local development agendas, particularly as a key player within the South Gloucestershire and wider BNSSG community.
- 🌿 As the Accountable Officer you will be responsible for the financial performance of the organisation and the quality of its services. You will also ensure the organisation meets all its statutory obligations and develops effective and strategic corporate policies.

This is an exciting opportunity for an individual with excellent leadership skills and a knack for innovation. The ideal candidate will demonstrate the ability to stay focused and calm under pressure, exhibiting a strong personal and professional identity.

## Main Duties

### Service Delivery

- 🌿 Have overall responsibility for delivery of excellent patient care both within Hanham Health and in the provision of our MOD and the BNSSG Vasectomy contracts.
- 🌿 You will be the practice link for operational issues affecting the delivery of the AWP and DHI external contracts.

### Leadership

- 🌿 Provide leadership and a clear strategic direction within Hanham Health to ensure the ongoing and continued viability of Hanham Health.
- 🌿 Lead the delivery of the strategic and operational plans in line with the requirements of the business.
- 🌿 Instil an entrepreneurial culture throughout the organisation, ensuring that Partners are empowered and held accountable for quality service provision and performance improvement and staff are invigorated, committed, positively encouraged, and rewarded for excellence.
- 🌿 Champion new methods of providing services that challenge traditional organisational roles and introduce a dynamic model of service provision to meet the needs of a changing and emerging market sector.
- 🌿 Continually identify, evaluate, and implement innovative new areas of partnership working that demonstrate true community leadership and create an effective alliance with public, private and voluntary service providers.
- 🌿 Develop and implement performance and business planning frameworks that challenge and seek continuous improvement and are sufficiently flexible to be responsive to changing needs and priorities.

### Financial Responsibility

- 🌿 As the Accountable Officer for the organisation, be responsible for the overall financial health of the organisation and will ensure that appropriate financial management, planning and control systems

are in place to ensure the long-term future of the organisation and ensure compliance with all statutory responsibilities.

- 🌱 Ensure the preparation of annual budgets which reflect the organisation's objectives and priorities, with any surplus being allocated or reinvested in line with the aspirations and values of the organisation.
- 🌱 Challenge existing services to ensure that they are cost effective and are seen to provide value for money for our patients.

### **Marketing and Relationships**

- 🌱 Oversee the development of Hanham Health as a respected and valued brand.
- 🌱 Ensure Hanham Health is a valued and active contributor and participant in local and national discussions and debates pertaining to the business.
- 🌱 Ensure that Hanham Health actively seeks the views of its service users and positions itself to provide real user focused services.
- 🌱 Develop and implement a marketing strategy that promotes and develops effective relationships with new and existing service users and partner organisations.
- 🌱 Act as the figurehead for Hanham Health in its dealings with the media and promotional activities.

### **Equalities**

- 🌱 Champion equalities principles, ensuring that they are integrated into all aspects of service delivery.

### **Clinical & Corporate Governance**

- 🌱 Ensure that Hanham Health is fully accountable to the Partners and to the staff members and ensure they can fulfil their responsibilities according to the expectations of the contracting bodies.
- 🌱 Oversee the development of effective systems of governance.
- 🌱 Ensure continuous monitoring and improvement of standards of care.
- 🌱 Meet the organization's statutory obligations and ensure appropriate mechanisms are in place to monitor this.

### **Business Development**











- 🌱 Develop an entrepreneurial approach to identifying new business opportunities and that these are explored and evaluated in a manner that promotes innovative and radical solutions that are beneficial to the business.
- 🌱 Ensure the organisation's structure and systems balance accountability with the need to be flexible and responsive, to gain and sustain a competitive advantage.

### **People Management**

- 🌱 Ensure that Hanham Health is an employer of choice.
- 🌱 Develop a culture that continues to attract, retain, involve, and motivate high calibre staff and foster a work environment where innovation and creativity are encouraged and valued.
- 🌱 Actively promote the inclusion of staff, reinforcing the message that staff are active members of the organisation and working in a manner that reflects this.
- 🌱 Ensure that Hanham Health always meets its statutory obligations and uphold standards of good practice. This will involve ensuring effective people management policies and processes are in place.
- 🌱 Lead the senior management team and ensure managers have the autonomy to manage their services, finance, and people in line with Hanham Health's overall aims.








