

## **JOB DESCRIPTION**

<b>Job Title:</b>	Associate Director of Performance and Information
<b>Grade:</b>	8D
<b>Reporting to:</b>	Executive Director of Resources
<b>Location:</b>	Trust HQ, B1

### **Job Purpose**

To lead the delivery of all aspects of Performance Management, ensuring robust monitoring of progress against the Trust's strategic objectives, all local and national targets and relevant improvement project plans.

To be responsible for monitoring the delivery of performance improvement initiatives, providing expertise and ensuring an improvement driven, solution based approach.

To lead and manage the information resources ensuring the availability and development of high quality information, monitoring and performance management systems to support managers and clinicians at all levels of the organisation.

To develop the Trust's capacity to make effective use of information and systems to support the planning, development and delivery of services.

To manage and maintain the Trust's Information Governance portfolio.

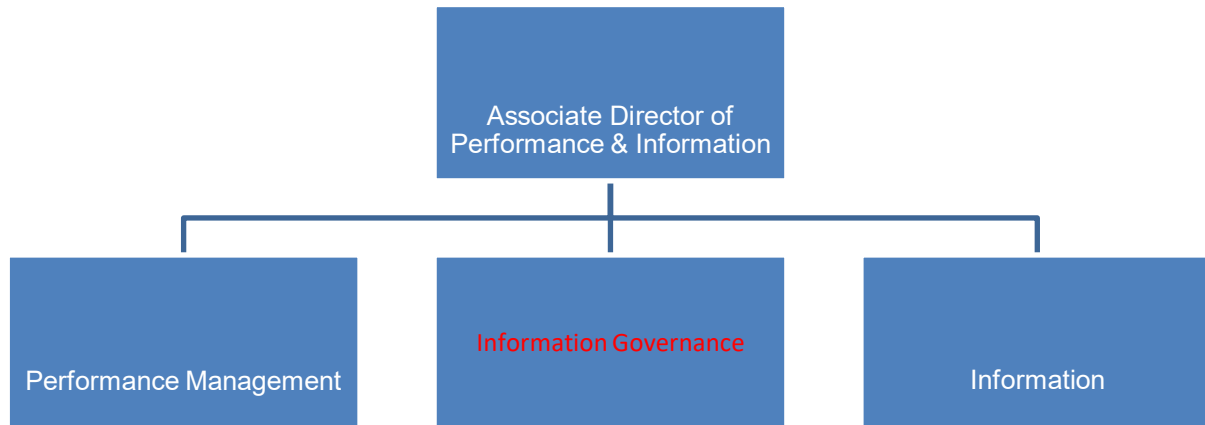
### **Job Summary**

Working to the Executive Director of Resources, the post holder will have overall responsibility for performance management, provision of an effective and efficient Trust-wide information service including data quality assurance, develop and manage the external market and business analysis service to support organisational development and the Trust's planning cycle, providing leadership on information governance including acting as deputy Senior Information Responsible Officer (SIRO). This is a senior post where the post holder will work autonomously in the interpretation of policies and guidance and support management in the decision making process within the context of corporate and strategic objectives, ensuring adherence to National and Trust standards.

The post holder will lead on the development, monitoring and review of KPI's, preparing regular reports to the Trust Board and advising on progress and highlighting any specific exceptions where remedial action is required.

The post holder will contribute to the development of the Trust and to its continual improvement in strategic, operational and financial performance, with specific responsibility for performance management, information management and development and information governance.

### **Organisational Chart**



### **Principle Duties and Responsibilities**

- Responsible for developing, producing regular reports to Trust Board in relation to Trust performance against national and local performance targets and Information Governance identifying any exceptions where remedial action is required.
- Responsible for developing the Trusts' Information Strategy ensuring alignment to supporting the delivery of the Trust's strategic objectives.
- Lead in the analysis, reporting and presentation of highly complex performance management data internally and externally.
- Work autonomously guided by NHS National Policy and Guidelines, interpreting policy and performance management framework developments for the Trust and implementing these as required.
- Responsibility and accountability for developing, implementing and over-seeing long-term strategic plans and operational policies and procedures throughout the organisation pertinent to the role.
- Responsible for the management, development and maintenance of performance management monitoring systems in order that information can be routinely collected and analysed to provide assurance in relation to national and local performance targets.
- Provide leadership to the information management and development team ensuring that national data quality standards are met and national submissions delivered in a timely manner.

