

Position Specification

Health Education England

Chief Executive

Health Education England

Health Education England (HEE) exists for one reason only: to support the delivery of excellent healthcare and health improvement to the patients and public of England through working and collaborating with others to plan, educate and train the workforce of today and tomorrow. This is a complex and long-term challenge that can only be delivered through creative partnership-working with a variety of organisations at both a national and local level. In particular, HEE will partner with NHS England and NHS Improvement in the delivery of an integrated People Plan to help deliver the NHS Long Term Plan. HEE controls a budget of over £4bn, more than 90% of which is allocated to the education and training of individual clinicians across England at both post graduate and undergraduate levels and through disbursement to educational institutions, health providers and other local stakeholders. HEE has Local Education and Training Boards (soon to be alongside Regional People Boards in common with NHS England and NHS Improvement) which bring together local stakeholders. Beyond this budget, HEE is accountable for bringing together stakeholders across the system to support the healthcare workforce, whether it be creating new medical schools in under-doctored areas, training existing professionals in the adoption of new methods or re-evaluating how new technology and digital innovation will redefine how we approach training healthcare professionals.

HEE is an Executive Non-Departmental Public Body, accountable to the Secretary of State. Its true customers are the healthcare professionals and patients of both today and tomorrow. It is the body that oversees all undergraduate and postgraduate healthcare education and training for more than 160,000 students across over 300 different roles, including doctors, nurses, midwives, paramedics and physiotherapists. HEE is the public body responsible for planning, commissioning, recruiting to, intervening in, and overseeing the quality and effectiveness of education and training for the health workforce. HEE has also, in recent years, taken a significant and growing role within in the global healthcare workforce arena to support the NHS, the Government, partners abroad and individual clinicians to meet their needs for education, training and development. The organisation has made real strides across the full range of issues that matter to health providers and to patients, including: developing new roles such as Nursing Associates, with 5,000 Trainee Nursing Associates recruited in 2018; addressing 'under-doctored areas' with GP training places; doubling the intake of the NHS Graduate Management Training Scheme to improve the pipeline of talented managers; working alongside the Higher Education Funding Council for England on a bidding process to allocate 1,500 training places and select the sites for the new medical schools, and co-creating and commissioning 220 training places for a new Education Mental Health Practitioner role, across seven universities.

After eight years, Ian Cumming OBE, HEE's first Chief Executive, has announced his intention to step down in 2020. His departure is one of a number of changes to the Board as Sir David Behan, the former Chief Executive of the CQC, joined as Chair in 2018 and many of the original board members completed their terms and have been succeeded by five new non-executive directors in 2019. The board refresh and the rapid change in the health sector make this a period of transformation and opportunity for HEE. Advances in science and technology provide new tools and present new challenges for educators, and HEE is at the core of developing educational and training approaches that are fit for a modern workforce. The NHS is embracing new ways of working: striving to integrate care so that patients experience joined up care, and these new pathways have implications for both how to train specialists, and for the numbers of staff required in each care domain. Working hand-in-hand with NHS England, NHS Improvement and devolved systems, HEE has a key role to play in ensuring that the forthcoming NHS People Plan is both deliverable and aligned with the Long-Term Plan. This is an exciting time to join the organisation.

For more information on the Health Education England, please visit their [Website](#).

The Role

The Chief Executive leads a national organisation of 3,000 directly employed staff and a further 2000 who are indirectly employed and supplying faculty support to learners. The HEE workforce is based throughout England in a number of regional hubs and at the main sites in London and Leeds. The CEO leads a strong executive team with a regional structure that is committed to delivering system-wide impact. This role represents a unique opportunity to help shape the healthcare workforce, not just of tomorrow, but of 30 years hence.

A prominent voice in both the health and education sectors, the Chief Executive must build and maintain a network in both areas, and be credible with senior audiences, capable of delivering effectively in a highly complex and ambiguous context where executive authority is dispersed across a number of partnership bodies. He/she holds convening power as an integrator across both education and health to initiate complex discussions and deliver a strategy that extends across many organisations such as universities, hospitals, royal colleges and standard setting bodies, including how HEE interacts with the world wide supply of clinical professionals. HEE is at the forefront of the debate around the function of medical training and the responsibility of institutions to educate versus train for employment, and the Chief Executive must bring clarity of thinking and the ability to represent the 'HEE view' and influence key stakeholders.

