



# HQIP

Healthcare Quality  
Improvement Partnership

## **Chief Executive Officer Recruitment Briefing Pack**

2023

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## 1. About Us

### **Measuring and improving our healthcare services**

The Healthcare Quality Improvement Partnership (HQIP) was established in April 2008 to promote quality in healthcare, and in particular to increase the impact that clinical audit has on healthcare quality improvement. We are an independent organisation led by the Academy of Medical Royal Colleges, The Royal College of Nursing and National Voices



### **Our vision**

HQIP aims to improve health outcomes by enabling those who commission, deliver and receive healthcare to measure and improve our healthcare services.

### **Our values**

HQIP is an independent organisation, which works in partnership with patients and healthcare professionals to influence and improve healthcare practice at all levels. We are committed to being open and accountable, and to listen, learn and respond swiftly and appropriately as part of our ongoing cycle of improvement.

### **Our work and how it achieves our vision and values**

- HQIP commissions, manages, supports and promotes national and local programmes of quality improvement. This includes the National clinical audit programmes, local audit support resources and the National Joint Registry on behalf of NHS England and other healthcare departments and organisations. HQIP uses best management and procurement practice to ensure robust results and actionable recommendations
- HQIP ensures patients and carers remain at the heart of our work through continued, strategic involvement in all relevant processes and projects
- HQIP supports healthcare professionals to review and improve their practice by providing opportunities to share best practice, through education and training programmes, as part of promoting an integrated approach to quality improvement

- HQIP works to inform and influence national healthcare policy by effectively communicating its work and that of its partners
- HQIP encourages wide use of robust data for quality improvement of care, offering patient choice, promoting patient safety, supporting revalidation and service accreditation, commissioning, service redesign, and research
- HQIP is committed to be an efficient, sustainable, well run organisation, which supports staff development and welfare.

## The work programmes

HQIP attracts projects and funding from a variety of sources including:

- Governments
- Devolved Nations
- Charities
- Independent healthcare sector
- Other healthcare related bodies.

### **National Clinical Audit and Patients Outcome Programme (NCAPOP)**

HQIP commissions and manages NHS clinical work programmes on behalf of (and funded by) NHS England and the Welsh Government within the NCAPOP program. For example, the NCAPOP work-stream is a set of around 40 national clinical audits (NCA) and clinical outcome review programmes (CORP). These programmes measure the quality and outcomes from healthcare practice against explicit standards, and provide reports designed to stimulate improvements in care.

### **National Joint Registry (NJR)**

HQIP hosts and is the legal entity for the NJR – a gold standard registry of orthopedic implants.

