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| **JOB DESCRIPTION AND PERSON SPECIFICATION FOR** | ICB Chief Information Officer & LPT Digital Strategy Officer |
| **AGENDA FOR CHANGE BAND** | Band 9 |
| **HOURS AND DURATION** | As specified in the job advertisement and the Contract of Employment |
| **AGENDA FOR CHANGE REFERENCE NUMBER** | 994-95 |
| **DBS LEVEL** | Standard DBS |
| **REPORTS TO** | Line Manager: Group Director of Strategy and Partnerships for Leicestershire Partnership NHS Trust. |
| **ACCOUNTABLE TO** | Chief People Officer – Leicester, Leicestershire and Rutland Integrated Care Board. |
| **LOCATION** | County Hall, Glenfield, Leicester, LE3 8RA  There will be a requirement to work from other ICB offices and various sites of local system partner organisations across LLR, as well as occasional travel to regional / national bases and venues. |
| **JOB SUMMARY** | |
| Integrated Care Boards are at the heart of a new way of working for the NHS, bringing together providers of NHS services with local authorities and other local partners to plan, co-ordinate and arrange health services as part of what is to be known as an Integrated care System. They are part of a fundamental shift in the way the health and care system is organised – away from competition and organisational autonomy and towards collaboration, with health and care organisations working together to better integrate services, improve population health and reduce health inequalities.  This role is a combined role as the Chief Information Officer (CIO) for Leicester, Leicestershire and Rutland Integrated Care Board (ICB) and the Digital Strategy Lead for the Leicestershire Partnership NHS Trust (LPT).  The Chief Information Officer (CIO) for the NHS Integrated Care board is a System level appointment serving as a strategic leader responsible for shaping the digital agenda and driving innovation across the integrated care landscape. As a senior leader within the ICB, the CIO will be responsible for supporting and driving the vision for all parts of health and social care. The CIO will have a responsibility for ensuring the primary care digital agenda is delivered through the ICB team.  The CIO plays a pivotal role in fostering collaboration, promoting interoperability, and harnessing the power of information and technology to improve patient outcomes, enhance population health, and drive system-wide efficiencies within the NHS ICS framework.  The Digital Strategy duties within LPT is a key leadership position responsible for shaping the strategic direction and overseeing the strategic oversight of technology services within the Trust. This role works alongside the LPT CIO and Director of Leicestershire Health Informatics Service. This role plays a critical role in driving digital innovation, enhancing service delivery, and improving patient outcomes across community and mental health settings.  This role also acts as the expert customer for the ICB and LPT with the Leicestershire Health Informatics Service. This role does hold the SLA and commissioning budget for Digital Services and Capital expenditure. | |

