



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Deputy Company Secretary</b>
<b>Grade:</b>	<b>Band 7</b>
<b>Reporting to:</b>	<b>Company Secretary</b>
<b>Accountable to:</b>	<b>Company Secretary</b>
<b>Accountable for:</b>	<b>Executive PA Team</b>
<b>Location:</b>	<b>B1, Trust Headquarters</b>

### **Job Purpose**

Support and when required deputise for the Company Secretary in providing the necessary governance expertise to ensure that the Trust complies with relevant legislation and guidance issued by NHS Improvement, Department of Health and other regulatory bodies.

## **Job Summary**

To be responsible for the effective running of the Executive Support Office and line management of the Support Office PA's ensuring management of appraisal, disciplinary, grievance, recruitment/ appointment, performance review and dismissal

The post holder will take a lead responsibility in the management and implementation of the Trust's Membership Strategy, Membership Recruitment Plan and Membership Communication Plans. Manage the Trust's membership database including maintaining and updating data and the production of management reports. They will also be the main point of contact for all members.

The post holder will manage the directors' personal files to ensure compliance with the Fit and Proper Person's test.

The post holder must be able to work autonomously with a sound understanding of corporate governance, to manage workload and ensure information is communicated appropriately and enquiries are directed correctly.

The post holder will liaise with a wide range of people, partner organisations and agencies, both internally and externally on behalf of the Trust, ensuring that a professional image is maintained at all times through appropriate use of language and behaviour

To provide a high level, professional and confidential executive support function to the Chair, Non-Executive Directors, Governors and Members ensuring they are fully briefed and prepared for their respective activities.

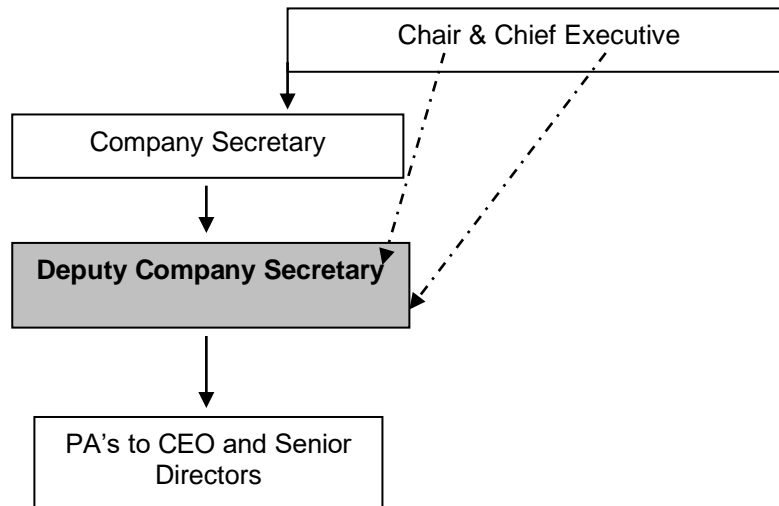
The post holder will be responsible for ensuring compliance with agreed governance procedures within the Trust and will be responsible for servicing a number of Trust meetings.

The post holder will have a specific role in providing effective governance support to the Council of Governors.

Provide effective governance and secretariat support to the Trust Board and subcommittees

## Organisational Chart

*Department organisation chart, which identifies where the vacancy is and reporting relationships*



## Key Communications and Working Relationships

**Internal:** Company Secretary, Chair, Chief Executive, Executive Directors, Governors, Professional Leads, Clinical and non Clinical managers, PA's to Senior Directors,

**External:** NHS organisations, other stakeholder partner organisations, Monitor and members of the public, Internal and External Auditors

