 

**Chief Finance Officer and Head of Governance & Performance**

**Perth and Kinross Integrated Joint Board/Health and Social Care Partnership**

**Candidate Information Pack**

**Closing Date: *14 December 2023***

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**City of Perth and River Tay**

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**Welcome Message from the Chief Officer**

Thank you for your interest in the role of Chief Finance Officer and Head of Governance and Performance for Perth and Kinross Integrated Joint Board.

Perth and Kinross Health and Social Care Partnership (HSCP) is a caring, compassionate partnership with great ambition for enabling our people to live life well and achieve the very best outcomes. We are embarking on a new senior leadership structure in which we come together as one team to make integration work for our people and communities. In our new structure we are looking to ensure we have:

* Strong **leadership**, effective **collaboration**, **clarity of purpose** and **strategy**.
* A **motivated** and **collaborative** working culture and cooperative team ethos.
* A **whole-system focus,** building on our localities.
* Teams that are equipped to be **motivated,** successful and **working in an integrated way** with the right range of **complementary expertise.**
* **Autonomy** and **freedom to innovate** *and* **deliver** within a constantly altering environment.

Together the HSCP Senior Leadership Team will lead and manage a broad range of Local Authority and NHS functions associated with services delegated to the Integrated Joint Board as set out in the Perth and Kinross Integration Scheme. The population of Perth and Kinross is approximately 153800 and the number of adults and very old people is growing at a rate faster than Scotland which presents a significant challenge to plan for and to meet current and future needs. The HSCP is responsible for approximately 2000 staff and in addition commissions over £70million of social care services. The combined budget for delegated and hosted services is approximately £280million.

Whether you are employed by NHS Tayside or Perth & Kinross Council, we all come together in the HSCP as one team to deliver high quality health and care and best value for our local communities. Your growth and development will be supported through a leadership development programme. If this sounds like a partnership in which you want to develop your career and you are enthusiastic and passionate about health and social care, I look forward to hearing from you and welcome informal discussion.

Best wishes

Jacquie

Jacquie Pepper, Chief Officer.

**Perth and Kinross Integration Joint Board**

Since 2016, work has been ongoing across Scotland to integrate health and social care services in line with the requirements of the Public Bodies (Joint Working) (Scotland) Act 2014. This Act created new bodies, Integration Joint Boards (IJBs), as separate legal entities that were given responsibility for the strategic planning and commissioning of a wide range of health and social care services across a partnership area.

Integrating the planning and provision of care is creating the conditions for partners in the public, third and independent sectors to work more effectively and efficiently together to improve people’s experience of care and their personal outcomes, while enhancing the quality and sustainability of services.

The IJB is responsible for the planning of a wide range of services delegated to it by NHS Tayside and Perth and Kinross Council, including key services that are Tayside-wide but better delivered by one partnership such as prisoner healthcare. The IJB has prepared a Strategic Commissioning Plan for 2020-2025 and this is under review after a refreshed Joint Strategic Needs Assessment has been carried out taking account of the changes in need and demand that are arising. Further information including audited accounts and governance arrangements are published Health and Social Care Integration - Perth & Kinross Council (pkc.gov.uk)

**Our Vision**

Our vision as a Health and Social Care Partnership is to work together to support people living in Perth and Kinross to lead healthy and active lives and to live as independently as possible, with choice and control over their care and support.

Our aim is to improve the wellbeing and outcomes of people living in Perth and Kinross, to intervene early and to work with the third and independent sectors and communities, to prevent longer-term issues arising. The services and support we offer people will be developed locally, in partnership with communities, the third and independent sectors.

As a partnership we will be integrated from the point of view of individuals, families, and communities and responsive to the needs of individuals and families in our different localities.

We will make the best use of available facilities, people and resources ensuring we maintain quality and safety standards as the highest priority.

Through the work of our strategy groups and programmes of care we have identified our overarching strategic aims, priorities and actions for the period covered by our Strategic Commissioning Plan 2020 - 2025.

