



Network Chair

Role description, person specification and appointment process.

Contents

- Contents.....1
- Role Profile2
- About the role.....3
- Main duties and responsibilities.....4
- Person Specification.....6
- Appointment process.....8



healthwatch | 10 years

Helping to
improve services
Together



Role Profile

| | |
|--------------------------|--|
| Time Commitment | An average of 5 hours per week spread over the 12 months, to include attendance at the monthly Network meetings, liaison with the Chief Coordinating Officer and Network representation. |
| Employment status | Volunteer. To be hosted by one of the ten local Healthwatch. |
| Base | Hybrid working with an expectation of attendance at a range of meetings. |
| Remuneration | £5,000 per annum plus reasonable out of pocket expenses. |
| Responsible to | Primary responsibility is to the Healthwatch in Greater Manchester Network members. In addition, they / them will be expected to comply with the policies of the host organisation; Healthwatch Bury. |
| Tenure | Three years (June 2023 to 31 March 2026). |
| Period of notice | Three months. |
| Insurance | Provided by the host organisation. |
| Conditions | Must live in Greater Manchester or have strong demonstrable links to GM and a commitment to the people and communities of GM. |

About the role

The Healthwatch in Greater Manchester (HW in GM) Network has taken the decision to recruit a Chair from beyond the current network membership and is seeking to appoint a new chair to lead the network through the changing landscape of health and social care in Greater Manchester.

The Chair will provide inspirational leadership to all the network activities and be its figurehead and ambassador.

The successful candidate must demonstrate all or most of the following attributes:

- A strong record of aspiration and achievement
- Good knowledge of the current national and local health and care environment and how services are delivered
- Understanding of the role of Healthwatch and its statutory duties.
- Good understanding of the Voluntary, Community, Faith and Social Enterprise Sector (VCFSE)
- Leadership experience of an organisation, department or team
- Experience of being a Board member of Chair
- Experience of high-level governance
- Be proactive, practical and outgoing

Specifically, the Chair must adhere to the required high standards of office in a public role and act in accordance with the Nolan principles of public life.

Main duties and responsibilities

The Chair will be responsible for the strategic direction and development of the Healthwatch in Greater Manchester Network, working collaboratively with a broad range of stakeholders to deliver the Greater Manchester Integrated Care Partnership Agreement and the All-Age HW in GM Strategy. It is expected that the Chair will execute these responsibilities with vision, energy and commitment.

The Chair will work with the Chief Coordinating Officer and network members to identify opportunities, maintain, deliver and monitor an annual work plan.

The Chair will convene and chair regular network meetings and ensure they are efficient and effective through planning agendas.

Leadership

The network Chair will lead in the context of the agreed distributed leadership model, executing responsibility to steer the achievement of the strategic objectives set out in the Healthwatch in Greater Manchester All-age Strategy 2022-25.

In line with the Healthwatch in Greater Manchester Collaborative Agreement (April 2022) they/them will foster a positive culture of joint working and collective accountability within the Network.

The Chair will lead the development of the Healthwatch in Greater Manchester network and ensure that effective governance structures are in place, at network level.

Part of the leadership role of the Chair of the network will be involvement in the selection and support of Healthwatch representatives for the Integrated Care Boards / Partnerships and other infrastructure committees.

The Chair will ensure that appropriate induction / welcome is in place for members new to the network.

In addition, the Chair will provide support and direction to the Chief Coordinating Officer (Single Point of Access) whilst not line managing the post holder. The Chair will be involved in the recruitment and selection of the post holder and inform their annual appraisal.

The Chair will work closely with the Vice-Chair (appointed from within the network membership) and together they will agree the share of leadership responsibilities. For the avoidance of ambiguity these will be set out at the first network meeting following the appointment of both Chair and Vice-Chair.

Efficient Conduct of Network business

The Chair will be responsible for ensuring the efficient conduct of Network meetings, through:

Agreeing a calendar of meeting dates in April each year.

Agreeing agendas in conjunction with the Chief Coordinating Officer, including the use of the work plan as a forward planning tool.

Chairing the meeting effectively, seeking consensus and collective accountability whilst balancing the need for full debate with time management.

Ensuring the decisions taken are implemented in a timely and appropriate manner.

Being open to feedback and demonstrating self-reflection.

In the absence of the Chair the Vice-Chair will be responsible for the efficient conduct of the Network meeting.

Maintaining good relationships

As the Chair of the network they/them will build and maintain effective working relationships with members of the network, ensuring transparent communication, promoting equality and diversity and providing positive motivation.

In the event of conflict arising, the Chair (and / or Vice-Chair) will engage members of the network in an attempt to resolve the conflict at an informal stage (as described in the Collaborative Agreement - April 2022). If the conflict cannot be resolved the Chair will be responsible for convening the Conflict Resolution Panel (CRP). Through the use of structured discussion the Chair will seek clarity on the point of conflict and agree the terms of reference, in writing, with the aggrieved and the CRP.

Specifically the Chair will establish effective working relationships with Healthwatch England, seeking support and guidance where necessary in the context of emergent risk and overall progress.

Representing the Healthwatch in Greater Manchester Network

The Chair will act as an ambassador for the network, upholding its reputation and values.

Along with other members, the Chair will represent Healthwatch in Greater Manchester at forums within the Greater Manchester Integrated Care System.

Where appropriate, the Chair (or Vice-Chair) will act as a spokesperson and figurehead, e.g. with key stakeholders and the media.

The Chair will at all times ensure the independence of the Healthwatch in Greater Manchester network

Person Specification

Knowledge and experience

The Chair must be able to demonstrate all, or most of the following attributes:

- A strong record of aspiration and achievement
- Good knowledge of the current national and local health and care environment and how services are delivered
- Good understanding of the statutory duties of Healthwatch
- Good understanding of the Voluntary, Community, Faith and Social Enterprise Sector (VCFSE)
- Leadership experience of an organisation, department or team
- Experience of being a Board member of Chair
- Experience of high-level governance
- Be proactive, practical and outgoing
- Understanding of the role of Healthwatch.

Skills and abilities

- Able to provide leadership in the absence of management authority.
- Able to operate within a distributed leadership framework, bringing people together to develop a strong sense of collaboration and build consensus.
- Information technology literate, with access to IT equipment.
- Able to influence and negotiate, both within the network and with statutory partners.
- Having strong communication skills.
- Having courage to challenge and hold network members to account for achievement of strategic objectives.
- Commitment to represent the diverse views and experiences across all the Local Healthwatch and the communities they each hear from.

Personal style

- A diplomatic and sensitive approach.
- Listening to others.
- Open minded and fair.
- Decisive when required.
- Passionate about promoting better outcomes in health and care for all.
- Committed to self reflection and development.

Other

- Available to attend at least 10 Network meetings over the course of the 12 months.
- Able to commit an average of 5 hours per week to the role.
- Willing to engage in 360 degree appraisal every 12-months

healthwatch

10
years

Championing
health by
speaking up



Appointment process

Please send your Expression of Interest (EOI) and a CV to the current chair of the network at tmb1257e@icloud.com.

Please detail in the written EOI why you are interested in this role and how you meet the person specification.

Deadline for receipt of the written EOI and CV is 16:00 hours 02 June 2023.

Interviews will be held at the Healthwatch Bury office.





healthwatch
In Greater Manchester

10
years