- Oversee and manage the Trust's data quality assurance process through the development and implementation of the Trust's data quality policy.
- Benchmark Trust performance against other organisations in order to identify performance levels required to achieve effective and efficient services.
- To lead the Trust's national benchmarking submission processes working with Operational Directors to ensure accuracy and appropriateness.
- Responsible for ensuring that all agreed performance and information updates (regulatory and contractual) and reports are provided in a clear, consistent and timely manner.
- Responsible for providing effective information support to the annual contract negotiation with commissioners on performance and information standards within the contract.
- Develop positive and effective working relationships and networks both within and outside the Trust.
- Responsible for monitoring the delivery of directorate led performance improvement initiatives.
- Play a key role in the development of the Trust Information Communication and Technology Strategy which will advance strategic capability and facilitate and support service improvement and modernisation in the Trust.
- Support the development and implementation of the data analysis and performance management systems to deliver appropriate timely information to managers and Trust Board.
- Working with Executive Directors and Associate Directors of Operations, ensure the provision of reliable information systems which support the efficient delivery and planning of care.
- Lead on the development of an information service that supports the Trust's business planning and business development requirements.
- Lead the continuous review and improvement of information and performance management within the Trust to reflect changes in internal and external requirements.
- Lead regular performance briefing and reporting to Trust Board sub-committees and Operational Planning & Development Committees.
- Manage compliance with the IG Toolkit, submission of returns and associated evidence
- Support the Senior Information Risk Owner (SIRO) to achieve the responsibilities of that post and to act as deputy SIRO in their absence
- Liaise with the Information Commissioner's Office (ICO) and ensure that the ICO's guidance is made available to staff
- Oversee the production and delivery of the Trust's Information Governance action plan, report regularly on progress to the Information Governance Steering Group

- Provide leadership on Information Governance and the development of a culture of openness allowing appropriate information to flow freely.

### **Key Relationships**

**Internal:** Trust Board & Committees  
 Executive Directors-  
     Caldicott Guardian  
     Senior Information Risk Owner (SIRO)  
 Head of Contracting and Business Planning  
 Chief Finance Officer  
 Associate Directors of operations  
 Operational teams

**External:** Monitor  
 Department of Health  
 Clinical Commissioning Groups  
 Commissioning Support Units  
 Local Authority partners and Commissioners  
 CQC  
 External & internal audit  
 The Office of the Information Commissioner  
 NHS Benchmarking Network

### **Management**

- To manage the performance management and Information teams and the Information governance function, undertake performance reviews for all team members on an annual basis and ensure training and education needs are addressed.
- To manage the Performance Management, Information and Information Governance budget and ensure that all the responsibilities of a budget manager are followed.

### **General**

- To undertake role responsibilities as defined in the Trust's Standing Financial Instructions, Policies and Procedures, abide by the Code of Conduct for NHS Managers and behave at all times in a way that is consistent with and actively supports the Trust's values.

***The above duties and responsibilities represent current priorities and are not meant to be a complete list. This new post will continue to evolve as the Trust's priorities develop and 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.***

<p><b>GENERAL</b>  <u>Confidentiality</u></p>
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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.**

### **Role Outline Agreement**

Budget Holder: ..... **Signature**  
..... **Name**      **Date:** .....

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.

**January 2015**

# BIRMINGHAM AND SOLIHULL MENTAL HEALTH NHS TRUST

## ASSOCIATE DIRECTOR OF PERFORMANCE & INFORMATION PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>TRAINING AND QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Management qualification at Masters level e.g. MBA or equivalent experience</li> <li>Evidence of CPD</li> </ul>		Application form.
<b>KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Senior Management Performance Management specialist knowledge and experience within a large complex organisation</li> <li>In depth professional knowledge of managerial and performance systems plus knowledge of key business information requirements gained over a period of time as a senior manager.</li> <li>At least five years' experience working to a senior level in the NHS in a relevant field.</li> <li>Experience of producing and presenting reports to senior committees or boards</li> <li>Ability to demonstrate commercial awareness and experience of preparing complex business cases, strategies or other documents</li> <li>Expert knowledge and understanding of current and emerging public policy.</li> <li>Highly developed understanding of complex Foundation Trust regulatory and performance management frameworks.</li> <li>Effective budget management experience</li> </ul>		Application form Interview
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>Solution focussed, strategic thinker</li> <li>Ability to interpret, interrogate and analyse key performance indicators and information</li> <li>Outstanding leadership qualities</li> <li>Excellent communication skills, written and oral</li> <li>Excellent judgement and political understanding</li> <li>High level of interpersonal skills</li> <li>Ability to influence and negotiate with a wide range of individuals</li> <li>Ability to make sound judgements when faced with conflicting opinions and options</li> <li>Ability to plan and think strategically</li> <li>Influencing skills and the ability to resolve conflicts</li> <li>Ability to present complex information and reports to formal committees and boards</li> <li>Ability to use Microsoft Office applications</li> <li>Must be able to work autonomously.</li> </ul>	Project management	Interview
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Must be honest and trustworthy</li> <li>Self motivated and aware</li> <li>Confident and resilient</li> <li>Team player</li> <li>Ability to inspire, influence and motivate others</li> <li>Able to establish and maintain effective relationships and networks both within and outside own organisation</li> <li>Ability to lead and develop a team</li> <li>Flexible and adaptable</li> <li>Facilitative and enabling change</li> </ul>		Interview

<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Must be able to maintain confidentiality at all times.</li> <li>• Must be sympathetic to the needs of the Trust's clients.</li> </ul>	Understanding of the services that the Trust provides.	Interview
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