Our key strategic focus through our Strategy Groups will be on the following:

* Older People
* Physical Disabilities
* Primary Care
* Mental Health & Wellbeing
* Substance Misuse
* Autism
* Carers
* Technology-Enabled Care Learning
* Disabilities
* Complex Care

The Health and Social Care Partnership will also work closely with Angus and Dundee IJBs to formulate joint strategic action plans for the Tayside-wide services hosted within Perth and Kinross

**Perth and Kinross Health and Social Care Partnership Services**

Across Tayside there are three Health and Social Care Partnerships, aligned to the three local authority areas and reporting to their respective IJBs. Each Integrated Joint Board is responsible for the strategic planning and delivery of a range of services that are delegated to them by their Council and by NHS Tayside because they are specific to that geographical area, or that are hosted by one IJB on behalf of all three, because they provide services across Tayside. The services which are delegated to the Perth and Kinross IJB are noted below:

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| **Delegated Partnership Services** |
| ***Community Care*** | ***Health*** | ***Hospital*** |
| *Services for adults with a physical disability* | *District nursing services* | *Accident and Emergency services provided in a hospital* |
| *Services for older people* | *Substance misuse services* | *Inpatient hospital services:* |
| *Services for adults with a learning disability* | *Primary medical services* | *General medicine; Geriatric medicine; Rehabilitation medicine; Respiratory medicine; Psychiatry of Learning Disability* |
| *Mental health services* | *General dental services* | *Palliative care services provided in hospital* |
| *Drug and alcohol services* |  *Ophthalmic services* | *Four In-patient community hospitals* |
| *Adult protection and domestic abuse services* |  *Community geriatric medicine* | *Services provided in a hospital in relation to an addiction or dependence on any substance* |
| *Carers’ support services* | *Primary medical services to patients out-of-hours* | *Mental health hospital services except secure forensic mental health services* |
| *Health improvement services* | *Community palliative care services* | *Pharmaceutical services* |
| *Equipment, adaptations, and technology-enabled care* | *Community learning disability services* |  |
| *Residential and nursing care home placements* | *Community mental health services* |  |
| *Care at home* | *Community continence services* |  |
| *Reablement services* | *Community kidney dialysis services* |  |
| *Respite and day care* | *Public Health promotion* |  |
|  | *Allied health professionals* |  |
|  | *Community hospitals* |  |

The following services are hosted by Perth and Kinross HSCP on behalf of the other Tayside HSCPs:

* Public Dental Services
* Prison Healthcare
* Podiatry

These services are funded through budgets delegated from both Perth & Kinross Council and NHS Tayside. Achieving financial balance is becoming increasingly challenging. Together the HSCP Senior Leadership Team will lead and manage a broad range of Local Authority and NHS functions associated with services delegated to the Integrated Joint Board as set out in the Perth and Kinross Integration Scheme. The population of Perth and Kinross is approximately 153800 and the number of adults and very old people is growing at a rate faster than Scotland which presents a significant challenge to plan for and to meet current and future needs. The HSCP is responsible for approximately 2000 staff and in addition commissions over £70million of social care services. The combined budget for delegated and hosted services is approximately £280million.

The Partnership is committed to delivering services within the financial resources that are available, and to achieve this significant transformation and efficiency savings will be required. A programme of transformation has been agreed to deliver innovative and integrated services, shift the balance of care, and support a balanced budget. Detailed medium-term transformation programmes have been approved for Core Health and Social Care Services. Our latest financial position can be found in our 2022/23 audited accounts.

Perth and Kinross Integrated Joint Board (IJB) is looking to appoint a Chief Finance Officer and Head of Governance & Performance to provide leadership, management, and direction on all aspects of financial governance and financial management to the IJB and Health and Social Care Partnership (HSCP) as the statutory section 95 Officer.

The postholder will be the accountable Officer for the financial management and administration of the Integrated Joint Board (Section 13 of the Public Bodies (Joint Working) (Scotland) Act 2014). You will be responsible for all strategic financial advice, information and support to the Integrated Joint Board and its Chief Officer as well as for financial administration and governance within the Health and Social Care Partnership.

The role also includes leadership and accountability for sound corporate governance and risk management arrangements to maximise success in delivering our strategic priorities. As we implement a new senior leadership structure you will lead and manage high quality integrated functions within the HSCP and ensure compliance with legislation and best practice in financial management, financial administration, performance, risk, and corporate governance. As a member of the HSCP senior leadership team you will contribute to and participate in the setting of the strategic direction of health and social care services in NHS Tayside and Perth & Kinross Council and for ensuring best value.

The post holder will be based at Perth & Kinross Council in 2 High Street, Perth with some capacity for hybrid working.