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| **MAIN DUTIES AND RESPONSIBILITIES:** |
| Key responsibilities will include:  **Strategic Leadership:**  ICB: Develop and implement a comprehensive IT and digital strategy aligned with the goals and objectives of the NHS Integrated Care System, promoting innovation, interoperability, and scalability. With support from the primary care digital team, the Chief Clinical Information Officer and the director for Cyber Security. The design and delivery of a fit for the future digital strategy, will include influencing national policy and responding to guidance published for national priorities.  LPT: Develop a comprehensive IT and digital strategy aligned with the mission and objectives of Leicestershire Partnership NHS Trust, leveraging technology to enhance care coordination, support remote patient monitoring, and improve access to community and mental health services. Work closely with the LPT CIO and Director of Leicestershire Health Informatics Service to enable them to deliver the strategy.  **Governance and Compliance:**  ICB: Establish robust governance frameworks to provide assurance to the ICB that partner organisations are developing convergent roadmaps within the ICB Digital Strategy by ensuring compliance with standards, laws and NHS England policies to safeguard patient information and maintain data integrity.  LPT: To ensure that within the Trust the digital strategy is aligned with the trust strategy. Ensuring LPT can deliver this strategy, measuring the transformation and benefits, whilst improving care.  **Information Management:**  ICB: To foster ongoing development and implementation of effective information management systems, including full shared electronic health records (EHR), clinical information systems (EPRs), and data analytics platforms to support evidence-based decision-making through population health management which will improve patient outcomes.  LPT: To deliver a strategy that maximises our use of electronic health records (EHR), care coordination platforms, remote monitoring, virtual wards and other telehealth solutions, to facilitate seamless communication and collaboration among multidisciplinary care teams and service users.  **Digital Transformation:**  ICB: Drive digital transformation initiatives to enhance citizen channel shift to NHS Digital channels, streamline care delivery processes, and optimise resource allocation through the adoption of emerging technologies and digital solutions.  LPT: Lead the strategic digital transformation initiatives, working with the LPT CIO and Director of Leicestershire Health Informatic Services. Modernising our service delivery models, enhancing service user engagement, and promoting self-management through the adoption of digital tools, mobile applications, and remote monitoring technologies tailored to the unique needs of community and mental health service users.  **Partnership and Collaboration:**  ICB/LPT: Foster strategic partnerships with key stakeholders, including healthcare providers, government agencies, technology vendors, and academic institutions, to promote collaboration, knowledge sharing, and best practices in health informatics and digital healthcare delivery.  **Cybersecurity and Risk Management:**  ICB/LPT: Through the Chief Information Security Officer and with partners, lead the development and implementation of a robust cybersecurity strategy for the ICS that ensures the measurement and risk management protocols to mitigate threats and vulnerabilities, ensuring the confidentiality, integrity, and availability of sensitive healthcare information and critical infrastructure systems.  **Performance Management:**  ICB: Establish key performance metrics to assure the delivery of the Digital Strategy and the pathway to increasing Digital maturity within the ICS and conducting regular assessments and evaluations to identify areas for improvement, optimisation, and investment.  LPT: Conduct regular evaluations, benchmarking exercises, and quality improvement initiatives to drive our strategy forward. To determine compliance with the SLA from LHIS and other commissioned suppliers and work to develop continual improvement with those suppliers for the benefit of the Trust.  **Team Leadership and Development:**  ICB/LPT: Provide inspirational leadership and mentorship to colleagues, fostering a culture of excellence, innovation, and continuous learning to attract, develop, and retain top talent in the field of Digital. Line manage the ICB Digital team.  **Stakeholder Engagement:**  ICB: Build strong relationships with executive leadership, clinical stakeholders, frontline staff, patients, carers, and community organisations, advocating for the strategic importance of information and technology in advancing the goals of integrated care, population health, and health equity.  LPT: Collaborate closely with executive leadership, senior staff, clinical staff, service users, carers, and advocacy groups to understand their unique needs, preferences, and priorities, championing user-centred design principles and incorporating feedback into the development and implementation of IT solutions for the Trust and service users.  **Planning & Organising**   * Provide assurance on the progress and delivery of corporate objectives, financial stability, improved health outcomes and reduced health inequalities in line with the organisations Assurance Framework requirement. * To formulate long term strategic plans relating to the digital agenda, overseeing delivery across all partners. * Work with other Senior Leaders to lead system transformation and the development of Integrated Care Systems (ICS). * Lead on the development and management of key programmes of sustained service improvement and concepts of innovation. * Lead the ICB Digital team, ensuring the production of timely, consistent and accurate information at all levels to support effective delivery of strategic plans. * Ensure that plans are aligned with the wider healthcare strategic plans, work collaboratively to further integration and enable patient and public engagement in all relevant areas of the portfolio. * Develop plans for the delivery of responsibilities including identifying interdependencies, managing risks, modelling the potential impacts on the wider organisation, determining resource requirements and building in contingencies, where necessary. * Manage and actively promote the relationships with key stakeholders, providing senior support to improve health and care through efficiency improvement and cost reduction, project management and change management.   **Service Improvement**   * Lead service improvement workshops and present recommendations / improvement strategies. * Identify examples of national and international best practice and to ensure that the system benefits from relevant innovations in healthcare. * Ensure appropriate system and processes are in place to enable the implementation of the strategy plans in the ICB, LPT and the wider healthcare community.   **Analysis & Judgment**   * Drawing from experience and expertise in other academic fields and industries, ensures that the organisation benefits from relevant innovations. * Analyse and exercise judgement on highly complex facts and situations often requiring interpretation and evaluation of options. * Provide, receive, and analyse, highly complex, sensitive and specialist information (e.g. complex multi-stranded information programmes) involving communication with programme(s) and project sponsors/directors, executive managers, professional consultants, legal agents, senior clinicians, operational staff, contractors and suppliers. * To make judgements around staff management and strategic/operational matters where there is a need to analyse and interpret highly complex facts comparing a range of available options. * Continuously improve office information systems and procedures. Review systems and processes as necessary. * Undertake financial project work, analysis and interpretation, assessment of options, initiative and judgement. * Frequently working with a range of data, facts and situations often requiring analysis and interpretation on a range of options making decisions on the most appropriate approach to develop policies, strategies or business plans, where prolonged concentration is required, and interruptions are regular. * Offer advice in areas where expert opinion differs.   **Communication**   * Lead as the expert; integrating systems and managing effective working relationships with the appropriate stakeholders on a range of business sensitive issues. * Manage and represent the organisation in highly sensitive, political and antagonistic situations, delivering difficult messages to high-level, hostile audiences dealing with highly complex and conflicting issues, to achieve successful outcomes. * Make strategic decisions about [e.g. funding allocations], including the removal of allocated funding, and communicate these highly contentious messages, which could result in leading and working in a hostile, emotive or antagonistic environment. * Link with managers and members of other initiatives to address inter-dependencies and ensure alignment. * Employ effective communication, and significant negotiation and influencing skills at organisation, system, regional and national level to enable an effective business management with staff and stakeholders at all levels (including senior management) who may hold differing and highly contentious views. * Effective stakeholder management across different departments and at all levels, maintaining relationships with key and high-profile stakeholders, such as key strategic regional and national policy makers. * Ensure patient and public contact is of the highest standard. * Model collaborative and influencing style, negotiating to achieve best outcomes.   **Financial Management**   * Budget setting across a range of services/areas, managing and monitoring related activity, liaising with finance colleagues to ensure appropriate costing and ensure compliance with Standing Financial instructions and Standing Orders. * Develop commissioning service models that ensures value for money and promote excellence. * Constantly strive for value for money and greater efficiency in the use of these budgets and to ensure that they operate in recurrent financial balance year on year. * Support compliance with the organisations Standing Orders and Standing Financial Instructions. * Set and manage the budgetary implications of activity.   **People Management**   * Lead staff in the team, ensuring that all are supported in their development and continual learning, building a collaborative working environment and an innovative culture. * Leading multiple departments in different functions to ensure the plan/deliverables are met in a timely manner, to the required standards and within budget. * Transfer expertise and knowledge as appropriate, regarding innovation issues throughout the team and also externally to Directors and lead providers – including developing and delivering formal briefing / training to promote innovation. * To manage, motivate, inspire and develop staff within the team to ensure that they can deliver the responsibilities of the ICBs. * Responsible for the recruitment and development of the team staff, including undertaking appraisal, staff develop and where appropriate progressing employee relation matters.   **Research & Development**   * Conduct thorough review and analysis of national health challenges to develop the optimum approach to improvement. * Develops an innovation strategy including research and development to identify, develop and promote best practice. * Regularly highlight, promote and report innovative approaches to education and training, particularly their impact on service.   **Policy & Service Development**   * Lead the development, management and promotion of strategic plans, policies and service redesign, encompassing all ICB and national priorities, ensuring these are understood by all stakeholders and is delivered utilising all available resources efficiently and effectively and within agreed timescales. * Corporate responsibility for major policy and service development throughout the ICBs. * Responsible for adapting and / or designing information systems to meet the specifications of the team. * Interpret National Health Service policies and strategies, in order to establish goals and standards of the ICBs. * Interpret national policy, influencing to implement, often highly complex, contentious and cyber programmes across health organisations and local authority. * Engage with key strategic regional and national policy makers to inform development of corporate strategy and policies. * Act as champion for patients and involve patients and public in policy development. * Develop a delivery model which allows creativity, whilst ensuring a standard set of principles are followed. * To develop business plans and provide expert strategic and policy advice and guidance on all areas of the Executive Director’s portfolio. * Develops plan for the delivery of the role’s responsibilities including identifying interdependencies, managing risks, modelling the potential impacts on the wider organisation, determining resource requirements and building in contingency where required. * Contributes to the strategic planning process and delivery of priorities and manages consequential adjustments to activities. * Promote the adoption of innovative strategies and techniques.   Responsible for developing, drafting changes, implementing and interpreting organisational policies, guidelines and service level agreements (SLA’s) which may impact service delivery and Sector.  Stakeholder Engagement:  ICB: Build strong relationships with executive leadership, clinical stakeholders, frontline staff, patients, carers, and community organisations, advocating for the strategic importance of information and technology in advancing the goals of integrated care, population health, and health equity.  LPT: Collaborate closely with executive leadership, clinical staff, service users, carers, and advocacy groups to understand their unique needs, preferences, and priorities, championing user-centred design principles and incorporating feedback into the development and implementation of IT solutions for the Trust and service users.  **Planning & Organising**   * Provide assurance on the progress and delivery of corporate objectives, financial stability, improved health outcomes and reduced health inequalities in line with the organisations Assurance Framework requirement. * Proactively manage the key risks and issues associated with ensuring appropriate actions are taken to mitigate or respond, reporting as necessary to the Chief Executive, Governing Body, and other key stakeholders. * To formulate long term strategic plans relating to the digital agenda, overseeing delivery across all partners. * Work with other Senior Leaders to lead system transformation and the development of Integrated Care Systems (ICS). * Develop and manage a robust integrated performance framework across the organisation in support of statutory requirements. * Lead on the development and management of key programmes of sustained service improvement and concepts of innovation. * Lead the team, ensuring the production of timely, consistent and accurate information at all levels to support effective delivery of strategic plans. * Ensure that plans are aligned with the wider healthcare strategic plans, work collaboratively to further integration and enable patient and public engagement in all relevant areas of the portfolio. * Develop plans for the delivery of responsibilities including identifying interdependencies, managing risks, modelling the potential impacts on the wider organisation, determining resource requirements and building in contingencies, where necessary. * Manage and actively promote the relationships with key stakeholders, providing senior support to improve health and care through efficiency improvement and cost reduction, project management and change management.   **Service Improvement**   * Lead service improvement workshops and present recommendations / improvement strategies. * Identify examples of national and international best practice and to ensure that the ICBs benefits from relevant innovations in healthcare. * Ensure appropriate system and processes are in place to enable the implementation of the strategy plans in the ICBs and the wider healthcare community. * Responsible for the team, and all team related information systems within the organisation.   **Analysis & Judgment**   * Drawing from experience and expertise in other academic fields and industries, ensures that the organisation benefits from relevant innovations. * Analyse and exercise judgement on highly complex facts and situations often requiring interpretation and evaluation of options. * Provide, receive, and analyse, highly complex, sensitive and specialist information (e.g. complex multi-stranded information programmes) involving communication with programme(s) and project sponsors/directors, executive managers, professional consultants, legal agents, senior clinicians, operational staff, contractors and suppliers. * To make judgements around staff management and strategic/operational matters where there is a need to analyse and interpret highly complex facts comparing a range of available options. * Continuously improve office information systems and procedures. 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Responsible for developing, drafting changes, implementing and interpreting organisational policies, guidelines and service level agreements (SLA’s) which may impact service delivery and Sector. |
| **COMMUNICATION AND WORKING RELATIONSHIPS** |
| * The Group Director of Strategy & Partnerships and the ICB Chief People Officer * NHS England * The CIO and Director of Leicestershire Health Informatics Service * Senior Managers and wider colleagues across the system * GP Portfolio leads * Primary Care Network Clinical Directors * Member GP practices and other practice staff * Local system stakeholders including healthcare providers and local authorities * Public Health England * ICS stakeholders including Health and Wellbeing Board members * Patients, carers and communities * Local professional committees (LMC, LPC, LOC, LDC) * Health Education England * Academic Health Science Networks and Centres * Voluntary Groups * Establish and maintain collaborative working relationships with: other Integrated Care Boards; NHS England/Improvement Directors and other senior functional leaders; Commissioning Support Unit * Other local and national organisations as required, including Regulatory Bodies. |
| **SUPPLEMENTARY DUTIES AND RESPONSIBILITIES**  **Other Duties**  The above is only an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as may reasonably be required by the organisation.  **Mobility**  Employees may be required to work at any of the other sites within the organisation subject to consultation. The organisation is in a period of rapid change due to developments and rationalisation of services. This will lead to modification of structures and job descriptions. The post holder will be expected to co-operate with changes subject to consultation, at any time throughout the duration of your contract  **Health and Safety**  Employees have a legal responsibility not to endanger themselves, fellow employees and others by their individual acts or omissions. The post holder is required to comply with the requirements of any policy or procedure issued in respect of minimising the risk of injury or disease.  **Data Protection and Confidentiality**  All employees are subject to the requirements of the Data Protection Act 2018 and the General Data Protection Regulation (GPDR) and must maintain strict confidentiality in respect of patient, client and staff records. Safeguarding Responsibilities The organisation takes the issues of Safeguarding Children, Adults and addressing domestic violence very seriously. All employees have a responsibility to support the organisation in our duties by:   * attending mandatory training on Safeguarding children and adults; * making sure they are familiar with their and the organisation’s requirements under relevant legislation; * adhering to all relevant national and local policies, procedures, practice guidance (e.g. LSCB Child Protection Procedures and Practice Guidance) and professional codes; * reporting any concerns to the appropriate authority.   **Smoking and Health**  The organisation has a no smoking policy throughout its premises, including buildings and grounds.  **Equality and Diversity**  The organisation is committed to promoting equal opportunities to achieve equity of access, experience and outcomes and to recognising and valuing people’s differences. This applies to all activities as a service provider, as an employer and as a commissioner.  **Information Management and Technology (IM&T)**  All staff are expected to utilise the relevant national and local IM&T systems necessary to undertake their role.  **Flexible Working**  The organisation is committed to offering flexible, modern employment practices, which recognise that all staff need to strike a sensible balance between home and work life. All requests to work flexibly will be considered.  **Clinical Supervision**  It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development for a minimum of four sessions per year. Clinical Supervision will be monitored via an annual Performance and Development Review (PDR).  **Reasonable Adjustments**  The organisation seeks to promote the employment of individuals with disabilities and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate. |
| The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post. |

