Sexual Assault & Abuse (SAAS)

PPV Lead Advisor

Applicant Information Pack

April 2023

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We value and promote diversity and are committed to equality of opportunity for all. We believe that the best boards are those that reflect the communities they serve.

We prioritise Equality, Diversity and Inclusion, team health and wellbeing and the principles of kind leadership in our 'ways of working'. All post holders will have a key role in nurturing this culture.

Appointment will be made on merit after a fair and open process so that the best people, from the widest possible pool of applicants, are appointed.

1. About us

NHS England are committed to creating and maintaining a fair and supportive working environment and culture, where contributions are fully recognised and valued by all, and staff feel empowered to carry out their duties to the best of their abilities. As employers, we are committed to promoting and protecting the physical and mental health and well-being of all our staff. This underpins our values, as set out in the NHS Constitution, supports us to be an Employer of Choice and ultimately enables our employees to support the effective care of our patients.

The Health and Justice/Sexual Assault & Abuse Service team within NHS England are responsible for the commissioning of sexual assault referral centres for victims and survivors of sexual assault and abuse. To effectively discharge our duties, we need and value the input of the Patient and Public Voice via people with lived experience to help us form policy, make appropriate researched choices, and make the right decision for our patient group and our staff through the following:

- To drive continuous quality improvement and achievement of excellent health outcomes.
- To assure quality patient care and parity of services with those outside the justice system (the 'Principle of Equivalence' with community care).
- To ensure Public and Patient Voice is integral at all levels.

2. The opportunity

Integrated care systems (ICSs) are partnerships of health and care organisations, local government, and the voluntary sector. They exist to improve population health, tackle health inequalities, enhance productivity and help the NHS support broader social and economic development. They took statutory form following the implementation of proposed legislation from July 2022 and comprise an Integrated Care Board (ICB) and Integrated Care Partnership. The Integrated Care Board will take on the CCGs' functions and broader strategic responsibility for overseeing healthcare strategies for the system.

This post offers a real opportunity to help influence national policy and practice and ensure the voice and views of people with lived experience is at the heart of all sexual assault and abuse service (SAAS) work.

SAAS programmes and services need diverse, inclusive, and compassionate leaders, who not only reflect the community they serve, and the staff employed but have the leadership style and breadth of perspective to make good collective decisions.

The role will ensure effective relationships with the national Sexual Assault & Abuse Service Lived Experience network members and between partners and stakeholders within and beyond NHS England.

We are really interested in receiving applications from people with diverse backgrounds, skills, and experience.

3. Role priorities and responsibilities

The role of the SAAS PPV Lead Advisor is to provide leadership and expertise to Senior Management Team (SMT) on all matters of lived experience to enable it to fulfil its strategic purpose and to ensure it executes its responsibilities to the NHS England health inequality agenda.

Priorities

Specific responsibilities:

- To expand and maintain the SAAS Lived Experience network (including supporting the appointment of a co-chair) to provide added support and objectivity to the lived experience aspect of the SAAS team and its programmes of work and to assist in addressing health inequalities in all that we do.
- To support the planning of the annual workplan to deliver LTP commitments and regulatory obligations.
- To plan, implement, and recruit to diversify the SAAS Lived Experience network.
- Support the network in having a role holding the NHS England team to account around progress of the SAAS strategic priorities.
- Hold quarterly SAAS Lived Experience network meetings.
- Provide informal support and guidance to all SAAS Lived Experience network members, if required, and pro-actively address issues and concerns as they arise escalating via line manager, as necessary.
- Provide representation on behalf of SAAS Lived Experience Network members, as and when required, including attendance at the SAAS Advisory Group.
- Undertake regular reviews of activities and present written progress reports for Senior Management Team (SMT) meetings via line manager as required.
- Present an annual review in the form of an Annual Report of activities for the Senior Management Team (SMT) and proactively plan for the following year.