**Advert**

Chief Finance Officer and Head of Performance and Governance

**Job Title: Chief Finance Officer and Head of Governance & Performance**

(Perth and Kinross Integration Joint Board/Health & Social Care Partnership)

**Grade:** Band 8D – NHS Salary and conditions: £94,345-£98,384

Chief Officer Grade Point 34 – Local Government Salary and conditions: £99,064 (from 1.1.2024)

**Closing date**: 14 December 2024

Applications are now being sought for the permanent post of Chief Finance Officer and Head of Governance & Performance for the Perth and Kinross Integration Joint Board and Health and Social Care Partnership.

Perth and Kinross Integrated Joint Board (IJB) is looking to appoint a Chief Finance Officer and Head of Governance & Performance to provide leadership, management, and direction on all aspects of financial governance and financial management to the IJB and Health and Social Care Partnership (HSCP) as the statutory section 95 Officer.

The postholder will be the accountable Officer for the financial management and administration of the Integrated Joint Board (Section 13 of the Public Bodies (Joint Working) (Scotland) Act 2014). You will be responsible for all strategic financial advice, information and support to the Integrated Joint Board and its Chief Officer as well as for financial administration and governance within the Health and Social Care Partnership.

The role also includes leadership and accountability for sound corporate governance and risk management arrangements to maximise success in delivering our strategic priorities. As we implement a new senior leadership structure you will lead and manage high quality integrated functions within the HSCP and ensure compliance with legislation and best practice in financial management, financial administration, performance, risk, and corporate governance. As a member of the HSCP senior leadership team you will contribute to and participate in the setting of the strategic direction of health and social care services in NHS Tayside and Perth & Kinross Council and for ensuring best value.

The post holder will be based at Perth & Kinross Council in 2 High Street, Perth with some capacity for hybrid working.

**Closing date 14 December 2023. Interviews will be held on 20 December 2023.**



**CHIEF FINANCE OFFICER & HEAD OF GOVERNANCE AND PERFORMANCE**

**Perth & Kinross Health and Social Care Partnership**

**JOB DESCRIPTION**

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| 1. JOB DETAILS |
| **Post Title:**  | Chief Finance Officer and Head of Governance and Performance (Perth & Kinross Health and Social Care Partnership) |
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| **Accountable to:**  | Chief Officer, Perth and Kinross Health and Social Care Partnership |

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| 2 JOB PURPOSE |
| Provide leadership, management, and direction on all aspects of financial governance and financial management to the IJB/Partnership as the statutory section 95 Officer for the Perth and Kinross Integrated Joint Board Accountable Officer for the financial management and administration of the Integrated Joint Board (Section 13 of the Public Bodies (Joint Working) (Scotland) Act 2014). To contribute to the overall management and leadership of Perth & Kinross Integrated Joint Board (IJB) through the shaping of, and input to, all aspects of the Board’s strategic priorities and commissioning plans. Effectively engage with IJB Members, NHS Board Members and Elected Members. Support the IJB and its committees in delivery of their objectives, providing leadership, advice, and support. Working at strategic level with key partners and stakeholders, ensure involvement in local, regional, and national policy in relation to integration.To provide leadership on the achievement and delivery of best value in integrated health and social care services from the total resources of the IJB.To lead the development of a three-year financial plan for the IJB to support the direction and priorities for Perth & Kinross IJB in line with its Strategic Plan. Responsible for the provision of all strategic financial advice, information and support to the Integrated Joint Board and Chief Officer and for financial administration and governance. To lead and be accountable for sound corporate governance and risk management arrangements to maximise the IJB’s success in delivering its strategic priorities. To lead and manage high quality integrated functions within the Health and Social Care Partnership (HSCP) for finance, performance management; business support to the IJB, Chief Officer and senior team. Ensure compliance with legislation, best practice and statutory and legal requirements are met in financial management financial administration, performance, risk, and governance.  Ensure that the strategic needs assessment is dynamic and that there is effective performance management information to the IJB to plan, prioritise and scrutinise the impact of service delivery, redesign and monitor the achievement of Strategic Plan objectives.To lead the commissioning of social care services from external providers including robust commissioning procurement processes and proactive contract management and quality assurance arrangements. |