## Principal Duties and Responsibilities

1. To be responsible for line managing and co-ordinating the Executive PA Support Office Team.
2. To provide leadership, advice and guidance to the Executive PA Support Office team. To line manage the team on a day to day basis ensuring the robust monitoring and review of sickness absence, performance and work allocation. To be responsible for the management of appraisal, disciplinary, grievance, recruitment/ appointment, and performance review.
3. To ensure that effective annual appraisals and KSF outlines are monitored and achieved. Identify training needs of the team members and ensure Personal Development Plans are in place.
4. To establish and maintain robust systems, processes and standards to deliver a high quality professionally focused service. To develop appropriate policies and office procedures to support and maintain professional standards.
5. To work with Trust staff, statutory agencies, the Board and the Council to ensure that the Trust, and where appropriate its employees, receive robust, timely and accurate advice and services on corporate governance matters.
6. Develop and advise the Chair and subcommittee chairs on the forward plans for their meetings and link the plans and agendas to the strategic requirements of the Trust, the timely distribution of papers for the Council of Governors and the Board of Directors as well as their associated committees. To take and produce accurate detailed minutes of the meetings.
7. Maintaining an action tracker for each meeting, ensuring that this is continually updated liaising with

senior officers to record latest action status.

8. To deputise for the Company Secretary in their absence and to represent the Company Secretary at meetings as required
9. To ensure the provision of administrative support and technical advice to the Non-Executive Directors and the wider Board as required.
10. To represent the Trust at external forums and events.
11. To maintain effective communication and liaison with Non-Executive Directors (NEDs), Executive Directors and Governors of the Trust. To act as a point of contact for NEDs.
12. To support the Trust Secretary in the maintenance and monitoring of the Trust's Constitution, and compliance with the Licence Conditions and the Risk Assessment Framework.
13. To support the Trust Secretary in the management and development of Trust policies relevant to your post, e.g. to have overall responsibility for the Declarations Policy and for its practical implementation. Taking the policy through the required governance procedures and working groups for consultation.
14. To support the Chair in the maintenance and development of relationships between Governors, Members and Directors.
15. To support the Trust Secretary in the management of the Board Assurance Framework and the assurance mapping process to identify and record the key sources of assurance from a number of crucial lines of complex information sources and present the findings to the Trust board and the Council of Governors for assurance of the effectiveness of how key strategic risks are managed or mitigated, and of the key controls and processes that are relied on to manage risks and as a result support in the achievement of the Trusts agreed strategic objectives.
16. To work closely with clinical and non-clinical staff (including directors) to ensure that the Trust's Governance Documents are regularly reviewed and in place.
17. To maintain the Trust's statutory publications and oversee the development and management of the website area for ensuring an effective central policy archive and register.
18. To assist the Company Secretary in the maintenance, development and publication of all corporate documents.
19. Sole responsibility for the operation of the BoardPad information system, this includes software updates, training and reviewing annually before contracts are renewed. Also manage the hardware of the Board members iPad's and ensure that a paper back up of all Board and Committee papers is maintained.
20. To ensure that feedback on staff and service user Board story are appropriately reported on so that lessons can be learnt and future agendas developed.
21. Responsible to receive, review and carry out an analysis of the Annual Declarations of interest from Non-Executives, Executives, Governors, Staff at Band 8c and above and all medical staff. Carry out a cross check of all declarations against the previous year's declarations, Companies House Records and the Insolvency Register. Analyse the registers and alert the Trust Secretary to any concerns or conflicts.
22. To assist the Company Secretary in the preparation of Audit Committee reports on governance matters.
23. Extract and analyse highly complex and diverse data and information and provide reports to Board subcommittee, and managerial teams. Develop highly complex reports based on an analysis of a range of options, recommending the optimal approach to be adopted.
24. Provide and receive often complex, sensitive or contentious multiple stands of information; and present them in a hostile antagonistic or highly emotive atmosphere and at times to a large group.
25. Communicate governance and statutory related information to the Chief Executive and Trust Board Chair; Presenting at the AGM, Trust Board, Sub Committees and Educational Institution Open Days, third sector Conferences and Seminars and Membership events, presenting to a wide

ranging audience which includes Executives, Non-Executive Directors, Service Users, Carers and Service User Reps and the public, where their maybe barriers to understanding, your approach may need to be adjusted.