**OUR LEADERSHIP BEHAVIOURS: IT STARTS WITH ME**

Our leadership behaviours framework set the standards of expectation we aspire to in our daily work. Meeting these standards and developing the capability to exceed them, will not only ensure that we continue to improve and respond flexibly to changing needs as an organisation, but will also help our staff to fulfil their potential, both in terms of personal achievement and career advancement.

The behaviours we expect to see at LPT are:



## ADDITIONAL INFORMATION

## The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

## MOBILITY

## The person specification for the role will detail the mobility requirements of the post.

## However, employees may be required to work at any of the other sites within the organisation subject to consultation.

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| POLICIES AND PROCEDURES All staff should comply with the Trust’s Policies and Procedures. It is the employee’s responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements |
| **SAFEGUARDING CHILDREN AND ADULTS**  The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust’s requirements under relevant legislation. |
| **MENTAL CAPACITY ACT**  All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment. |
| **MAKING EVERY CONTACT COUNT** All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust’s Making Every Contact Count programme has further information. |
| **HEALTH AND SAFETY**  It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description.  All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.   * To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work. * To co-operate with their employer as far as is necessary to meet the requirement of the legislation. * Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare   These duties apply to all staff whenever and wherever they are engaged on Trust business. |
| DATA PROTECTION In line with national legislation, and the Trust’s policies, you must process all personal data fairly and lawfully and in a transparent way, for the specific, explicit and legitimate purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.  The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.  The post holder must be familiar with and comply with the General Data Protection Regulation and Data Protection Act 2018.  Personal Data must be:   * Processed lawfully, fairly and in a transparent manner * Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes * Adequate, relevant and limited to what is necessary * Accurate and where necessary, kept up-to-date * Kept in a form which permits identification of data subjects for no longer that is necessary for the purposes which it is processed * Processed in manner that ensures appropriate security, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage |
| **CONFIDENTIALITY**  The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust.  All data should be treated as confidential and should only be disclosed on a need-to-know basis.  Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records.  Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data.  In addition, staff must not access personal information unless authorised to do so as part of their role.  Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality.  All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.  With the increased use of information technology and e-communications, staff should also be aware that safe guards are in place to protect the privacy of individuals when using these mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.  All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.   1. Justify the purposes of using confidential information 2. Only use it when absolutely necessary 3. Use the minimum that is required 4. Access should be on a strict need to know basis 5. Everyone must understand his or her responsibilities 6. Understand and comply with the law 7. The duty to share information can be as important as the duty to protect patient confidentiality   If there is any doubt whether or not someone has legitimate access to information, always check before you disclose. |
| EQUALITY AND DIVERSITY We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must to act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.  In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area. |
| **INFECTION CONTROL**  All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control. |
| **COUNTER FRAUD**  Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60. |
| SMOKING AT WORK The Trust has a “Smoke Free Policy”, which applies to:   * All persons present in or on any of the Trust grounds and premises * All persons travelling in Trust owned vehicles (including lease cars) whilst on official business. * Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business. * When wearing an NHS uniform. |
| **ELECTRONIC ROSTERING**  ‘Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role’. |