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| 3. DIMENSIONS |
| 1. The Perth & Kinross Health and Social Care Partnership will manage a broad range of Local Authority and NHS functions and services delegated to the Integrated Joint Board, as per the minimum range of services and functions described within the Public Bodies (Joint Working) (Scotland) Act 2014 and associated statutory guidance and regulations and set out in the Perth and Kinross Integration Scheme This includes the management of a range of hosted services which are provided Tayside-wide.
2. Hosted Services include Prison Healthcare, Public Dentistry and Podiatry
3. The population of Perth and Kinross is 153,800 (2015) and of Tayside is 417,650
4. The HSCP manages approximately 2,000 staff and in addition commissions over £70 million social care services across a large mainly rural geographical area.
5. The combined budget for the IJB is approximately £280 million.
6. The HSCP manages integrated health and care services through a network of Primary Care providers, Tay and Stroke Wards in Perth Royal Infirmary, Four Community Hospitals, in people’s own homes, and in residential and care home settings. The HSCP manages care pathways through Acute Care in NHS Tayside and with neighbouring NHS Boards, and with the full scope of the Partner agencies including the Voluntary Sector, Independent Sector and Community Planning Partners.
7. The post manages a team of 50 WTE. This includes the integrated finance team, business planning and administration, corporate governance and risk, commissioning team, business improvement and systems.
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| 4. ORGANISATION CHART |
| The reporting line for this post in the role of the Section 95 Officer for the Perth and Kinross Integrated Joint BoardThe reporting line for this post in the Senior Management Team of the Perth and Kinross Health and Social Care Partnership as Chief Finance Officer and Head of Finance and Governance. |

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| 5. KEY RESULT AREAS & RESPONSIBILITIES |
| **GENERAL** * As a member of the PKHSCP Senior Management Team effectively engage with IJB Members, NHS Board Members and Elected Members on an ongoing basis, providing support and advice with an awareness of the strategic and political context and within a complex governance environment.
* Represent PKHSCP internally and externally including deputising for the Chief Officer as required. Ensure an ongoing understanding of the wider political and reputational elements of PKHSCP’s activity, contributing to local, regional, and national meetings, reviews and networks including the National Chief Financial Officers Group and other national working groups.
* Deputise for the Chief Officer in their absence.

**FINANCIAL GOVERNANCE*** Develop the Integrated Joint Board’s financial strategy and annual revenue budget and ensure resources are spent according to allocations in the strategic plan.
* Provide financial advice to the Integrated Joint Board and Chief Officer.
* Develop and maintain Financial Regulations for the Integrated Joint Board which incorporates controls to ensure effective governance of the delegated resources.
* Establish procedures in conjunction with the accountable officer in the Health Board and the Local Authority Section 95 Officer to allow the best practice principles set out in the Code of Guidance on Funding External Bodies and Following the Public Pound to be followed.
* Ensure that financial risk management is properly addressed within the Integrated Joint Board.
* Deliver a comprehensive financial management system for the Health and Social Care Partnership.

**FINANCIAL MANAGEMENT*** Guide, influence and support the Chief Officer, HSCP Senior Management Team and other senior managers to ensure effective budgetary control in order to sustain the achievement of year-on-year financial balance, and delivery of necessary savings programmes in respect of Perth & Kinross IJB’s 3 Year Financial Plan.
* Take responsibility for and lead the provision of monthly and all other financial information and financial reporting to allow the Integrated Joint Board to demonstrate accountability in the use of its resources.
* Lead on the provision of robust, regular in year reporting and deliver professional, consistent, and appropriate financial management for the Integrated Joint Board, in line with statutory accounting guidance and regulations.
* Lead the formal process for ensuring the Health Board and Local Authority utilise financial resources in line with the allocations set out in the Integrated Joint Board Strategic Plan.
* Provide advice to the Chief Officer and the Integrated Joint Board regarding financial policies, regulations, and accounting developments relevant to the Integrated Joint Board.

**PRODUCTION OF STATUTORY ANNUAL ACCOUNTS**Ensure the timely production of Perth & Kinross IJB Annual Statutory Accounts:-* Provide sufficient expert and authoritative resource to allow prompt and professional completion of statutory annual financial statements, including completion of the Directors’ Report.
* Ensure that accounts are prepared in accordance with SGHSCD guidance and legal requirements interpreting these where necessary.
* Provide financial information, including interpretation, for NHS Tayside’s Annual Report.
* Compile audit responses and submissions to internal and external audit as required.
* Contribute to national finance groups, including those that provide advice to SGHSCD on technical accounting issues and compliance with accounting standards.
* Provide financial input to the Freedom of Information Compliance Group.

