**Chair for Healthwatch Northamptonshire Advisory Board 2021**

**Outline role description**

Whilst not intended to be definitive this outline of key roles and responsibilities will guide Healthwatch Northamptonshire in its execution of appointment to the position of Chair.

Healthwatch Northamptonshire (HWN) Advisory Board Chair

The HWN Advisory Board is a statutory body established under the Health and Social Care Act 2012. The HWN Advisory Board Chair will be responsible for carrying out and contributing to a range of activities. The core functions are summarised below.

The Chair will work with staff to:

* Manage the appointment of the members of the Advisory Board
* Regularly review the overall strategy and business plan for the delivery of the HWN Contract, agreeing changes where necessary
* Ensure, as far as is possible, that the HWN Advisory Board functions effectively to deliver its strategy and plan, including chairing meetings of the Advisory Board
* Use individual skills, knowledge and experience to assist the HWN Advisory Board in reaching sound decisions
* Help determine the strategic direction for the Advisory Board, and through the Chief Executive and/or Manager (or other equivalent designation as may have been appointed from time to time) support, as far as is possible, the efficient allocation and administering of resources to develop a work plan that will help and enable the Advisory Board to perform its functions effectively
* Ensure that the organisation, operations and practices of the HWN Advisory Board are transparent and accountable as is reasonably possible bearing in mind the need for some sensitive and confidential subjects to be dealt with privately
* Ensure, as far as is possible, that the HWN Advisory Board seeks out and engages with members of the public, service users and carers, including minority groups, to gain their views on health and social care issues and problems in Northamptonshire in the delivery of the HWN Contract
* Ensure, as far as is possible, attendance at meetings with a variety of health and social care commissioners to represent public views as gathered through outreach work
* Assess a range of projects, research, and reports that will help the HWN Advisory Board fulfil its role
* Ensure, as far as is possible, that there is representation by HWN Advisory Board members, staff and volunteers at fora, committees and sub-committees with a variety of stakeholders (including user-groups and partners) where these will help the HWN Advisory Board to deliver on its aims
* Be accountable to Connected Together CIC Board (the Contract Holder) for the performance of the HWN Advisory Board in delivering the HWN Contract.

NB This post is a public appointment and not a job and therefore not subject to the provisions of employment law.

It is expected that the Chair will commit at least 1 day per week to the role for a modest honorarium of £5,200 per annum plus reasonable expenses.

**Person specification**

**As a minimum you should have:**

* Previous experience of chairing a high-profile organisation and working at a strategic level
* Strong networking abilities and experience of community engagement and/or development
* Knowledge and understanding of involvement, empowerment, engagement, community development and its applications
* Strong organisational and time management skills
* Good IT skills with knowledge of standard Microsoft office software
* Good written and oral communication skills, including the ability to write meaningful and succinct reports and undertake public speaking/presentation tasks when required
* Good interpersonal skills with the ability to communicate effectively with a wide range of people and experience of working with volunteers
* Be inclusive of and sensitive to the views and opinions of others
* Able to develop and maintain strong relationships with stakeholders, staff and the wider community
* A flexible, creative and solution focused approach
* Tact, diplomacy and problem-solving skills
* Ability to respect confidentiality
* A sense of civic duty
* Be prepared to undertake personal development/training as required

**Ideally you will also have:**

* Knowledge and experience in the public and patient involvement mechanisms and history
* An understanding of Health and Social Care services and structures

If you would like any additional information please email: enquiries@healthwatchnorthamptonshire.co.uk or telephone: 0300 002 0010 and leave your contact details with a member of staff.