In particular, alongside the very important and absolutely critical role of recruiting clinical trainees and supporting them through their education and training, there are some specific key innovations that Chief Executive will need to drive.

- **Digital transformation:** The way in which traditional health care roles can be transformed with the use of technology needs was described in HEE's Topol Review commissioned by the Secretary of State. It describes how innovative technologies such as genomics, digital medicine, artificial intelligence and robotics can be used to improve services. HEE has an important role to play in transforming the workforce to use this technology effectively by ensuring education and training incorporates these and other emerging technologies.
- **Improved care frameworks:** HEE requires innovation in designing revised care frameworks to meet changing societal needs and reduce health inequalities, for example the recently launched frameworks to improve care and support for autistic people and people with learning disabilities. Drawing directly on the experience of service users, the frameworks describe the skills, knowledge and behaviours needed by health and social care staff and will be used to inform the development and planning of the current and future workforce. These and similar frameworks need to be developed at both pace and scale to create the required impact and improvement in healthcare provision.
- **Increased pathways to learning:** The traditional routes into healthcare roles need to be expanded to deliver against the growing demand placed on our health and social care systems. HEE has a role to play in using innovative alternative routes to develop the healthcare workforce in sufficient numbers to meet demand. The Nursing Trainee Associate is an example of such innovation and is already proving to be a popular additional regulated role and offering an

alternative route to becoming a Registered Nurse. Other initiatives such as an online blended learning degree pathway are important developments to broaden access and widen participation.

- **Global Reach:** Our important and growing global activities including the global earn, learn and return schemes are examples of HEE using innovation to address workforce challenges. Such innovation is needed at both pace and scale to address shortages, improve supply and meet demand.

Candidate Profile

In terms of the performance and personal competencies required for the position, we would highlight the following:

Leadership

- Strategic, skilful, and knowledgeable leadership, showing 'Best in class' leadership skills and a track record in organisational transformation and innovation - a catalyst for change and a 'climate-changer'.
- A visible, inclusive and accessible leader who has the ability to connect with staff across the organisation.
- Leadership experience should be on a scale and level of complexity appropriate to HEE, recognising the strategic importance of the organisation.
- Ability to understand the complexity of the role HEE plays in relation to health workforce challenges, whilst creating a simple narrative to its core purpose that will resonate with those inside and outside the organisation.
- Enhance the 'HEE brand' with a clarity of vision and purpose and that is easily understood by all.
- Lead a strong, cohesive and well-balanced Executive Team and be clear that HEE is an organisation made up of talented people who should be valued for their commitment, ability, contribution and diversity.
- Well governed use of financial and physical resources to get best possible value and effectively prioritise resources where most needed for maximum impact.

Systems Working within Health and Education

- The ability to establish credibility within the NHS is important; the successful candidate will be able to demonstrate a track record in health or in allied areas and the ability to operate in a complex system.
- Excellent track record of success at Board level in delivering transformation with impactful and tangible outcomes.
- Has a future-focused mindset and grasps possibilities and translates them into strategy to enable the organisation to meet current and future patient, community and societal needs.
- The ability to manage complexities of workforce issues across health policy, education, academia, professional regulation and provider landscapes.
- The resilience to navigate a clear path, with persuasive arguments, in the face of ambiguity whilst also effectively managing and respecting a range of varying and often conflicting opinions which will bring both challenge and risk.

Stakeholder Management

- Accustomed to working effectively with stakeholders equivalent to Ministers and senior executives for DHSC and NHSI/E, and to navigating competing and opposing views amongst such stakeholders.
- An ambassadorial nature who – will represent HEE to a range of audiences, presenting a concise and consistent message.
- Innovative and instinctive integrator who has the bravery to speak truth to power.
- Respects and values staff and their diversity across HEE.

