

Candidate Brief



Council of Deans of Health

Chief Executive Officer

AA1102

December 2022

Managing Director

Sarah Thewlis

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**Welcome from
Professor Brian Webster Henderson,
Chair, Council of Deans of Health**

Dear Candidate,

I am delighted you are interested in applying for the role of Chief Executive Officer. I hope this candidate brief gives you all the information you might need regarding the requirements of this role. You can also find more information about us on our website:

<https://councilofdeans.org.uk/about/>.

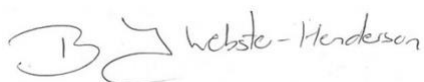
We are seeking an inspirational CEO to carry on the excellent foundations left by our current CEO. Operating as a multi-professional organisation at the heart of policy and political debate, we aim to lead policy at national and UK level, promoting the essential contribution of our members to health and social care.

The Council of Deans of Health is a charitable company limited by guarantee. The CEO has delegated authority from the Board to lead the operations of the Council and they will work within a scheme of delegation agreed by the Board. They will work with the Board to provide the vision, strategy and direction towards a sustainable future, ensuring all staff have clear aims and objectives and that Council is seen as an employer of choice.

If this is a role that interests you, we would very much like to receive your application. You can find all the details on how to apply further along in this brief.

For a confidential conversation with Thewlis Graham Associates, who are supporting us with this recruitment, please contact Sarah Thewlis, Managing Director on 0207 850 4781 or email: applications@thewlisgraham.com. Sarah will be happy to discuss this opportunity with you.

Yours sincerely



Professor Brian Webster Henderson
Chair, Council of Deans of Health

2) About The Council of Deans of Health

The Council represents over 100 UK universities engaged in education and research for nursing, midwifery, and the allied health professions. At any one time, our members will educate around 175,000 current and future professionals and will carry out research that improves the population's health and wellbeing.

Operating as a multi-professional organisation at the heart of policy and political debate, we aim to lead policy at national and UK level, promoting the essential contribution of our members to health and social care.

Our members are based in England, Northern Ireland, Scotland, Wales, the Channel Islands and Gibraltar. We operate as a charity, registered across the UK.

We are committed to working in partnership, strengthening membership engagement and intelligence gathering to influence policy UK-wide for high quality education and research

Our Vision

Our vision is that governments in the UK are committed to quality education and research and a sustainable healthcare academic workforce, in order to safeguard and improve the health and wellbeing of the public.

Our mission

We, on behalf of the UK university healthcare education sector, advance and promote healthcare education and research for the public benefit, through influencing Government policy and connecting our members.

Our values

We are inclusive
We are innovative
We are impactful

Our strategic aims

We influence policy across the UK, promoting the essential contribution of our sector.

We offer excellent services to our members creating sustainable sector networks.

We advance healthcare education and research by strengthening our sector and organisation.

For more information, read our strategy [Council 2025](#).

Strategic Policy Groups

Strategic Policy Groups (SPGs) are a way for members to feed into the Council's policy work. Each aligns with a key policy aim in the Council 2025 strategy.

Each SPG is headed by a Chair with a member of the Council's staff attached to it to facilitate and focuses on one key area of strategic interest. The SPGs will help shape Council policy in their policy areas including feeding into briefings, submissions and calls for evidence. SPG meetings are largely held online, with the possibility of face-to-face meetings where agreed. The number of meetings will vary between groups but are held at least quarterly, some meetings may be required with short notice and regular attendance at meetings is an expectation of membership.

The four SPGs are:

Equality, Diversity and Inclusion
Innovation and Pedagogy
Regulation
Research

Policy

The Council's policy work is focused on specific areas including research, regulation, sector sustainability, innovation and pedagogy, and equality, diversity and inclusion. The Council also works on sustainable funding, public affairs and data.

Governance

Membership

The Council of Deans of Health is made up of over 100 member universities in the UK engaged in education and research for nursing, midwifery and the allied health professions along with 5 associate members.