# Person Specification

The post holder may be expected to undertake training and development during employment to gain the experience, skills and knowledge listed in the desirable section of the below criteria, where this is deemed to be appropriate and beneficial to the organisation, service and / or employee.

Criteria	Essential	Desirable
Experience and Qualifications	<ul style="list-style-type: none"> <li> Educated to Degree/ Masters level (preferably MBA) or equivalent experience, with evidence of formal management development and continuing professional development.</li> <li> Evidence of change management experience with proven results in building organisational capability in a challenging environment.</li> <li> Proven experience of budgetary management, with evidence of securing value for money.</li> <li> Experience of engagement, negotiation and influencing different audiences and their specific needs, with evidence of successful organisational outcome.</li> <li> Evidence of strong business and entrepreneurial skills, ideally with senior-level experience.</li> <li> Proven track record</li> </ul>	<ul style="list-style-type: none"> <li> Knowledge of the key policy drivers and challenges facing health and social care sectors.</li> <li> Proven track record of success at senior management team level in a health or social care related organisation.</li> <li> Evidence of building personal and professional credibility with Board Members, Directors, Management Teams, Staff, GP Partners, the public and the media.</li> <li> Evidence of championing and delivering integrated primary care services to benefit the health and wellbeing of the community.</li> </ul>

	<p>of successfully developing, leading and managing teams to achieve their full potential and achieve corporate objectives.</p> <ul style="list-style-type: none"> <li>🌱 Evidence of strategic thinking/ development</li> </ul>	
Knowledge	<ul style="list-style-type: none"> <li>🌱 Intellectually flexible – highly numerate, good understanding of business financial issues.</li> <li>🌱 Effective communicator at all levels with professional presentational skills.</li> <li>🌱 The ability to work creatively as a member of a team bringing out the best in people, whilst actively leading.</li> <li>🌱 Politically astute, with a high degree of probity and integrity, committed to the values, activities, and actions of Hanham Health, with the ability to create the necessary respect and credibility to influence and engage with stakeholders.</li> <li>🌱 Transformational leadership skills that inspire and influence internally and externally.</li> <li>🌱 Commercial and business acumen with strong negotiation skills.</li> <li>🌱 Understanding of</li> </ul>	<ul style="list-style-type: none"> <li>🌱 Good understanding of the structure and framework of the NHS, local authorities and the associated financial regimes, the competitive nature of the health and social care market, and how our Primary Care services contribute within this environment.</li> <li>🌱 Good understanding of the workings of ICB's and PCN's and their governance.</li> <li>🌱 Good understanding of government policy in relation to health and social care context and of the wider health and social care economy.</li> </ul>

	<p>diversity issues in relation to policy and service delivery regarding both the patients and the workforce and using knowledge to deliver optimal service outcomes.</p> <ul style="list-style-type: none"> <li>✦ Able to handle conflict constructively and to work in partnership towards a shared vision.</li> <li>✦ Good understanding of marketing and image, as well as the role of the Executive Manager as visible leader of the Hanham Health brand.</li> </ul>	
Skills and Abilities	<ul style="list-style-type: none"> <li>✦ Outstanding interpersonal skills</li> <li>✦ Excellent communication and presentation skills.</li> <li>✦ Responsiveness to patient needs in formulating strategy.</li> <li>✦ Sound business judgement/ acumen.</li> <li>✦ Excellent IT skills including Excel and PowerPoint</li> <li>✦ Ability to set clear direction and articulate a compelling vision.</li> <li>✦ Innovation and ability to encourage, plan and implement strategy and service improvement.</li> <li>✦ Ability to synthesise and prioritise complex and potentially</li> </ul>	

	<p>conflicting demands.</p> <ul style="list-style-type: none"> <li> Able to build and maintain effective teams and hold them to account.</li> <li> Ability to promote workforce diversity and contribute to wider equality and diversity agenda.</li> <li> Ability to analyse trends, financial improvement and assure value for money.</li> <li> Ability to manage effective budgets/resources and enforce financial controls.</li> <li> Effective interaction with local communities, patients and public.</li> <li> Ability and vision to build and manage effective relationships with stakeholders, including local authorities and other partners, clinicians, and professionals.</li> <li> Able to act as an ambassador for sustainable development</li> </ul>	
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