Other responsibilities include:

- Oversee the SAAS response to lived experience input on all corporate programmes of work, this will involve working with programme managers to ascertain relevant agenda items and areas of strategic importance for Lived Experience discussion.
- When necessary, join other programmes of work to provide support/facilitation ensuring contributions from all members to provide equity amongst stakeholders including patients/patient groups.
- Attend as invitee to other meetings as deemed necessary by SMT, to inform on lived experience on new and existing workstream set ups, financial planning for lived experience and clinical groups.
- Help identify met and unmet need and proactively propose improvements to current and new services to inform future commissioning arrangements.
- To act in a professional business manner when representing NHS England in all aspects of the role, adhering to the confidential agreement policy, and upholding the values of the NHS.
- Transparency and openness in all aspects of business.
- Acknowledging personal and professional conflicts of interest and reporting these appropriately in all aspects of work, in line with NHS England's policy and guidance.

4. Role competencies

Personally, you will bring a range of professional expertise as well as understanding and experience to the work of the health and justice/SAAS teams. We are interested in your life experience and personal motivations that will add valuable personal insights, such as: being a patient, carer or service user, experience of gender and women's issues, engaging with diverse social, economic, and cultural groups and communities,

experiences, and challenges of younger people, and those with lived experience of mental health issues and/or living with physical chronic conditions or disability.

As SAAS PPV Lead Advisor, you will be required to demonstrate examples of a range of leadership competencies that you have used in briefing national and local events, groups, networks or boards, and collaborative working at a national level and as outlined below.

To be considered, you must be able to demonstrate examples of your qualities, skills and experience in a similar role to meet all the essential criteria for this appointment.

Essential Criteria

- NHS England employees cannot take up PPV Partner roles; individuals employed part-time by other NHS organisations can be recruited as PPV Partners, but a conflict-of-interest process will be adhered to.
- Must have lived experience of sexual assault or abuse in some form to use knowledge and empathy of both the system and the needs of cohort.
- Experience in participation of challenging complex meetings and ability to focus on an informed participative response.
- The ability to facilitate consensus in recommendations around complex issues.
- Highly developed interpersonal and communication skills
- Ability to grasp relevant issues and understand relationships between interested parties.
- Ability to demonstrate working on multiple topics with several stakeholders.
- Ability to influence multiple stakeholders to ensure better and inclusive outcomes.
- High level of understanding and interest in healthcare issues, NHS England, and the wider environment in which it operates.
- Ability to demonstrate understanding of legal or relevant guidance to involve patient and public stakeholders and families in inclusive health outcomes for all.
- Ability to seek advice and support from other people with lived experience of using services where the SAAS PPV Lead Advisor does not have the knowledge.
- Commitment to ensuring that the equality and diversity agenda has a high priority.
- Strong commitment to maintaining a patient focus in the commissioning of health services.
- A commitment to the principles of public life
- Common sense and diplomacy
- Ability to inspire colleagues.
- Personal integrity and commitment to openness, inclusiveness, and high standards.

Desirable Criteria

- Demonstrate experience of lead involvement on strategic forums at a national level.
- Explain knowledge of specialised health services.

Strategy and transformation

- Setting the vision, strategy, and clear objectives for the SAAS Lived Experience Network in delivering on the four core purposes of the Lived Experience network; to improve the health and inequalities gap; ensuring the patient & public voice is written into all that we do; better quality of care; and cost-control.
- Aligning partners in transforming the Long Term Plan and the People Plan into real progress.

Partnerships and communities

- Promoting dialogue and consensus key stakeholders, to ensure effective joint planning and delivery for system working and mutual accountability.
- Supporting the establishment of the SAAS Lived Experience Network, developing strong relationships between NHS England workstream leads and the work of the network.
- Supporting the success in establishing shared strategic priorities within the NHS, to tackle population health challenges and enhance services across health, custodial and community care.

Social justice and health equalities

- Advocating diversity, health equality and social justice to close the gap on health inequalities and achieve the service changes that are needed to improve population health.
- Ensuring the SAAS Lived Experience Network is responsive to people and communities and that public, patient and carer voices are embedded in all the SAAS Lived Experience Network's plans and activities.
- Promoting the values of the NHS Constitution and modelling the behaviours embodied in Our People Promise and forthcoming Leadership Way to ensure a collaborative, inclusive and productive approach across the system.

Sustainable outcomes

- Oversight of purposeful arrangements for effective leadership of clinical and professional care throughout the work of the SAAS Lived Experience Network.
- Fostering a culture of research, innovation, learning and continuous improvement to support the delivery of high-quality services for all.

Governance and assurance

- Collectively ensuring that the SAAS Lived Experience Network is compliant with its constitution and contractual obligations, holding other members of the Health & Justice Lived Experience Network to account through constructive, independent, and respectful challenge.
- Maintaining oversight of the delivery of the SAAS Lived Experience Network work plans, ensuring expected outcomes are delivered in a timely manner through the proportionate management of risks.
- Ensuring that the SAAS Lived Experience Network operates to deliver its functions in line with all its statutory duties, and that compliance with the expected standards of the regulatory bodies is maintained.

People and culture

- Supporting the development of network members to maximise their contribution.
- Providing visible leadership in developing a healthy and inclusive culture for the organisation, which promotes diversity, encourages, and enables system working and which is reflected and modelled in their own and the network's behaviour and decision-making.
- Ensuring the network acts in accordance with the highest ethical standards of public service and that any conflicts are appropriately resolved.

5. SAAS PPV Lead Advisor: person specification

Competency	Knowledge, Experience and Skills required
Setting strategy and delivering long-term transformation	• Knowledge of health, care, local government landscape and/ or the voluntary sector • A capacity to thrive in a complex and politically charged environment of change and uncertainty. • Experience leading change at a senior level to bring together disparate stakeholder interests.
Building trusted relationships with partners and communities	• An understanding of different sectors, groups, networks, and the needs of diverse populations • Exceptional communication skills and comfortable presenting in a variety of contexts • Highly developed interpersonal and influencing skills, able to lead in a creative environment which enables people to thrive and collaborate. • Experience working collaboratively across agency and professional boundaries
Leading for Social Justice and health equality	• An awareness and appreciation of social justice and how it might apply within a health & justice context. • Record of promoting equality, diversity, and inclusion in leadership roles • Life experience and personal motivation that will add valuable personal insights
Driving high quality, sustainable outcomes	• Problem solving skills and the ability to identify issues and areas of risk, leading stakeholders to effective resolutions and decisions.
Providing robust governance and assurance	• An understanding of good corporate governance • Ability to remain neutral to provide independent and unbiased leadership with a high degree of personal integrity. • Experience contributing effectively to complex professional meetings at a very senior level
Creating a compassionate and inclusive culture for our people	• Models respect and a compassionate and inclusive leadership style with a demonstrable commitment to equality, diversity and inclusion in respect of boards, patients and staff. • Creates and lives the values of openness and transparency embodied by the principles-of-public-life and in Our People Promise

6. Eligibility

You will be able to demonstrate that you meet the requirements of the fit and proper person test and that you have no substantial conflicts of interests that would interfere with your ability to be independent and offer an impartial perspective.

Given the significant public profile and responsibility members of the SAAS Lived Experience Network hold, it is vital that those appointed inspire confidence of the public, patients, and NHS staff always. We will undertake several specific background checks to ensure that those we appoint are “fit and proper” people to hold these important roles. More information can be found on our website.

Applications will be assessed on merit, as part of a fair and open process, from the widest possible pool of candidates. The information provided by applicants will be relied on to assess whether sufficient personal responsibility and competence have been demonstrated in previous/other roles, to satisfy the experience, skills and values being sought.

We value and promote diversity and are committed to equality of opportunity for all. We believe that the best networks are those that reflect the communities they serve.

- 50% of the working age population and 77% of the NHS workforce are women.
- 14% of the working age population and 23% of the NHS workforce are from ethnic minorities.
- 16% of working age population and 5% of the NHS workforce are disabled.
- 2% of the population over 16 and 3% of the NHS workforce identify as LGBT.
- 82% of working age adults and 79% of the NHS workforce are under 55[1]

We want to increase the diversity of our NHS leadership and encourage applications from groups we know are all under-represented in these important roles. We prioritise Equality, Diversity and Inclusion, team health and wellbeing and the principles of kind leadership in our 'ways of working'. The successful applicants will have a key role in nurturing this culture.