**FINANCIAL STRATEGY**Take responsibility for and lead the development of Perth & Kinross IJB’s financial strategies and plans, which address the allocation of resources, ensuring best value and optimum impact from their use:-* Lead the development of the Integrated Joint Board’s strategic financial plan and annual revenue budget setting, in support of the overall Strategic Plan for the delegated functions ensuring engagement with all stakeholders including the Health Board and Local Authority.
* Lead the annual budget review group process to ensure full consultation with IJB Members, PKC Elected Members, NHS Tayside and Perth & Kinross Council Executive Teams and senior management around the best use of all available resources.
* For PKIJB, lead the negotiations to agree the annual resources devolved to the Integrated Joint Board.
* To direct and control the provision of financial input into the development of strategic business plans and option appraisals.
* Design direct and control the provision of comprehensive financial management information to enable Perth & Kinross IJB to discharge its responsibilities for long term strategic planning of services.
* Develop and use costing and other benchmarking information to ensure that Perth &Kinross HSCP services are benchmarked against comparable organisations and act to ensure that best value is achieved.
* Ensure transparency on all financial aspects of the Integrated Joint Board strategic plan, highlighting any underlying assumptions and/or key risks inherent in the approval of a balanced financial plan/budget.
* Ensure the strategic plan meets the requirements for best value in the use of the Integrated Joint Boards financial resources.
* Ensure the development of the financial strategy and annual budget setting process complies with relevant regulations, national requirements, and timescales.

**CORPORATE GOVERNANCE & RISK MANAGEMENT*** Lead on all aspects of Corporate Governance including risk management and audit. Directly support the Chair of the IJB Audit & Performance Committee ensuring effective functioning and compliance with legal and statutory regulations and best practice.
* Executive Lead responsible for effective engagement with the IJB’s Internal and External Auditors ensuring all legal and statutory requirements are met.
* Lead on corporate risk and implementation of a risk strategy including the utilisation of a risk-based approach to strategic planning. Represent PKHSCP on the NHS Tayside Risk Management Steering Group.
* Lead on wide ranging corporate governance issues in relation to the IJB;s governance arrangements providing advice to the Chief Officer, Chair/Vice Chair and members and to Partner Bodies.
* Support the Chief Officer in ensuring effective working relationships with the IJB Chair and its members, ensuring that the IJB is updated regularly on significant issues that are likely to impact on the IJB’s governance strategies, polices and developments.
* Lead on the Annual Review of Governance and the development and implementation of the Partnership Improvement Plan ensuring robust responses to all internal and external inspections and audits. Lead on the implementation of the IJB’s Partnership Improvement Plan ensuring necessary prioritisation, capacity and expertise and ongoing progress monitoring.
* Provide leadership for the PKHSCP and PKIJB responsibilities for statutory review of the Integration Scheme.

**CORPORATE MANAGEMENT** * Provide an effective business support, management and performance reporting framework and effective corporate support to the Chief Officer and the Senior Management Team to assist in the delivery of Strategic Delivery Plans across each Programme of Care.
* Establish effective mechanisms for ongoing review of progress in delivery of agreed priorities that support and challenge the Senior Management Team to excel in the achievement of the IJB’s strategic objectives.
* Responsibility for ensuring that the IJB meets Scottish Government Requirements for performance reporting.
* Oversee the effective running of the Integration Joint Board’s Chair and Chief Officer’s office, efficient committee administration, complaints handling, Freedom of Information (FOIs), administration, business planning and performance functions.
* Oversee the development of the Partnerships Performance approach and supporting the IJB and Executive Management Team in utilising performance information in support of evidence-based decision making and effective strategic planning.
* Lead the commissioning of social care services from external providers including robust commissioning procurement processes and proactive contract management and quality assurance arrangements.

**TRANSFORMATION*** Ensure effective support for the HSCP Transformation Programme and that effective programme support is aligned to agreed organisational priorities.
* Ensure transformation projects are developed and implemented using best practice principles, Scottish Government guidelines and deliver best value.

**STRATEGIC PLANNING** * Ensure Strategic Plans are in alignment with financial strategies and workforce plans, which address the allocation of resources, ensuring best value and optimum impact from their use.
* Contribute to relevant wider, NHS, Council and Community Planning Partnership strategies.

