



The voice of UK
Health Services
Research

TRUSTEE CANDIDATE INFORMATION PACK

2021

INCLUSIVE
BOARDS



MESSAGE FROM OUR CHAIR

Thank you for your interest in Health Services Research UK. We are a small organisation but our mission – supporting and mobilising research on health and care services so that it contributes to improvements for people and communities - has never been more important, especially in the context of the current pandemic.

Although we have existed for over a decade, we only became an independent charity two years ago. We have a small executive team of 2 staff based at the Nuffield Trust in London and an active and friendly board of trustees who are mostly drawn from the research, policy and practice communities we serve. We have exciting plans to grow and develop, and build new partnerships across research, policy and practice. We are particularly keen to welcome fresh external perspectives to our board from outside the research community. I hope you will find this information pack helpful and will consider applying to join our board as a trustee.

Kieran Walshe

Chair, HSR UK

ABOUT US

Health Services Research UK (HSR UK) is a charity dedicated to the promotion of health services research in policy and practice. The collective voice of UK health services research, we connect researchers with health service leaders, managers, policy makers and clinicians to drive improvement and innovation in the NHS and social care.

We currently have around 40 organisational members with plans to grow this over the next three years. Our flagship annual conference in July brings our community together, and last year – as we went online for the first time – over 3,000 people registered to attend.

The Aims of HSR UK are to:

- Convene and connect producers and users of health services research in the UK, and build links across Europe and globally,
- Support evidence-based policy and practice in the NHS, helping to mobilise health services research, build capacity and make an impact, and
- Influence policy leaders and funders to improve the profile and landscape of health services research, enabling it to thrive.

WHO WE ARE

The Health Services Research Network, as we were formerly known, was founded over 10 years ago and originally based at NHS Confederation and later Universities UK. In 2019 we became an independent Charitable Incorporated Organisation (CIO) and today we are hosted by the independent health think tank The Nuffield Trust.

We currently have 12 Trustees on our board, including health service leaders, funders, early career researchers and leading academics. It is chaired by Professor Kieran Walshe and deputy chaired by Professor Judith Smith. A team of two part-time staff, Helen Mthiyane and Rokia Ballo, run the organisation on a day to day basis and work closely with the board to plan and deliver our activities.



COMMITMENT TO DIVERSITY & INCLUSION

We are committed to increasing diversity and inclusion within our organisation, as well as using our voice and platform to help make health services research more equitable. This means reflecting critically on issues of diversity and inclusion within all that we do, identifying and taking appropriate actions to reduce inequality, and welcoming challenge.

We welcome applications from anyone regardless of their disability, ethnicity, heritage, gender, sexuality, religion or socio-economic background, and from people with lived experience of health and care services. We would benefit from greater diversity within our board so that we can better represent the health services research community and the intended beneficiaries of research.

We are committed to inclusive working practices, and during the application process we commit to:

- Paying for childcare whilst you're attending HSR UK's interview.
- Paying for your travel costs to the office and back for interviews if they are held in person.
- Making any reasonable adjustments - for example ensuring we have a sign language interpreter organised in advance if you'd like one.
- Providing this document in a Word document format readily available to download.

If there is anything else you're concerned about or think we could provide, please let us know.

ABOUT THE ROLE

As a small charity all Trustees play a role in the strategic development and overall governance of the organisation. In addition to these general responsibilities, Trustees are invited to identify a particular area to take a leading role on (possibly with another Trustee), such as events, finance or membership.

Skills we would particularly welcome at the moment include:

- **Charity governance and legislation**
- **Finance/ accounting**
- **Business development and income generation (eg through grants or commissioning)**
- **Marketing and communications**

The Board of Trustees is responsible for setting the strategic direction of the charity and ensuring it performs effectively.

Responsibilities include:

- Setting and monitoring the strategic direction of the charity and ensuring that our strategy is aligned with our values and mission;
- Ensuring the organisation is properly managed and compliant with relevant legislation, and has the resources, policies and structures necessary to be effective and ensure the highest standards of corporate governance;
- Approving all major decisions and policies and the annual accounts;
- Ensuring that appropriate protection, systems, and checks remain in place to mitigate exposure of the organisation to major risks;
- Participating actively in board meetings and reading any papers sent in advance; and
- Playing a lead role in developing one area of our work or aspect of governance (eg finance or board development) working with our Executive team and other Trustees outside of board meetings as appropriate, and reporting back to the rest of the board on progress.

ABOUT YOU

Skills / experience / interests

- Interest in the role of research in improving health or care services (perhaps gained from a healthcare delivery, third sector or policy perspective, or through lived experience)
- Skills in one of more of the relevant areas as articulated above
- Excellent communication skills
- Good listening skills and openness to others' views
- Able to operate at a strategic level, bringing insight and interrogation to the development of organisational strategy
- Able to contribute to and support high-level board decisions about the future of the organisation, accepting that these may not always be unanimous

Values / personal characteristics

- Committed to diversity and inclusion
- Integrity
- Enthusiastic about our aims
- Reflective, willing to challenge and be challenged when necessary
- Prepared to roll up your sleeves and get involved in the work of HSR UK outside of board meetings

ADDITIONAL INFORMATION

Induction and support

New Trustees will be given a full induction upon joining. We offer on-going support and development opportunities to all Trustees, including board 'away days'.

Time commitment

The time commitment for most board members will be between half a day and a day per month. The board meets for up to two hours (usually 90 minutes when online) six times a year. We also hold an Annual General Meeting in the autumn attended by board members and representatives of our member organisations.

In addition to the formal meetings board members will from time to time attend meetings with the Executive team and other board members as a sub group leading on a particular area (eg governance, finance, or events).

Board members are encouraged to attend HSR UK events throughout the year and may be invited to chair a session at our annual conference.

Location

We are currently holding all our meetings online. When it is safe and practical to hold in person meetings again these will usually be held at the offices of the Nuffield Trust in Marylebone, London and remote joining will remain available.

Remuneration

This charity Trustee position is not remunerated, however we will be happy to reimburse any reasonable expenses such as travel to meetings, in line with our expenses policy.

Conflicts

You will be given the opportunity to let us know about any potential conflicts of interest so that we can ensure that you are not put in any position where there is a conflict.

HOW TO APPLY

The recruitment process is being undertaken by Inclusive Boards on behalf of Health Services Research UK. If you wish to apply for this position, please supply the following by **23.59 10 March 2021**:

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application.
- Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you, referees will not be contacted without your prior consent.
- [Diversity monitoring form](#) - your data will be stored separately from your application and will at no time be connected to you or your application.

Please send your CV and cover letter to HSRUK@inclusiveboards.co.uk by 23.59 10 March 2021.

Interviews with HSR UK likely to be held w/c 22 March 2021

Expected first Board meeting 10 May 2021