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| ROLE PROFILEHOSPITAL DIRECTOR  |
| DEPARTMENT | ED’s Office | LOCATION | Pinhoe View |
| GRADE | N/A | REPORTING TO | Operations Director – South West |

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| ROLE AND CONTEXT |
| **Purpose*** Overall operational management of Pinhoe View, leadership and development of all departments.
* To maximise the financial performance of Pinhoe View, whilst maintaining high quality service standards.
* To develop the business potential of Pinhoe View and new developments within area of responsibility.
* To be an active member of the Regional Operational and Clinical Governance (ROCG) group for the South West Region.
* To participate in the ROCG on call rota for the South West Region.
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| **Context**Elysium Healthcare, as the UK leader in specialist psychiatric services, operate throughout England and Wales caring for people with mental illness, learning disabilities and acquired brain injuries. It also provides employee assistant programmes.It is the objective of Elysium Healthcare to be the independent sector provider of choice in our field. We are committed to responding positively to the needs of our customers and to delivering services of measurable quality.The business has four types of customer: patients, staff, purchasers and external agencies.Patients may suffer from mental illness, personality disorder and/or learning disabilities. Patients at the Unit are detained under the Mental Health Act. Referrals are taken from many sources including psychiatric hospitals, prisons and the courts.The workforce of the organisation is multidisciplinary; a significant proportion of those employed are in a clinical discipline with other departments providing supporting services. |

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| **Dimensions** |
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| **NEED TO DO** |
| **Key Outputs*** The achievement of Pinhoe View business and financial objectives on an annual basis.
* Develop proactive, positive relationships with internal and external customers which leads to business development and quality care.
* The appropriate leadership, management and motivation of employees with an active development of a pride in effectiveness and good teamwork.
* Ensure the good marketing of Pinhoe View and its facilities, monitor market conditions, competition and trends. Proactive response to market challenges.
* To be the Hospital Director under the legislation of the Health and Social Care Act 2008 and associated regulations.
* Compliance with all company policies and legislation requirement including financial, health and safety, clinical and all areas under corporate and clinical governance. Compliance with Care Quality Commission (CQC).
* Contribution and participation as an individual and as a representative of Pinhoe View to the corporate development of Elysium Healthcare.
* The development of practices that will enhance the performance of Pinhoe View in line with company policy.
* Through annual key objectives, set targets to ensure that Pinhoe View activities are delivered on time and to an agreed standard. Develop corrective actions when deficiencies arise.
* Set high personal and professional standards in line with the Company’s code of conduct.
* Budget planning.
* To recruit, develop, motivate and retain good quality staff at Pinhoe View.
* Maintain an excellent reputation within the local area as a healthcare provider, employer and a valued integrated part of the local community.
* Continued attainment of relevant external accreditation, for example IIP.
* To assist the Operations Director, in audit reports to comply with Health and Social Care Act 2008 and associated regulations.
* To oversee health and safety policy procedure for Pinhoe View.
* To audit on a hospital basis all matters of health and safety.
* To ensure all those in our care are safeguarded and remaining up-to-date with Safeguarding requirements.
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| **Health and Safety**To take personal responsibility for ensuring the work practices and the environment meet the requirements of the Health and Safety at Work legislation. Develop and submit action plans to ROCG and HOGG to rectify the deficit.**This job description forms the broad framework within which the incumbent will undertake his/her duties, and will be the subject of regular review with the post holder.** |

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| **Relationships*** Operations Director
* Regional Operations and Clinical Governance Group
* Hospital Operational and Governance Groups
* Head/Leads of Departments
* Care Pathways
* Heads of Nursing
* Support Services
 | * All staff
* External Agencies
* Contractors
* Regulators
* Business customers
* Referrers
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| **Decision Making Authority*** Day to day management strategic development at Pinhoe View.
* 24 hour management of the region when on call.
* Within company guidelines.
* Advice on issues within scope of expertise.
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| Key Performance Indicators* Deliver unit objectives and performance targets within defined timescales.
* External customers satisfaction with the quality of services being provided.
* Growth of the unit’s business case.
* Submission of all required reports within defined guidelines.
* Satisfactory internal and external audit, inclusive of internal provided compliance processes and Care Quality Commission (CQC).
* Meet the required standards detailed in the Health and Social Care Act 2008 and associated regulations.
* Manage services within budgetary agreements.
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| **NEED TO KNOW** |
| **Qualifications*** Graduate caliber with possible postgraduate degree.
* Evidence of general senior management development preferably within the health sector
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| **Skills/Knowledge*** Highly articulate in spoken and written communication skills.
* Ability to provide commercial input at senior management level.
* Confident, adaptable, resilient and commercially aware.
* High degree of presence and ability to engage people.
* Able to gain trust and maintain credibility whilst utilising resources.
* Keeps up to date with current and new management thinking.
* Knowledge of business strategy, planning, financial management, HR legislation, management development and organisational change.
* Knowledge of non-clinical operational activities within a health sector organisation.
* Current issues in mental health issues at MDT level.
* Understating diversity issues.
* Working knowledge of the independent healthcare sector organisation.
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| **Experience*** 5 years managerial experience within a senior management role.
* Proven track record of achieving goals and targets
* Operational experience of health sector, more so mental health sector
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| **NEED TO BE** |
| ***Using the “1,2,3” scale, where: 1=Basic, 2=Important, 3=Critical*** |
| * High Profile Leader (3)
* High Integrity
* Creditable style that engenders confidence
* Energetic and enthusiastic, cross directorate/function aware
* Visionary
* Humanistic and encouraging
* Accomplished manager (3)
* Creative problem solver
* Influence the thinking of others
 | * Time management
* High achiever and effective decision

maker* Supportive and willing to learn
* Responds positively to constructive feedback.
* Good team player
* Good motivator
* Good communicator
* Resilient able to stay calm under pressure
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| SIGNATURES |
| **Job Holder**  | **Line Manager** |
| Name: Kate  | Name:  |
| Signature:  | Signature:  |
| Date:  | Date:  |
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| **Role Profile Approved Operations Director**  |
| Name:  |
| Signature:  |
| Date:  |