**STAFF MANAGEMENT & DEVELOPMENT** * + Through regular communication and meetings ensure staff are updated on issues which affect their area of work or are relevant to the general direction of the NHS and Perth and Kinross Council, that priorities are understood, and that staff work collaboratively to make sure that the Organisation’s objectives are met.
	+ Responsible for operation of Staff Policies and Procedures as they apply to the areas of responsibility ensuring appropriate action is taken where there is poor performance or policies are not being adhered to. Ensure that Health and Safety procedures are in place and that risks are addressed.
	+ Provide a source of professional advice and guidance to Senior Managers and to colleagues within the Finance Function on all strategic and operational financial matters.
	+ Interact with various organisations for support, e.g., CIPFA, HFMA, ICAS.
	+ Ensure effective liaison and working relationships with all financial functions within the Health Board, Council, and other Health & Social Care Partnerships
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| 6. ASSIGNMENT AND REVIEW OF WORK |
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| This post is directly accountable to the Chief Officer and has a high level of autonomy. The post holder works under broad direction, within the parameters of Government priorities and policies for health and social care. The post also has scope to operate freely within Perth & Kinross IJB’s strategic framework, to which the post holder contributes as a member of the HSCP Senior Management Team and extended leadership teams in NHS Tayside and Perth and Kinross Council Review of performance in the post is undertaken through the agreement of performance objectives and individual performance appraisal undertaken by the Chief Officer. The post holder is responsible for ensuring delivery of those objectives within the statutory obligations of the post. Formal review will take place at midyear and year end. Update of objectives and review of progress will also take place through regular 1:1 meetings with the Chief Officer.Workload management is self-directed and the responsibility of the post holder. The post holder is required to prioritise workload to support Chief Officer and Integrated Joint Board to ensure all the demands of the integrated Joint Board are understood and all necessary deadlines are met. |

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| 7. PHYSICAL DEMANDS OF THE JOB |
| 1. High degree of personal resilience, especially in relation to the interpretation and application of complex financial policies and decisions, often at times of significant organisational change and in a turbulent and politically driven environment
2. Requirement for speed, accuracy and attention to detail that modelling work involves. Whilst the office environment is relatively comfortable there can be prolonged periods of exposure to VDU/keyboard in combination with the concentration and thinking that the role involves.
3. The post will require periods of concentration to complete Integrated Joint Board reports whilst being able to respond to requests for information/advice on a frequent basis.
4. The post will be responsible for staff and may be required to deal with sensitive personal or disciplinary issues.
5. There will be a requirement to travel between various sites across Tayside for meetings.
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| 8. QUALIFICATIONS and/or EXPERIENCE SPECIFIED FOR THE POST |
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| **QUALIFICATIONS*** CCAB, CIMA or equivalent qualification
* CCAB, CIMA or equivalent body full current membership
* Qualified to University degree level
* Relevant post graduate qualification
* Evidence of continuing professional and personal development

**EXPERIENCE*** Relevant post-qualifying experience of 5-10 years within a complex organisation; demonstrable experience in a senior finance role including significant budgetary responsibility and achievement of planning and policy formulation.
* The post holder requires to demonstrate high levels of competency in leading change, capacity and capability building with partners and setting direction.
* The Post Holder will need high levels of strategic thinking, influencing, negotiating and partnership working skills combined with a visible and dynamic leadership.
* Expert Leadership Skills.
* Extensive experience of leading on all aspects of corporate governance within a complex public sector environment including risk management. Responsibility for achievement of planning and policy formulation.
* Senior Leadership experience of strategic and workforce planning within health and social care sector.
* Experience of working within the public, voluntary or care sectors and knowledge of Public Sector accounting practices
* Demonstrate track record of leading significant change programmes.
* Demonstrate track record of effective collaborate working and of effective stakeholder engagement to support all aspects of planning.
* Extensive knowledge of the current developments in relation to Health and Social Care in Scotland and the implications for financial planning, strategic planning, and effective governance.
* Excellent financial accounting, analytical appraisal skills
* Knowledge of public sector accounting policies
* Extensive experience of managing large teams.
* Significant experience of working at Board level, working with and Non-Executive members and Elected Members on complex issues.
* Significant experience of developing effective relationships with senior leaders and board members in a challenging political environment; and using interpersonal skills in communication, negotiating, managing change and conflict.
* Politically astute, visionary, and tactful/diplomatic.
 |
|  **PERSONAL QUALITIES*** Demonstration of personal resilience with the ability to operate in a high-pressure environment with competing organisational and political priorities.
* Demonstration of effective staff management and leadership qualities
* Excellent presentation and oral and written communication skills
* Excellent interpersonal skills