Each member organisation has two representatives, who are senior staff with strategic responsibilities for nursing, midwifery, and/or allied health professions. Normally the representatives are at dean or head of school (or equivalent) level, but a number of our members also have more senior university roles, such as pro-vice-chancellor.

Our membership is institutional, eligibility is defined in our [membership criteria](#).

Governance

The Council's governance is provided by a Board of Trustees comprising six independent trustees, six trustees drawn from the Council's membership and the Chair.

3) Job Description and Person Specification

The role and responsibilities of the Chief Executive Officer

Reporting to: The Chair of Council

Governance structure:

- Council of Deans of Health is a charitable company limited by guarantee. The CEO is expected to attend all trustee meetings. The CEO has delegated authority from the Board to lead the operations of the Council and will work within a scheme of delegation agreed by the Board.

Job Purpose:

- Ensure that the Council continues to enhance its position as the key authority and influence on healthcare professional education and Research in the UK, through leading the Council's organisational development, delivering excellence in the Council's performance, representing the Council externally and leading the Council's strategic policy development.
- Provide inspirational executive leadership for the organisation, with responsibility for driving forward and implementing the strategy and objectives adopted by the Council's Board of Trustees (Board).

Lead the Council's organisational development

Strategy

1. Support the strategic intent to raise the profile and impact of the Council according to its core functions of influence, network and advance.
2. Work with the Board to provide the vision, strategy and direction towards a sustainable future. This includes inspiring, stimulating, motivating and influencing members and staff to have common values of sustainability as part of the organisational culture, thus together achieving sustainability goals.

Governance

3. Work with the Chair to secure appropriate input and support from the Board and ensure that the Board discharges fully its governance, constitutional, employment and legal responsibilities.
4. Work with external advisors to ensure that the Board has appropriate external professional advice, e.g., legal, accounting and investment.

Leadership

5. Provide strong leadership and operational management of the organisation, including the Council's staff team and resources, ensuring high levels of performance in meeting key objectives and delivery of the Council's strategy as set by the Council's board.
6. Set clear and measurable aims and objectives of all staff, whilst supporting and developing them with the aim of the Council being viewed as an employer of choice.
7. Promote Diversity and Inclusion in all working practices, both internally and externally, with appropriate groups and stakeholders

Funding and business development

8. Lead business development for the Council, seeking out new opportunities for external funding and growing the resources at the Council's disposal and its influence.

Be accountable for the Council's performance and finances

1. Provide appropriate information to the Council's Board to enable them to make well-informed decisions on the Council's behalf.
2. Work with the Council's staff team to develop operational plans and budgets in line with the strategy set by the Board, ensuring the Council's objectives and targets are achieved.
3. Manage the Council's finances by regular monitoring of income and expenditure; maintaining robust financial systems; preparing budgets; liaising with accountants and auditors; and providing the Board with timely and accurate financial reports. Oversee the effective delivery of services, resources and information to the Council's members.
4. Ensure the organisation complies with legal and regulatory requirements and providing assurances to the Board in relation to the same

Represent the Council

5. Enhance the Council's reputation within the UK higher education and healthcare education sectors, by developing networks at senior level in the sector and externally across the UK home nations.
6. Establish and maintain effective relationships with members and represent their interests in a wide range of external settings, securing influence and negotiating on members' behalf.

7. Lead the Council's relationships with equivalent roles in major stakeholder organisations, including Vice Chancellors, directors of government departments and relevant public bodies, regulators, professional bodies and unions.
8. Promote the work of the Council to external organisations and relevant media through effective communications.

Lead strategic policy development

9. Set strategic direction for the Council's staff team, working with the Head of Policy and External Affairs to ensure that policy work is focused and maximises the Council's impact, with input and engagement from the Council's national members' groups.
10. Ensure that the Council's policy priorities appropriately reflect the Council's strategy and its UK-wide membership, including both education and research.
11. Ensure that the Council's policy work is integrated with its marketing and campaigning work, enhancing the reputation of the Council and its sphere of influence and that it is viewed as the key authority on healthcare professional education in the UK.

