JOB DESCRIPTION

Post: **Director of Corporate Affairs**

Reports to: **Chief Executive**

Key Contacts:

- AHCS Chair
- AHCS Non Executive Directors
- CSO and MSC team England and partners in the reformed Health and Social Care System in England
- AHCS Council Members
- Professional bodies inclusive of Medical Royal Colleges both within and outside of healthcare science
- Policy and Communication leads in the Health Departments in Scotland, Wales and North Ireland
- NHS Employers and the NHS Confederation
- HEE
- Centre for Workforce Intelligence
- Professional Advisory Group Chairs
- External professional advisors and Companies House

(The above list of key contacts is indicative and not exhaustive)

JOB PURPOSE

The Director of Corporate Affairs is key to ensuring the Academy achieves its business objectives internally and externally, building the organisation's impact and reputation and ensuring its future success.

The post holder will head up the Academy's over-arching policy and communications function and will also establish and manage strategic business processes, including business planning, governance and performance management.

The role requires a strategic thinker with the ability to be hands-on and highly results-orientated, with proven leadership and successful management experience, able to manage complex projects and high-level stakeholder relationships.

This role reports to the Chief Executive, sits on the Academy's Management Board as a legal Director of the company. Administration support is provided through contract with a third party supplier.
This role reports to the Chief Executive and attends all meetings of the Management Board. Administration support is provided through a contract with a third party supplier.

Key result areas:

The post holder will work closely with the Council, Chairman, Chief Executive, and Management Board, leading on defined programmes to ensure that the Academy for Healthcare Science has:

- Developed a strategy to raise the profile of healthcare science and its contribution to science and to improving outcomes for patients.
- Effective governance arrangements.
- Robust business plans for its operation, sustainability and future development.
- Effective communications strategy
- Effective policy role and function

In particular, the post holder will lead on and be accountable for:

Communications:

- Initiating, managing and delivering a corporate communications strategy to develop the organisations' reputation, brand and relationships, ensuring we have a clear identity and high levels of goodwill and understanding amongst the various stakeholder groups and wider audiences.
- Developing and ensuring the strategic management of our stakeholder relationships and strategies for influencing the Government, Parliament, wider stakeholders and the media.
- Providing a strategic advisory communications function to the Chairman, Chief Executive, and members of Council and Management Board, supporting them in their roles as ambassadors for the organisation.
- Accountable for reputation management for the organisation; identifying and prioritising emerging issues and handling in a timely fashion.

Business planning and development:

- Working with the Chief Executive to manage the business planning process, facilitating the development and implementation of integrated work programmes for the organisation.
- Overseeing key performance indicators and outcome specifications for the organisation through liaison with Chief Executive and the preparation of quarterly progress updates for the Management Board and major and other project sponsors.
- Managing systems to facilitate successful delivery of projects including project planning mechanisms, monitoring and evaluation systems, budget management systems, quality assurance systems and contract management systems.
- Providing information to enable effective financial accounting and management.

Governance:

- Acting as the organisation’s Company Secretary
- Maintaining a sound, overarching corporate governance and risk management strategy for the organisation to ensure the highest level of accountability in the organisation’s decision-making processes.
- Working with providers of organisation's professional services (e.g. legal and audit).
- Keeping under review all corporate governance arrangements that might affect the organisation and ensure that Interim Board is fully briefed on these matters and the implications.
- Ensure that the organisation is compliant with data protection, freedom of information and human rights matters.

Policy

- Initiating and maintaining a policy role and function reflective of the aims and objectives of the organisation and of its constituent bodies
- Producing thought leadership and other policy direction reports and initiatives
- Responding to a wide range of consultations and reports within the context of the policy of the academy and its aims and objectives

Management Board:

- Contribute to the delivery of the Boards financial and legal responsibilities and objectives.
- Producing annual work plans and budgets linked to the Academy's strategic objectives.
- Advising and guiding the Management Board on its corporate and governance responsibilities.
- Produce the Academy's central business plan and associated budget and compile annual and other statutory reports and returns in liaison with professional advisors as appropriate

Establishment of effective working relationships (internal and external):

Work with the Academy Chair and CEO to establish and develop influential relationships with:

- the Academy Council
- Professional Group Chairs and Members
- the professional bodies for the member professions
- policy and communications contacts in the four health systems, the AoMRC, NHS Confederation and NHS Employers
- a range of external professional advisors including legal and financial
- Companies House and related statutory bodies
- Statutory and regulatory bodies (PSRBs) in the health and education sectors;
- Independent and NHS employers
- commissioning bodies for health, public health and social care
- Health Education England
- the Centre for Workforce Information (CFWI).

PERSON SPECIFICATION:

- Educated to Degree level.
- Qualifications in communications, business strategy and/or project management.
- Evidence of continuous professional development.
- Strong intellectual skills, track record of innovative thinking, analysis and practical activity.
- Management experience in a complex organisation, experience of organisational change.
- Proven ability in communications and stakeholder relations.
- Knowledge of government and health policy issues, politically aware.
- Knowledge and experience of working across the Devolved Administrations.
- Capable of innovating and developing business growth and quality improvement.
- Creativity and a flair for new initiatives.
- Experience of delivering high-level and complex projects.
- Budget and financial management skills.
- Comfortable presenting content to a range of audiences, including policymakers academics, public and the media.
- Skilled at networking and network-building; a strong commitment to partnership-working.

- An open and participative style with excellent leadership/communication skills and commercial acumen.
- Resilient and able to work under pressure.
- An in-depth understanding of the NHS and wider healthcare context, with the ability to respond to the changing NHS environment together with education and training knowledge.
- Knowledgeable about national policy in healthcare and healthcare science.