Chair of BrisDoc Healthcare Services Ltd

Job Description and Person Specification

Job Title: Non-Executive Chair of the Board and Trust Director

Accountable to: BrisDoc Healthcare Services Ltd Board and BrisDoc Trustee Ltd in its capacity as sole shareholder

Location: Bristol, with a combination of in-person and remote working

Time commitment: Approximately two days per week on average

Remuneration: £40,000 per annum annual retainer

Term: Up to two three-year terms, subject to BrisDoc's governance arrangements

Appointment as Chair of BrisDoc Healthcare Services Ltd also constitutes appointment as a Director of BrisDoc Trustee Ltd.

About BrisDoc

BrisDoc Healthcare Services Ltd is an employee-owned social enterprise providing NHS primary, urgent and community healthcare services across Bristol and the wider South West.

We employ around 600 co-owners across a diverse clinical, operational, professional and support workforce. BrisDoc combines the responsibilities of an NHS healthcare provider with a strong commitment to co-ownership, social purpose and long-term sustainability.

BrisDoc operates a Combined Board arrangement through which much of the business of the BrisDoc Healthcare Services Ltd Board and BrisDoc Trustee Ltd Board is considered together, while each retains its distinct legal and governance responsibilities.

Purpose of the Role

The Non-Executive Chair provides independent leadership to the BrisDoc Healthcare Services Ltd Board and is responsible for its overall effectiveness.

The Chair will ensure the Board provides effective strategic leadership, scrutiny and constructive challenge; maintains appropriate oversight of quality, safety, performance, finance, workforce and risk; and operates in a way that reflects BrisDoc's Values, social purpose and employee-owned ethos.

The Chair will also play an important role in shaping the culture of the Board, ensuring that BrisDoc's Values are reflected in how the Board leads, makes decisions, challenges and holds itself and the organisation to account.

The Chair will establish a strong supportive and appropriately challenging relationship with the Chief Executive, promote effective relationships across the Board and act as a credible strategic ambassador for BrisDoc.

We welcome candidates from a broad range of professional and sector backgrounds who can demonstrate the leadership, judgement and governance experience required for the role.

Key Responsibilities

1. Board Leadership and Governance

The Chair will:

- lead an effective, inclusive and appropriately challenging Board;
- ensure Directors contribute fully and constructively and share collective responsibility for Board decisions;
- maintain clear boundaries between Board oversight and Executive management;
- ensure Board agendas, information and assurance support effective scrutiny and decision-making;
- promote high standards of governance, integrity, openness and accountability; and
- ensure the Board regularly reviews its effectiveness, composition, skills, experience, diversity and ways of working;
- ensure appropriate Board succession planning and ongoing development.

2. Strategy, Performance and Assurance

The Chair will:

- ensure the Board sets and maintains a clear strategic direction and oversees delivery against it;
- maintain appropriate Board oversight of quality, patient safety, organisational performance, finance, workforce, risk and long-term sustainability;
- ensure the Board balances risk and opportunity appropriately and supports innovation and improvement where these further BrisDoc's strategy and purpose;
- ensure equality, inclusion, health inequalities and community needs are considered in Board decision-making and strategic oversight;
- ensure the Board has effective governance and assurance arrangements.

3. Chief Executive and Executive Team

The Chair will:

- build a strong, open and appropriately challenging relationship with the Chief Executive;
- provide support, counsel and constructive challenge while maintaining independence;
- lead the Chief Executive's objective-setting, appraisal and performance review;
- ensure the Board holds the Chief Executive and Executive team to account for delivery, culture, and leadership conduct;
- ensure matters relating to the Chief Executive that require Board consideration or action are brought to the Board; and
- support effective succession planning for the Chief Executive and wider Executive leadership.

4. Values, Culture and Employee Ownership

The Chair will:

- visibly champion BrisDoc's Values and employee-owned ethos;
- ensure organisational culture and leadership behaviours receive appropriate Board attention;
- create a Board environment in which difficult issues and behaviours can be challenged openly, irrespective of role or seniority;
- ensure that how results are achieved is considered alongside what is achieved;
- ensure the Board remains connected to the experiences and perspectives of patients, service users, communities and co-owners;
- ensure patient, service user, community and co-owner insights inform strategy, culture and Board oversight; and promote effective relationships between the BrisDoc Board, BrisDoc Trustee Ltd, Employee Directors and Co-owners Council.

5. External Leadership and Statutory Responsibilities

The Chair will:

- act as a credible strategic ambassador for BrisDoc;
- build constructive relationships with system leaders, regulators, other Chairs, elected members and key partners;
- discharge the legal duties of a company director and act in accordance with BrisDoc's governing documents;
- exercise independent judgement and appropriately manage conflicts of interest; and
- meet applicable statutory, regulatory and Fit and Proper Persons requirements.

Person Specification

BrisDoc is seeking a values-led and inclusive Chair with significant governance experience, sound judgement and the personal credibility to Chair the organisation through its next stage of development. We are looking for someone who will not only chair an effective Board, but who will actively contribute to an open, inclusive and collaborative culture built on respect, constructive challenge and shared accountability.

We welcome candidates from healthcare, public, private, voluntary, social enterprise and other organisations with a strong social or public purpose.

Personal Attributes

The Chair will demonstrate:

- integrity, honesty, fairness and accountability;
- visible commitment to values-based leadership;
- independence of thought and sound judgement;
- willingness to address behaviours or practices inconsistent with organisational Values or governance responsibilities;
- openness to challenge and feedback about their own leadership; and
- an ability to build trusted relationships without compromising independence.

We recognise that strong candidates will bring different combinations of experience and perspective. We are interested in the overall strength and relevance of what you would bring to BrisDoc rather than expecting candidates to have followed one particular career route. If you meet the essential requirements and believe your experience and approach would enable you to make a strong contribution, we encourage you to apply.

Essential Criteria

A. **Values, culture and leadership**

A demonstrable record of values-led leadership, with an understanding of organisational culture and the Board's role in shaping leadership behaviours and accountability, including willingness to address inappropriate behaviour or poor leadership practice.

B. Purpose, patients and co-ownership

Genuine commitment to BrisDoc's Values, social purpose and employee-owned model, high-quality person-centred healthcare, equality and reducing health inequalities, and to ensuring patient and community perspectives inform Board thinking.

C. Chair and Board experience

Previous experience as a Chair or Non-Executive Director, with significant senior-level and Board-level governance experience in a complex organisation and demonstrable ability to chair a Board effectively.

D. Strategic judgement and oversight

Strong strategic and commercial judgement, with experience of overseeing strategy, organisational performance, finance, risk and long-term sustainability and the ability to understand complex information and reach balanced decisions.

E. Chief Executive relationship

Ability to build an effective relationship with a Chief Executive based on trust, support, challenge and accountability.

F. Communication and external credibility

Excellent communication, influencing and relationship-building skills, with the personal credibility to act as a strategic ambassador for BrisDoc and build constructive external relationships.

G. Governance

Strong understanding of corporate governance and the distinction between Board oversight and Executive management.

H. Capacity and regulatory requirements

Sufficient time and capacity to undertake the role and ability to satisfy the statutory, regulatory and Fit and Proper Persons requirements applicable to a Director.

Desirable Criteria

- Experience within the NHS, health, social care or other highly regulated environment.
- Experience of employee ownership, social enterprise or another organisation with a strong social or public purpose.
- Experience of significant organisational transformation or partnership working.

Qualifications

Relevant governance, leadership or professional qualifications may be advantageous but will not substitute for the required experience, judgement and leadership capability.