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| 9. SYSTEMS AND EQUIPMENT |
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| Essential use of Personal Computers(s) and networked systems across NHS Tayside and Perth & Kinross CouncilUse of office equipment: PC, photocopier, printer, telephoneGood knowledge of MS Office suite of software including Outlook, Excel, Word, and Power PointUse of Internet for information and research purposesFamiliarity with NHS and Council financial systems and formats to access and interpret required information. |
| 10. DECISIONS AND JUDGEMENTS |
| Decisions will require to be made where no policies and procedures exist locally or nationally.Expected to manage objectives autonomously.Required on own initiative to develop and produce reports for a range of groups across Perth & Kinross.Required to work autonomously, guided by national policy and regulations, and taking into account agreed priorities for the Integrated Joint Board, interpreting how these apply to the role.High level of personal and professional responsibility to stakeholders (including senior management, clinicians, and social work teams).Informing future decision making within the Integrated Joint Board, interpreting financial information as required and advising the Director and senior managers appropriately. |

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| 11. MOST CHALLENGING PART OF YOUR JOB |
| 1. As a member of the Executive Team the post holder will be required to bring both a corporate leadership perspective and direction to the finance function. They will require to adjust at fast pace change in a complex environment and where there are often multiple and competing objectives.
2. Persuading and influencing the Chief Officer and Integrated Joint Board to accept ownership of and to achieve financial targets in the face of significant service pressures; influencing the decision making to adopt certain course of action, including challenging Heads of Service and Associate Medical Director to develop financially sustainable service models. This may require the postholder to make judgements that are not popular with others.
3. Working in a politicised environment with partners which may have varying strategic objectives. Persuading and influencing the Partner Bodies to support the resource requirements. Maintaining personal resilience when agreement cannot be reached.
4. Developing and maintaining professional respect from Board members, management, clinical and other colleagues, in order to influence decision making with credibility, and from a sound evidence base.
5. Motivating staff to continue to develop flexible, transferable, professional skills within an environment of constant change and uncertainty; motivate, direct, and prioritise workload of staff to continue to provide a high quality of service in light of the service delivery challenges.
6. Explaining multi-faceted and highly complex financial issues in a clear way to Board members, management, clinical and other non-finance managers.
7. Knowing and understanding of both health and social care services, including the respective responsibilities of the Integrated Joint Boards, NHS Tayside, and Perth & Kinross Council, and providing clear advice in a complex legislative landscape.
8. Formulating financial strategies, which demonstrate that long term sustainable financial balance is achievable.
9. Developing integrated corporate functions in a landscape of different cultures and terms and conditions in a fair and transparent way whilst keeping staff motivated to deliver.
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**Chief Finance Officer & Head of Governance and Performance**

**Perth & Kinross Health and Social Care Partnership**

**PERSON SPECIFICATION**

There is an expectation that short-listed candidates will meet the requirements below:

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| **Qualifications & Training** |
| **Essential:****•** CCAB, CIMA or equivalent qualification• CCAB, CIMA or equivalent body full current membership • Qualified to University degree level and relevant post-graduate qualification. • Evidence of continuing professional and personal development |
| **Desirable:****•** Management qualification and/or evidence of management courses undertaken |
| **Knowledge & Experience** |
| **Essential:*** Relevant post-qualifying experience of 5-10 years within a complex organisation; demonstrable experience in a senior finance role including significant budgetary responsibility and planning and policy formulation. Extensive experience of working in a senior financial management role within a large complex organisation with an evidenced track record of success
* Expert in the delivery of a quality finance service with a broad range of experience in the provision of a modern financial management service including performance management, programme management, capital investment appraisal and strategic financial planning.
* Demonstrable track record of managing change and in effective collaborate working.
* Demonstrable senior leadership experience managing a range of corporate functions in a complex public sector environment.
* The post holder will require high levels of interpersonal, strategic, and technical skills and the stature to earn the confidence and respect required to deliver major change.
* Demonstrable evidence of effective partnership working with the associated relationship and people management skills. Ability to operate effectively and sensitively within a political context. Demonstrable strategic planning leadership skills and experience in a large, complex, public sector, multi-functional organisation
* Demonstrable senior leadership experience all aspects of governance including risk management.
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| **Desirable:*** Detailed knowledge of relevant policy change in Scotland
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| **Skills and Abilities** |
| * Ability to lead service redesign for better outcomes and evidence-based change.
* Ability to demonstrate proven track record of achieving positive results.
* Strong leadership and motivational skills which will empower employees and foster a positive and supportive organisational culture.
* Ability to analyse complex problems and identify critical/priority areas.
* Ability to self-direct within a complex changing environment
* Highly developed influencing and communication skills
* Makes difficult strategic decisions and takes responsibility for making things happen.
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| **Personal Qualities** |
| * Demonstration of personal resilience with the ability to operate in a high-pressure environment with competing organisational and political priorities.
* Demonstration of effective staff management and leadership qualities
* Creates a positive impact, is credible and commands respect.
* Excellent influencing and negotiating skills.
* Excellent presentation and oral and written communication skills
* Excellent interpersonal skills
* Prepared to challenge existing practices, ways of thinking and working with innovation and creativity.
 |
| **Health & Safety** |
| * Experience of managing Health & Safety in the workplace
* The ability to use office equipment safely and have an awareness of health and safety issues.
 |
| **Health & Physical** |
| * Must be able to cope with the demands of the job and attend on a regular basis.
 |