**Person Specification**

**Post Title: LLR ICB Chief Information Officer and LPT Digital Strategy Officer**

Team: LLR Digital Team

Band: 9

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|  | **Essential** | **Desirable** |
| **Education / Training / Qualifications** | Educated to a doctorate level or equivalent level or equivalent experience of working at a senior level in specialist area. |  |
| Formal Management Qualification and / or proven and significant leadership experience in Digital Services working within or to the NHS. |  |
| A graduate degree in information technology, computer science, healthcare management, or a related field is required. | Additional certifications or professional qualifications in health informatics, project management, or cybersecurity |
| **Knowledge & experience** | In depth additional expert knowledge acquired over a significant period in strategy formulation, Leadership, service improvement and resource management. | Commercial expertise |
| Knowledge and experience of good governance practices and providing assurance to board members. | Previous experience of having corporate responsibility for major policy and service development incorporating national priorities. |
| Proven Board level experience of leading and delivering complex change and strategy development programmes in a politically sensitive and complex environment. |  |
| Proven experience in a senior leadership role within the healthcare sector, with a focus on information technology, digital transformation, and health informatics. |  |
| In-depth knowledge of NHS digital systems, policies, and standards, as well as emerging trends and best practices in healthcare IT and digital healthcare delivery. |  |
| Demonstrated experience in cybersecurity, risk management, and regulatory compliance, with a track record of implementing robust security controls and safeguarding patient information. |  |
| Experience of liaising and working with government departments on healthcare issues at a senior level. |  |
| Experience of leading and managing an executive level department in Healthcare and / or Public Sector. |  |
| Ability to deal with challenging situations in a formal setting. |  |
| Extensive knowledge of the background to and aims of current healthcare policy and appreciation of the implications of this on engagement. |  |
| An appreciation of the relationship between the ICBs, NHS England / NHS Improvement and provider organisations. |  |
| Previously responsible for a budget, involved in budget setting and working knowledge of financial processes. |  |
| Member of relevant professional body. |  |
| Evidence of post qualifying and continuing professional development. |  |
| **Skills & Abilities** | Able to make a connection between their work and the benefit to patients and the public. |  |
| Consistently thinks about how their work can help and support clinicians and frontline staff deliver better outcomes for patients. |  |
| Leadership, vision, strategic thinking and planning with highly developed political skills. |  |
| Ability to demonstrate a high level of expertise in providing senior leadership. |  |
| Strong strategic planning and execution skills, with the ability to develop and implement innovative IT strategies that align with organisational goals and priorities. |  |
| High level analytical skills and the ability to draw qualitative and quantitative data from a wide range of sources and present in a clear concise manner. |  |
| Demonstrates sound judgement in the absence of clear guidelines or precedent, seeking advice as necessary from more senior management when appropriate. |  |
| Ability to analyse numerical and written data, assess verbal, written, numerical and draw appropriate conclusions. |  |
| Ability to develop, maintain and monitor information systems to support innovation initiatives. |  |
| Ability to work on own initiative and organise workload, allocating work as necessary, working to tight and often changing deadlines. |  |
| Ability to make decisions autonomously, when required, on difficult issues. |  |
| Commitment to and focused on quality, promotes high standards in all they do. |  |
| Consistently looks to improve what they do, looks for successful tried and tested ways of working, and also seeks out innovation. |  |
| Working knowledge of Microsoft Office with intermediate keyboard skills. |  |
| **Interpersonal Skills** | Highly developed communication skills with the ability to communicate on highly complex matters and difficult situations. |  |
| Ability to provide and present highly complex, sensitive and/or contentious information to large groups, responding openly to questions to ensure full understanding and engagement in a hostile or antagonistic environment. |  |
| Excellent communication, negotiation, and interpersonal skills, with the ability to build consensus, influence stakeholders, and drive cultural change within a complex healthcare environment. |  |
| Ability to communicate effectively with clinical, academic and all levels of staff. |  |
| Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others. |  |
| Actively develops themselves and supports others to do the same. |  |
| Demonstrable commitment to partnership working with a range of external organisations. |  |
| Determination, perseverance, and resilience. |  |
| Flexibility, and the ability to handle a rapidly changing and ambiguous environment. |  |
| **Equality, diversity & inclusion** | Commitment to equality of opportunity, focussed on removing barriers to full participation |  |
| Fosters good working relationships and values diversity and difference |  |
| Understands the importance of diversity and inclusion in delivering our role in the health and care system |  |
| Adherence to the Data Protection Act 2018 / General Data Protection Regulation (GPDR) |  |
| Upholds the Equality Act 2010 and the Public Sector Equality Duty |  |
| Promotes high standards for improving diversity and equality, as per the Workforce Race Equality Standard and Workforce Disability Equality Standard |  |
| **Mobility** | Car driver / owner or reasonable alternative due to travel required across Leicestershire, and other locations as required |  |

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| **The organisation seeks to promote the employment of individuals with disabilities and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.** |