26. To coach and assist staff in the production of Board, Committee or Council of Governors reports and/or provide instruction on the required content.
27. To receive analyse and respond to, or direct, incoming communications addressed to the Chair, Non-Executive Directors or Governors.
28. Make available documents for public inspection where appropriate.
29. Analyse and interpret complex governance regulations and guidance and subsequently communicate such information in a form that promotes organisational understanding. This will require a clear knowledge and understanding of complex specialist areas such as the Trust's Constitution, Standing Orders and relevant legislation, and the ability to interpret them accurately to provide clear guidance to Directors and Governors at short notice on matters of importance.
30. Assist the Company Secretary in establishing effective arrangements for the induction of Directors and Non-Executive Directors and provide advice and support regarding the discharge of their duties.
31. Ensure that the Board of Directors is enabled to self-certify against all required Board Statements, and, Ensure that all returns and self-certifications required by monitor, the Independent Regulator, are submitted in full and on time;
32. Maintain annual work plans of relevant Committees / Sub Groups, and coordinate annual reviews of Terms of Reference. Maintain the Trust's Corporate Calendar for Board and Committee meetings.
33. To support the Trust Secretary in the preparation of the Trust's Annual Report through the timely management and coordination of relevant information from Trust directorates.
34. Responsible for minutes of formal meetings, reports and briefing papers to a high professional standard and in accordance with relevant timescales, which requires prolonged concentration.
35. Lead the induction process for members of the Council of Governors and provide Governors with advice and support regarding the discharge of their duties.
36. Provision of administrative resources to facilitate effective working of the Council of Governors including organisation of meeting venues and scheduling of meetings in accordance with the Constitution.
37. Undertake research, including training needs analysis, in relation to the Council and provide succinct reports for the Chairman, the Council of Governors and the Company Secretary so that the individual and collective development needs of Governors and the Council respectively are met. Manage the delivery of resulting development programmes appropriately.
38. Support the Communications department in the planning and arrangements for the Annual Members Meeting and other ad hoc events.
39. Exercise a freedom to act to ensure that all Governor elections and inductions, Governor DBS checks, Governor training, Governor declarations of eligibility and interests, meeting administration for the Council and its Sub-Groups are planned, recorded and administered to high standards of probity and efficiency.
40. Brief the Company Secretary on all material matters relating to the Council and / or individual Governors which might impact on the effective and efficient administration of the governance structure.
41. Advice and guidance to members of the public, service users and carers in relation to the implications of the NHS Act 2006 with regard to their rights to membership and governorship of the Foundation Trust.
42. Interpret national policy to develop, implement and own the Trust's Membership Strategy, Membership Recruitment Plan and Membership Communication Plans
43. Proactively recruit members from within and outside the Trust.

44. Lead and develop the continuing work plan for the Membership Recruitment and Engagement Working Group to facilitate and support the development and implementation of an effective membership recruitment and engagement strategy.
45. First point of contact for circa 8,000 service user, carer or general public Members and the Governors. Ensure that concerns and enquiries from the members about services are subject to robust investigation and responded to appropriately. Utilise advanced communication skills to communicate complex and sensitive information in situations which may be contentious or hostile.
46. Manage the supplier relationships with the Membership Database host and the Returning Officer and ensure that value for money is obtained from contracting arrangements.
47. Develop member surveys, run member focus groups; source and arrange membership clinical information events.
48. Analyse the demographics of the membership, compare and contrast with National Census and other available information. Utilising these data extracts from an number of sources to interrogate the membership data and establish the demographics of our membership, ensuring that they are representative of our local population and offer guidance and a plan of action of how to engage and recruit to "hard to reach" communities and bring the Trust In line with the Equality Act 2010.
49. Give opinion and course of action to the Trust on where the membership data is in conflict to that of the Membership and Governor Engagement Strategy action plans.
50. Preparation of appropriate data extracts for specific member groups as required by the Trust, for any activities being undertaken by the Trust such as consultation on key areas of interest identified, targeted communications etc;
51. Produce the annual membership report for publication and to present to the members and general public at the Annual General Meeting (AGM) and support relevant governors in presenting their report.
52. Developing and putting in place plans to delivery the membership engagement and development strategy. This will require good project management skills and attention to detail as well as creative thinking and solutions driven and engagement focussed approach. This work will involve monitoring membership numbers to determine where there may be gaps, and creating a diverse programme of events/outreach activities. Exploring the possibilities for working closely and delivering events with the Community Engagement, communications and volunteering teams and ensuring opportunities are reflected in membership engagement plans and working with the Trust so that Governors are involved with this; as well as researching the approach at other FTs to identify best practice and to reflect this in the Trusts approach to engagement with the membership.
53. Develop and participate in initiatives for joint working with other Foundation Trusts and the Foundation Trust Network and effectively represent the Trust.
54. Represent the Trust in membership recruitment campaigns with external stakeholders, public and patient groups and at exhibitions and recruitment events in the community.
55. Provide general non-clinical advice to patients/clients/relatives who are members of the Trust, giving advice on a range of issues including the complaints procedure, service information, membership information and Governor election processes.
56. Promote the work of the Trust and the Governors, including through writing articles for the website and newsletter and representing the Trust at external stakeholder meetings and events, including speaking at conferences, open days and other public fora.
57. Ensuring the sections on the website related to governors and membership are kept up to date
58. Manage and publicise the Governor election process in accordance with the Model Election Rules.
59. Act as the main point of contact between the Trust and the election services company, in order to ensure the smooth running of elections.
60. Lead on ensuring the efficient and timely production of election campaigns and preparation of election materials.