Personal Characteristics

- Authentic and visionary.
- Instils trust and credibility through decisive action and impactful outcomes.
- Exemplar of the seven principles of public life, NHS Constitution principles and values.
- An individual who presents well and has undeniable presence but can be ego-less and selfless in pursuit of best outcomes for the patient.
- A real commitment to HEE's mission and to education and training.

Location & Compensation

This is a national role, with a regular presence in London required. Salary is commensurate with the importance of this national role. HEE operates the NHS Pension Scheme and all eligible new starters are automatically enrolled in the scheme on appointment.

Application Instructions

The closing date for applications is 12.00pm, Monday 3rd February 2020.

Please submit your full application by email to Responses@RussellReynolds.com. All applications must include the following:

- The reference number **1911-075L** in the subject line of the email.
- A short **covering letter** of not more than two A4 sized pages explaining why this appointment interests you and how you meet the appointment criteria and competencies as detailed in the candidate profile.
- A **current CV** with educational and professional qualifications and full employment history including relevant achievements in recent posts, together with reasons for absence within the last two years.
- Names of at least **two referees** who may be contacted when you are notified that you have been shortlisted, i.e. *before* final interview.
- Confirmation from you that you are happy for Russell Reynolds Associates or HEE to undertake any necessary background checks, including career and qualifications, or similar, post short list stage.
- Completed Appendix forms as follows:
 - Appendix I: Personal Details
 - Appendix II: Monitoring Form

APPENDIX

APPENDIX I: Personal Details

Title	
*Surname/Family Name	
*First Name	
Middle Name	
Name in which you are registered with a professional body (if applicable)	
UK National Insurance No	
Address	
*Postcode/ Zip code	
*Country	
Home Telephone	
Mobile Telephone (only if UK registered)	
Work Telephone	
Preferred telephone number	<input type="checkbox"/> Home <input type="checkbox"/> Mobile <input type="checkbox"/> Work
Email Address	
*Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you have answered 'no' above, you must answer these questions:	
Please select the category that relates to your current immigration status. This status will be subject to checking before interview.	
<div><input type="checkbox"/> Highly Skilled Migrant Programme/Tier 1</div> <div><input type="checkbox"/> Indefinite Leave to remain/enter</div> <div><input type="checkbox"/> Work Permit/Tier 2</div> <div><input type="checkbox"/> Dependant / Spouse visa</div> <div><input type="checkbox"/> Clinical attachment visa</div> <div><input type="checkbox"/> Tier 4 student</div> <div><input type="checkbox"/> Visitor</div> <div><input type="checkbox"/> Post Graduate Doctors and Dentists</div> <div><input type="checkbox"/> Tier 5 Temporary Workers</div> <div><input type="checkbox"/> Tier 5 Youth Mobility/ working holiday visa</div> <div><input type="checkbox"/> Refugee</div> <div><input type="checkbox"/> Other, please specify below</div> <div>-----</div>	

APPENDIX

Please supply details of any visa currently held:	
Visa No: Start Date: (DD/MM/YY) Expiry Date: (DD/MM/YY) Details of any Restriction:	
Does your visa have a condition restricting employment or occupation in the UK?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you an NHS professional returning to practice?	<input type="checkbox"/> Yes <input type="checkbox"/> No

APPENDIX II**MONITORING INFORMATION**

This section of the application form will be detached from your application and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you.

NHS organisations recognise the benefits of a diverse workforce which reflects the wider population and welcome applications from all sections of the community. Also, under the Equality Act (2010), all NHS organisations must demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation. We need to ask applicants some questions to make sure that no one is being unfairly discriminated against or disadvantaged.

The information collected is only used for anonymised monitoring purposes to help the organisation look at the profile of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, they can check that they are complying with the Equality Act (2010).

As well as for monitoring, your date of birth will be used for administration purposes including pre employment checks and creation of your personal record if you are appointed.

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their age and sex.

* Please state your date of birth	
* Please indicate your gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects people who are married or in a civil partnership.