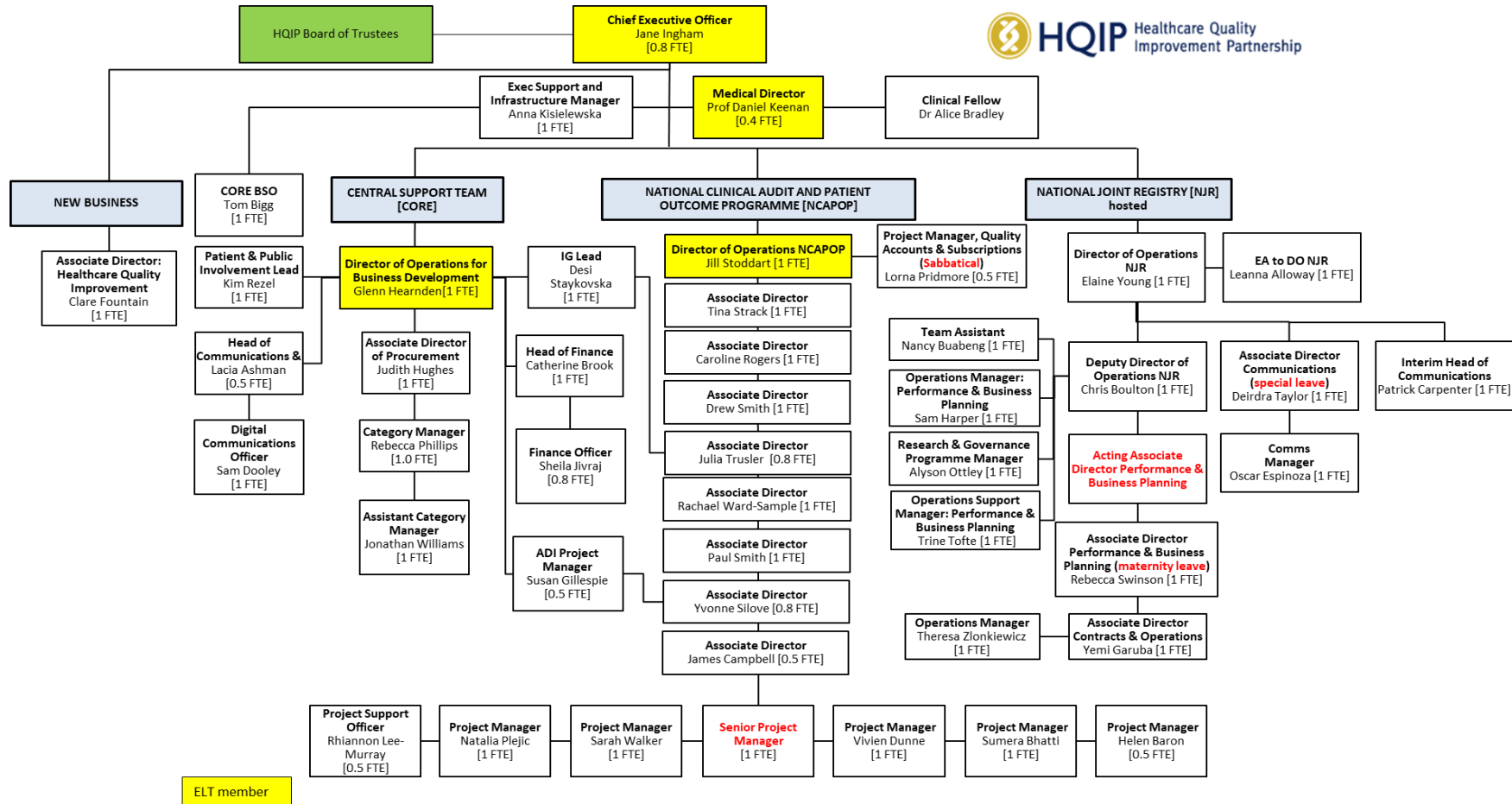
### **HQIP non-NCAPOP related programmes of work**

HQIP also receives funding from a variety of other sources for healthcare work related activity.

For further information see HQIP web site <https://www.hqip.org.uk/>

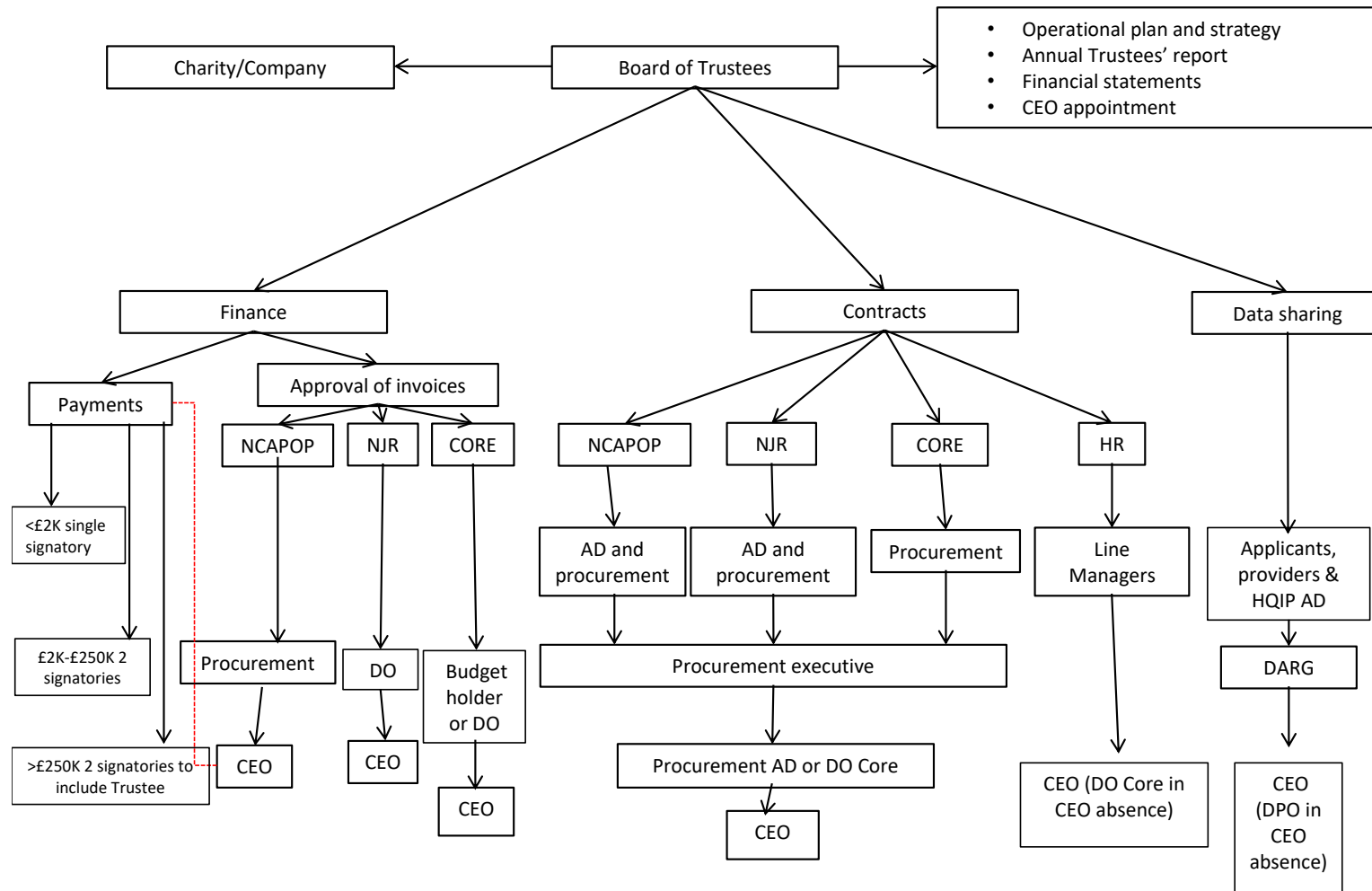
# 2. Our Structure

## 2.1 HQIP Organogram



ELT member

## 2.2 HQIP schedule of delegation



### **3. Overall purpose of the role**

We are looking for an outstanding, progressive and values-based leader to join us as the new Chief Executive at HQIP. As our new Chief Executive, you will take us forward on the next stage of our development, show ambition for our staff and service users and work with partners to inspire, innovate and deliver, and help us achieve and celebrate excellence.

You will be responsible for the management of the operations of HQIP as well as setting its overall vision for success. The role involves a high level of responsibility, with key decision making skills which affect the future of the company and its employees.

Salary range/Band: £115K-130K per annum.

### **4. Job description - roles and responsibilities**

#### **4.1. Strategic Management**

- Responsible for the management and administration of HQIP. Obtain the Board's agreement to strategic objectives and the major strategies by which these will be achieved.
- Ensure that HQIP's strategic objectives and plans to achieve these are known throughout the organisation.
- Regularly liaise between the charity's Chair of Trustees and the Board, ensuring effective communication of the charity's strategic objectives and their involvement in achieving these objectives.

#### **4.2. Leadership**

- Provide leadership to the senior HQIP leadership team, effectively developing and managing the charity to deliver its objectives.
- Provide appropriate and regular information and advice to the Board to enable them to execute their duties responsibly in the best interests of the charity. Agree any major changes to policy, procedures or plans with the Board.
- Provide leadership to the Executive Team in which individual roles are clearly defined but where a collective responsibility for key decisions and policies is also fostered to the team provides strong and effective direction to the charity.
- Be responsible to the Board for the motivation, well-being and efficiency of HQIP's staff.
- Maintain open management, leading and motivating employees and volunteers to understand the charity's values and generate enthusiasm and commitment.
- To work with the board of Trustees and with the organisations that they represent to support and promote the involvement of the partner organisations (the Academy of

Medical Royal Colleges, the Royal College of Nursing and the long-term Conditions Alliance) in professionally led quality improvement.

- Maintain and develop good external communication channels to ensure that relations with government, and together with other relevant organisations, are promoted and fostered.
- Ensure that the charity is represented on relevant bodies and fora.
- Be a national champion for professionally led quality improvement in healthcare.

#### **4. 3. Achieving Results**

- Ensure that HQIP's operational activities are aligned to its strategic aims and that it achieves its targets as set out in operational plan.
- Ensure that the charity has the resources (human, material and financial) to make steady progress towards the achievement of its objectives.
- Ensure that the charity is a recognised source of reliable, evidence based, high quality information on healthcare and patient outcomes.
- Ensure, working with the relevant Directors of Operation, that the NCAPOP and NJR programmes are supported and deliver to funder satisfaction.
- Ensure, with the support of relevant Colleagues, that new business and marketing strategies for the charity are developed and delivered working to agreed targets.

#### **4. 4. Governance**

- In conjunction with the Head of Finance ensure the preparation of the annual operational plan and budget and through the Treasurer submit to the Board. Monitor performance versus plan to ensure the overall financial health of the charity
- Ensures patients and carers remain at the heart of our work through continued, strategic involvement in all relevant processes and projects.
- Ensure, with the support of the DO Business Development, that HQIP operates within and is aware of legal requirements, including procurement, Health and Safety, Environmental Health, Employee Protections, Human Rights, Data Protection and all other relevant legislation
- Update and advise the Board on their roles and responsibilities, in accordance with the good governance of charities and their legal commitments
- Seek advice from the Board in regard to any potentially contentious issues that may have a negative impact on the charity.
- Ensure that the charity has an effective system for the recruitment, management, training, support and development of employees.
- Be flexible within the broad remit of this post.

**NB:** *The duties laid down in this job description may change as necessary following an appraisal and in consultation between the post-holder and the Chair of the Board.*

## 5. Person specification:

### Essential skills required for the role

- Educated to degree level or equivalent
- Extensive knowledge and experience of clinical audit and of other aspects of healthcare quality improvement
- A proven track record of applying clinical audit and healthcare quality improvement to bring about improvement in services
- Proven ability to work on a national stage
- Proven ability to communicate effectively in writing and verbally
- Enthusiasm and creativity
- The ability to develop new initiatives in the field of quality improvement and to secure sources of external funding for these
- Experience of working at Director level and reporting to a Board
- Knowledge and experience of the statutory requirements relevant to a company with charitable status
- Senior management level experience of budget setting, strategic planning and staff leadership and management
- Strong leadership skills including vision
- Proven ability to be persuasive, influence others and to build alliances and partnerships at senior level
- Political awareness and an understanding of the medical, social and economic environment in which HQIP operates
- Personal drive, stamina and strong self-management skills
- Proven ability to grasp new ideas and unfamiliar knowledge quickly
- Ability to lead the charity and its stakeholders through change
- Proven experience in setting and monitoring measurable achievements and quality standards
- Experience of the impact of information and communications technology on new ways of working
- Excellent interpersonal skills
- Leader capable of taking a controversial or unpopular line
- Proven ability to maintain business connections and develop new ones specific to HQIP
- Has the capacity to command respect
- Will use diplomacy and discretion when dealing with sensitive issues
- A track record of multi-professional working and of working with patients and/or service users.

### Desirable skills

- Masters in management
- A professional healthcare qualification (medicine, nursing or an allied health profession)
- Recent experience as a healthcare professional in a senior position
- Experience of working in a senior position within a healthcare organization
- Experience of leading a team working on healthcare quality improvement.



## 6. How to Apply

In order to apply, please submit a comprehensive CV along with a covering letter (maximum 2 pages) which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Your cover letter should also include your availability to start in the role, your salary expectations, contact details and where you heard about the role.

Application should be submitted online to our HR partners, Ditton HR, by the closing date **9am on 20th March 2023**.

### Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

### Contact details

If you have any questions about this process, or if you would like an informal chat about the role with the current CEO, please contact [stephanierough@dittonhr.co.uk](mailto:stephanierough@dittonhr.co.uk)

<b>Closing date:</b>	<b>9am on 20th March 2023</b>
<b>Preliminary interviews:</b>	<b>w/c 27th March 2023</b>
<b>Final assessment and interviews:</b>	<b>afternoon of 17th April 2023</b>