61. Support service users, carers, staff and members of the public through the election process.
62. To use own initiative in deciding how workload allocation, development of processes and monitoring systems are best achieved.
63. To be authorised signatory to sign off travel expenses, agency/bank sheets and purchase orders up to the value of £1,000 per month or over £1,000 per month.
64. Participate in contract negotiations as required.
65. Ensure that arrangements are in place for any payments due to governors, service users or carers who attend meetings of the Trust Board.
66. To provide support to the Company Secretary and undertake specific work as required.
67. The proven ability to work with significant autonomy and to make decisions based on sound well-informed judgement.
68. Ability to work as member of a team across multi-functional services and also work independently.
69. Frequent requirement to use road transportation to attend meetings Trust wide and attend internal and external membership engagement events some of which could be nationwide.
70. Participate in staff training & development activities
71. Identify and take responsibility for own development and helps to develop others.

## GENERAL

### Safeguarding & Control of Infection

Every member of staff has a responsibility to be aware of and follow at all times, the relevant National and local policy in relation to the Safeguarding of Children, the Safeguarding of Vulnerable Adults and the prevention and Control of Infection

### Clinical Posts only

Candidates should demonstrate a commitment to working with families and carers and to practicing family intervention according to government and Trust policies.

All roles that manage others should have in the person spec under skills

Demonstrate a management style which is supportive of the "BSMHFT Managers Behavioural Profile"

### Confidentiality

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The postholder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant trust policies are met in respect of information held on the Trust's computerised systems.

### Equal Opportunities

The Trust is committed to equality of opportunity. all staff are required to comply with current legislation, trust policies and guidance good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

### Health and Safety

Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust's Health & Safety policies/codes of practice or regulations applicable to the work place.

### Training education and development

All staff are required to participate in any necessary training and development, to keep up to date with the requirements of the job.

### No Smoking

This Trust acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. The Trust therefore actively discourages smoking on Trust property.

### Infection Control:

The post holder is required to ensure as a *manager / supervisor* that

- infection control responsibilities are clearly identified allocated and understood within their team and that appropriate resource, training and support is provided to ensure that they are compliant with Trust policies and procedures
- staff are supported to attend necessary training and ongoing professional development to support their responsibilities and ensure full awareness
- arrangements are reviewed with staff through the Trust appraisal / development review process
- adequate mechanisms for supervision and monitoring exist to ensure that arrangements are effective

*This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time, and not less than annually. You may also be required to provide cover in other areas following appropriate discussion.*



**Job Description Agreement**Budget Holder ..... **Signature**..... **Name**Post Holder ..... **Signature**..... **Name****Date** .....

Birmingham and Solihull Mental Health NHS Foundation Trust is a major NHS Trust located conveniently to the centre of Birmingham, as a Trust we pride ourselves on the unique environment, which exists, for all our staff.

An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new developments.

**Prepared by** :  
**Designation** :  
**Date** :