* Please indicate the option which best describes your marital status	
<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Civil partnership <input type="checkbox"/> Legally separated	<input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects bisexual, gay, heterosexual and lesbian people from discrimination on the grounds of their sexual orientation.

* Which of the following options best describes how you think of yourself?	
<input type="checkbox"/> Heterosexual or Straight <input type="checkbox"/> Gay or Lesbian <input type="checkbox"/> Bisexual	<input type="checkbox"/> Other sexual orientation not listed <input type="checkbox"/> Undecided <input type="checkbox"/> Not stated (person asked but declined to provide a response)

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their race which includes colour, nationality, ethnic or national origin.

* Please indicate your ethnic origin		
Asian or Asian British <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background Black or Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background	Mixed <input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> Any other mixed background White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background	Other Ethnic Group <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their religion or belief, including a lack of any belief.

* Please indicate your religion or belief		
<input type="checkbox"/> Atheism <input type="checkbox"/> Buddhism <input type="checkbox"/> Christianity <input type="checkbox"/> Hinduism	<input type="checkbox"/> Islam <input type="checkbox"/> Jainism <input type="checkbox"/> Judaism <input type="checkbox"/> Sikhism	<input type="checkbox"/> Other <input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

Under the Equality Act 2010 the definition of disability is if you have a physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on your ability to carry out normal day to day activities.

Further information regarding the definition of disability can be found here:

<https://www.gov.uk/definition-of-disability-under-equality-act-2010>

Reasonable adjustments will be made available should you be invited to interview.

* According to the definition of disability do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I do not wish to disclose this information
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Please identify the category which applies to you or other type of disability. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'Other'.	
<input type="checkbox"/> Physical impairment <input type="checkbox"/> Sensory impairment <input type="checkbox"/> Mental health condition	<input type="checkbox"/> Learning Disability/Difficulty <input type="checkbox"/> Long-standing illness <input type="checkbox"/> Other
If you have a disability, do you wish to be considered under the guaranteed interview scheme if you meet the minimum criteria as specified in the person specification?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

This section of the application form will only be viewed by those who need to see it as part of the recruitment process. Any information disclosed will be treated strictly confidential.

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (as amended) helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.

The organisation aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. The organisation undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

During the rehabilitation period you are required to declare current 'unspent' criminal convictions or cautions (including reprimands and final warnings). Please note you are not legally obliged to disclose convictions or cautions which are protected or have become 'spent' under the Exceptions Order.

As part of assessing your application, organisations will only take into account relevant criminal record and other information declared which is relevant to the position being applied for.

Answering 'yes' to the question below will not necessarily bar you from appointment. This will depend on the relevance of the information you provide in respect of the nature of the position for which you are applying and the particular circumstances.

* Are you currently bound over or do you have any current UNSPENT convictions that have been issued by a Court or Court-Martial in the United Kingdom or in any other country?

You should tick **NO** if any convictions are protected (or filtered out); and/or have become SPENT as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013.

Please refer to further information about protected and spent convictions and cautions in the 'Application form Help - criminal background' section.

(https://www.jobs.nhs.uk/help/appformhelp_4.html)

☐ Yes ☐ No

If **YES**, please provide details of the order binding you over and/or the nature of the offence, penalty, sentence or order of the Court, the date and place of the Court hearing.

You are not required to tell us about parking offences.

Please include any additional information or evidence that you believe to be relevant.

* Do you have any current UNSPENT police cautions, reprimands or final warnings in the United Kingdom or in any other country?

You should tick **NO** if any cautions, reprimands or final warnings are protected (or filtered out); and/or have become SPENT as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013.

Please refer to further information about protected and spent convictions and cautions in the 'Application form Help - criminal background' section.
(https://www.jobs.nhs.uk/help/appformhelp_4.html)

☐ Yes ☐ No

If **YES**, please provide details of the caution, reprimand or final warning, including the date and reason administered.

You are not required to tell us about parking offences.

Please include any additional information or evidence that you believe to be relevant.

Relationships

If you are related to a director, or have a relationship with a director or employee of an appointing organisation, please state the relationship: