



HEALTHCARE MANAGEMENT TRUST

Unit 1 Langdon House, Langdon Road, Swansea SA1 8QY
Telephone: 020 7222 1177 Email: admin@hmt-uk.org
www.hmt-uk.org

Job Title	Head of Governance
Department	Shared Support Services - Governance, Regulatory and Standards
Reports to (job title)	Executive Director of Governance Standards and Regulation
Direct and Indirect Reports	Yes
Job Grade	D (tbc)

Who we are

At the Healthcare Management Trust, we are obsessed with achieving our **Vision**, *“to be the most innovative and best quality provider of niche health and social care services.”*

Our **Purpose** is, *“to make every contact count, ensuring every resident and patient receives the best possible experience and outcome.*

We aim to provide services which value collaboration and place our residents, patients and people at the heart of all we do. We will always do the right thing for our residents, patients and people.

We will be outwardly connected to the most innovative practices and service offerings in the market. We will do things differently and will be bold with our ambition to change things for the better.

We are passionate about what we do and so are our people. Bringing their most authentic selves to work and seeking joy and fun in what we do.

We will deliver care and clinical interactions compassionately and tailor them to individual needs.”

We achieve this by living our business **Values** each and every day:

- We are **caring**
- We are **enterprising**
- We are **resourceful**
- We are **authentic**
- We are **accountable**

As a result, we are able to give back to the people and communities we serve by delivering on our **Charitable Mission** to, *“Provide quality and innovative care solutions to those with complex needs within marginalized community settings.”*



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What you'll be doing (your job purpose)

Good governance and compliance is fundamental to our success as a organisation and charity. As HMT's Head of Governance this role plays a key part ensuring HMT follows effective, transparent and accountable governance and compliance procedures which comply with the good practice and fulfil charity, statutory and regulatory requirements.

This role requires an individual who is driven, ambitious and passionate about governance processes and systems with a desire to influence and work in close partnership with senior leaders.

The post holder will work across the organisation, providing support and expert advice and guidance to the senior leadership team on a range of statutory and regulatory areas.

This role will provide dynamic, senior leadership, visibility and expert support to the governance culture and have sufficient seniority to engage directly with the executive team. They will engage in networks to share good practice.

Your key accountabilities and responsibilities

1.	Responsible for oversight and monitoring of non-clinical/care incidents, including, but not limited to, providing support to sites in the investigation of non-clinical/care incidents, the identification and reporting on non-clinical & care trends, themes and learning from incidents and preparing and reporting to various meetings
2.	Responsible for oversight and management of policy systems and processes, together with oversight of compliance
3.	Ownership of various governance, regulatory and quality policies
4.	Oversight and reporting to meetings on non-clinical & care risks on the risk register, ensuring all risks are accurately captured, recorded correctly and are monitored for overdue reviews and actions
5.	To provide training on identification and recording of non-clinical & care risks and how to use risk registers
6.	Assisting in the development of the board assurance framework
7.	Responsibility for oversight of complaints processes, including identifying and reporting on non-clinical & care trends, themes and learning from complaints and monitoring and reporting compliance with processes.
8.	Responsible for the development of complaints handling training
9.	Responsibility to work with the Systems Governance Manager to develop of various Ulysses modules including dashboards in areas such as incidents, complaints, risk, claims and inquests, compliance module
10.	Responsible for the improvement of claims and inquests data quality and identifying and reporting non-clinical & care trends, themes and learning from claims and inquests

Date Choose an item.



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11.	Assist the Executive Director of Regulation, Governance and Standards with the development of an internal Quality Programme and with the development of a process for internal Quality inspection
12.	Carrying out of internal Quality inspections, creating improvement plans and monitoring compliance.
13.	Assist with external regulatory inspections, as required.
14.	Assist with the preparation of Provider Information Returns, as required
15.	<p>Responsibility for Corporate Governance activities, such as, but not limited to:</p> <ul style="list-style-type: none"> ensuring meeting structures across HMT Group are effective and all have appropriate and up to date terms of reference in place compiling and recording annual declarations of interests from trustees and senior management team compiling and recording annual declarations of eligibility from trustees ensuring DBS checks are in place for trustees assisting the Executive Director of Regulation, Governance and Standards with the drafting of annual reports assisting with the onboarding of trustees, including updating trustee onboarding packs and Governance Manual compiling, recording and reporting on board and committee effectiveness monitoring and reporting compliance with trustee training assisting the Executive Director of Regulation, Governance and Standards in developing and delivery board training/sessions assisting with the arranging, preparation and completion of trustee appraisals updating skills and diversity board matrixes assisting with the promotion of trustee week
16.	Responsible for updating HMT Group CQC statement of purpose and assisting in registrations with CQC and HIW
17.	Create plans and be active in both internal and external communications on governance matters.
18.	Line management of a small team
19.	Assisting the Executive Director of Regulation, Governance and Standards with the creation of the annual budget
20.	Co-ordinate, create reports and attend various governance meetings.

Your knowledge, skills and experience	
A minimum of 5 years' experience in a senior governance role, within a complex organisation.	Essential
Experience of project management and production of management and assurance reports for committees	Essential
Ability to communicate with staff groups at all levels of the organisation, and be able to deal effectively with emotionally charged subject matter and demonstrate resilience, impartiality and not be afraid to challenge and question appropriately	Essential

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Ability to present to both small and large groups, presenting at conferences to share good practice, tailoring presentations to the audience in terms of complexity and delivering key messages.	Essential
Ability to engage with various stakeholders	Essential
Knowledge of health and/or social care national policy, legislation and requirements	Desirable
Experience of working within a senior/leadership role in a healthcare setting	Essential
Experience of working in an adult social care setting.	Desirable
Ability to communicate effectively with and build relationships with senior leadership teams and managers (corporate and operational). This includes communicating highly complex and sensitive information that can be of a contentious nature.	Essential
Experience of analysing, interpreting, comparing and presenting data and reports relating to to meet target audiences.	Essential
Ability to horizon scan the national landscape in relation to governance matter to be proactive rather than reactive when supporting the sites and wider organisation.	Essential

Your training and qualifications	
Degree in related discipline or substantial experiential equivalence.	Essential
Masters level qualification or equivalent	Essential
Recognised qualification in the field of quality assurance, compliance and governance or relevant experience	Desirable
Evidence of continuing professional development	Desirable
Recognised Leadership/management Qualification	Desirable
Recognised Quality Improvement qualification	Desirable

The way we do things at HMT (our Behaviours)

**See Appendix 1 attached*

Note: This job description is an outline of the job, setting out general responsibilities and tasks the job holder may be required to undertake. It is not an entire reflection of the role and you may be required to carry out other duties and responsibilities from time to time. The job description will also be subject to change in-line with the needs of the business.

Team members will be expected to carry out their duties in line with their terms and conditions and contract of employment, the standards stated in the employee handbook and Health & Safety guidelines and will be required to follow HMT policies and procedures.

We require that mandatory training is current and will expect you to participate and undertake further developmental training specific to the role.

I have received a copy of this Job Description; read it, understood it and agreed to it.

Signed.....

Date.....

Job Holder

Date Choose an item.