**Summary of NHS Conditions of Service Chief Officer**

**General**

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

Government.

**Remuneration**

NHS Agenda for Change grade 8D which is currently £94,345-£98,384 per annum. Entry point on the salary scale will take account of previous experience.

**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 in a full year will be 41 days inclusive of 8 statutory holidays. The leave year will run 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

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.



**Terms and Conditions**

Terms and conditions will be in accordance with the Scottish Joint Negotiating Committee for Chief Officials.

**Salary**

Chief Officer Grade Point 34 (CO34) – Local Government Salary and conditions: £99,064 (from 1.1.2024)

**Hours of Work**

The hours of work are a minimum of 36 hours per week or whatever hours are necessary for the proper performance of this role. A Flexible Working Hours Scheme is in operation.

**Annual Leave Entitlement**

Annual leave entitlement is based on 26 working days, rising incrementally by one day during the first 5 years of continuous service at the commencement of the leave year, to a maximum of 36 days per annum after 30 years’ continuous service. The Council also recognises a total of 6 local and public holidays with an additional day given to facilitate the festive closedown period. This day is fixed and falls on the last working day between 27 and 31 December. An Annual Leave Scheme which recognises service with a range of other employers also applies.

**Pension**

You will automatically join the Local Government Pension Scheme unless you choose to make alternative arrangements.

**Relocation Expenses**

£8,000 based on criteria set out by the Council can be made for allowable expenses.

**Employee Benefits**

As a member of the Perth & Kinross Council Team, you will have access to a wide range of employee benefits provided through our partnership with Vivup, including Cycle to Work Scheme, Low Carbon Car Scheme and Shared Cost Additional Voluntary Contributions. For information on mileage rates for lease cars or Low Carbon Car Scheme, please see Current Mileage & Subsistence Rates.

**Terms of Appointment**

The appointment will be subject to satisfactory references, satisfactory Disclosure Scotland check and medical clearance.

**Notice Period**

The contract may be terminated by giving 3 months’ notice in writing on either side.

**How to Apply**

NHS Tayside and Perth and Kinross Council encourage applications from all sections of the community. We promote a culture of inclusion across PKHSCP 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. For an informal conversation about the role, please contact Jacquie Pepper on jpepper@pkc.gov.uk.

All applications should be made through NHS JobTrain

**The timetable for this process is noted below:**

Closing date for receipt of applications 14 December 2023

Shortlisting 15 December 2023

Invitations for interview will be issued by 15 December 2023

Interviews to take place on 20 December 2023

Those candidates not invited to interview will also be advised by email in due course.

**Interviews**

Interviews will be conducted by a selection panel comprising:

The Chair of the Integrated Joint Board

The Chair of the Integrated Joint Board’s Audit & Performance Committee

The Chief Officer/Director of Integrated Health and Social Care Perth & Kinross

The Director of Finance for NHS Tayside

The Head of Finance (Section 95 Officer) Perth and Kinross Council

**Thank you for your interest in working with the Perth & Kinross Integrated Joint Board and the Health and Social Care Partnership and for NHS Tayside Perth and Kinross Council.**