7. Terms of appointment

Remuneration

- Remuneration as SAAS PPV Lead Advisor will be £150 per 8-hour day for a minimum commitment of 2 days per month (meetings and management of the network, SAAS Advisory Group meetings quarterly as a minimum)
- Remuneration is taxable, and subject to National Insurance contributions, both of which will be deducted at source under Employed for Tax Purposes (EFTP) before you are paid. Remuneration is not pensionable.
- Travel will be booked by the NHS England SAAS team administrator, and you will be responsible to inform them if you use a disability card or a pension pass.
- You may claim subsistence expenses in line with NHS England policy, and which are properly and necessarily incurred in carrying out your role and responsibilities. A copy of the policy and rates can be obtained from the NHS England SAAS team administrator.

Time commitment

Minimum commitment of 2 days per month as noted above.

Location

Ability to undertake national travel is required but predominantly home working via online meetings.

Tenure of office

2 years

Accountability

- The SAAS PPV Lead Advisor is directly accountable to the SAAS Programme Lead.
- All Lead members are required to comply with the Nolan Principles of Public Life

8. Making an application

- Before making an application, we strongly recommend you have an informal and confidential discussion about the role with Angie Whitfield, SAAS Assurance & Performance Lead, Specialised Commissioning Central Team - angelique.whitfield@nhs.net or Esther Silva, SAAS Programme Lead – esther.silva@nhs.net
- If you have any general queries, please contact Rob Thompson, england.saasadmin@nhs.net

If you wish to be considered the role of SAAS PPV Lead Advisor, please email your CV and supporting statement to Rob Thompson at england.saasadmin@nhs.net by **22nd May 2023 at 23:59.**

To apply by email, you will need the following information available:

- A CV that includes your address and preferred contact details, highlighting and explaining any gaps in your employment history
- A supporting statement that highlights and demonstrates your skills and experience and allows insights on your values and motivations for applying for the role. You should outline your personal responsibility and achievement within previous roles that demonstrates you have the knowledge, skills, and competencies to deliver this role, as outlined in the person specification.
- The names, positions, organisations and contact details for two referees. One referee should be your current line manager (if applicable) and references must cover your most recent roles and employer, any regulated health or social care activity or where roles involved children or vulnerable adults. Your references will be taken prior to interview and may be shared with the selection panel.
- Tell us about any dates when you will not be available for the selection process.

Preliminary selection: information provided by applicants will be relied on to assess whether sufficient personal responsibility and competence have been demonstrated in previous/other roles, to satisfy the experience, skills and values outlined in the person specification. Feedback from any preliminary assessment will be given to the selection panel who will agree the applicants invited to interview.

Shortlisting: the selection panel will use the information provided by the applicants and feedback from any preliminary assessment to agree applicants invited to interview. Assessment will be based on merit against the competencies experience, skills and values outlined in the person specification.

Interviews: applicants will be asked to make a 5 – 10-minute presentation to help the selection panel draw out the competencies, experience, skills and values outlined in the person specification. The formal interview will be 45 mins to an hour of open questions from the selection panel to showcase experience and explore applicant's values, motivations, creativity and ability. **Interview date/s to be confirmed.**

Appointment: Selection panels will be asked to identify appointable candidates based on merit against the competencies experience, skills and values outlined in the person specification.

Annex 1

The Seven Principles of Public Life

1. The Seven Principles of Public Life the Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public officeholder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public officeholders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.

1.1 Selflessness, Holders of public office should act solely in terms of the public interest.

1.2 Integrity, Holders of public office must avoid placing themselves under any obligation to people or organizations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

1.3 Objectivity, Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

1.4 Accountability, Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

1.5 Openness, Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

1.6 Honesty, Holders of public office should be truthful.

1.7 Leadership, Holders of public office should exhibit these principles in their own behavior and treat others with respect. They should actively promote and robustly support the principles and challenge poor behavior wherever it occurs.