Person Specification

Essential experience and knowledge

- A strong track record of operating in a senior leadership position, with experience of operating at executive board level in a comparably complex organisation in the charity, public or commercial sector.
- Experience of working and strategic influencing in a complex external environment and of meeting the needs of a multiple range of stakeholders.
- Strong people leadership skills with proven experience of leading, motivating engaging and developing diverse teams. The ability to delegate effectively and actively develop the capabilities of staff at all levels.
- Successful track record of working in policy and thought leadership.
- A comprehensive understanding of Higher Education and all healthcare settings throughout the UK.
- An excellent communicator and will be both persuasive and diplomatic.
- An assured media performance with the ability to remain calm under pressure and work.
- Financially astute, with a track record of successful business management.
- A good understanding of Charity Law, Regulation, Governance and Company Law.

Personal Attributes

The Chief Executive will demonstrate the following:

- Strategic leadership skills, vision and the ability to inspire and motivate.
- The ability to build and maintain strong relationships, with a collaborative and enabling style of people management.

- Political astuteness and sensitivity with good judgement, common sense, diplomacy and an understanding of effective governance.
- Intellectual rigour with the ability to quickly assimilate and process complex issues.
- A high degree of commitment and energy.
- Integrity and the ability to uphold corporate values in line with good corporate governance.
- Highly developed communication and interpersonal skills with the ability to influence effectively, persuade and negotiate at the highest levels with a complex range of stakeholders.

4) Salary and Benefits

- The salary is circa £100,000.
- Annual leave starting 29 days + bank holidays England + 4 discretionary days during Christmas break when the office is closed.
- We offer both flexible working and hybrid working although presence in the London office is necessary for staff team leadership and stakeholder engagement. Additional travel across the UK for member and stakeholder engagement is essential.
- We have a generous development plan including coaching for the senior team.
- Pension with NEST at 10% (employer contribution only).
- Offer some other benefits to include contributions against eye tests, £75 annual learn for you benefit for own development and wellbeing activities.

5) Timeline, Application Process and How to apply

Timeline

Dates	Activity
17 January 2023 at 4pm	Applications close
W/C 23 and 30 January	Thewlis Graham consultant interviewing of interested candidates
W/C 20 February	First interviews with Council of Deans
W/C 6 March	Final interviews with Council of Deans

Application Process

Thewlis Graham Associates will acknowledge all applications. These will be assessed against the criteria in the Job Description and Person Specification section and the people who best meet these will be invited for interview with Thewlis Graham - Covid secure online.

Those candidates not invited to interview will be advised by email by end January. Longlisted candidates will be advised by email. After a consultation between Council of Deans of Health and Thewlis Graham Associates a Shortlist will be drawn up and Shortlisted candidates invited for interview with the client, again in the most Covid secure way.

How to apply

To apply for this role, please email in word format to: applications@thewlisgraham.com the following documents quoting reference AA1102: -

1. A comprehensive CV
2. A letter containing:
 - your reasons as to why you would consider yourself suitable for this role, and why you are interested in the role.
 - your current remunerations details and notice period,
 - and the name, job title, organisation, email address and mobile number of two professional referees. (Please note referees will not be approached without your prior permission.)
 - Please keep the letter to a maximum of three pages in total.

Please ensure that you include your mobile phone number and email address in your application. Do not hesitate to contact Claire Drummond on 020 7850 4781 if you have any queries.

If you would prefer to receive this candidate brief in a more accessible format, please contact us.

6) Diversity and Inclusion Monitoring

Diversity and Inclusion Monitoring is independent of the recruitment process but please do complete the form as Thewlis Graham Associates is committed to monitoring and analysing diversity information so that we can ensure that our processes are fair, transparent, promote equality of opportunity for all, and do not have an adverse impact on any particular group.

The link to this form is here: [click here](#). If you have any problems with this, please contact Tracey on: tct@thewlisgraham.com.

Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

7) Advert

<https://appointments.thetimes.co.uk/job/2411672/chief-executive-officer/>