JOB DESCRIPTION

1. Job Details

Job title	Chief Digital Information Officer
Job grade	Band 9
Hours	
Reports to	Executive Medical Director
Division	Corporate
Department/Area	Digital Change & Information
Location	Sherwood Forest Hospitals NHS Foundation Trust

2. Role Summary

'The overriding purpose is to support the provision of the highest quality patient care through personal actions and continuous improvement.'

This is a very senior leadership role at Sherwood Forest Hospitals NHS Foundation Trust. The post holder will bring focus, help advise and guide direction for the Senior Leadership Team, the Executive and Board of Directors on how digital solutions can facilitate Sherwood Forest Hospitals NHS Foundation Trust becoming a 'digital first' organisation and an exemplar Trust in the use of digital technology to provide safe, effective, responsive outstanding and efficient healthcare to the populations we serve.

The post holder will lead Sherwood Forest Hospitals NHS Foundation Trusts digital and information transformation across the organisation and work in collaboration with the Integrated Care System (ICS) and other NHS Digital Providers.

This role will be responsible for utilising digital technology as part of achieving the Trust's Improving Lives Strategy (2024 – 2029) and sub-strategies including the Clinical Services Strategy, People Strategy and Digital Strategy. This will be achieved through ensuring the Trust is supporting the workforce with the capabilities required to use digital as well as supporting a cultural shift and driving innovation in the use of digital health systems and services with those who provide care and treatment.

A key part of this role will be to examine the well established strategic, operational and functional relationship, joint and independent requirements, and interdependencies between SFH digital services and Nottinghamshire Health Informatics Service (NHIS). Recognising that many of these interdependencies are likely to require change as part of SFH's Electronic Patient Record (EPR) program, it is key that existing partners of the NHIS consortium are not disadvantaged.

The post holder will report directly to the Executive Medical Director and be able to work collaboratively with multi-professional clinical teams snd administrative teams across all sites that make up Sherwood Forest Hospitals NHS Foundation Trust.

3. Role of the Department

The role of the Digital & Information Department is to lead on the formulation and delivery of the Trust and region wide digitisation agenda. Using a combination of revenue, capital and national funding sources it aims to meet the national mandate to deliver paper free working to provide the right information to the right people in the right place at the right time. Using a multidisciplinary approach this will improve shared decision making, patient contribution, deliver financial efficiencies and mitigate Board Assurance Framework risks.

The department is currently responsible for managing the relationship with the Trust's IT provider, NHIS, but depending on the outcome of the interdependencies review may become responsible for some or all of the following services within the Trust:

- Information Reporting & Analysis
- Clinical Coding
- Business Information
- Applications management
- IT & networking
- Digital Strategy & Partnership delivery
- Digital Nursing and clinical safety
- Information Governance

4. Duties and Responsibilities

Key Relationships

Internal:

- The post holder will have the highest level of interpersonal and communication skills.
- The post holder will build important relationships with the Trust Board and all five clinical divisional leadership teams and all non-clinical corporate leadership teams and NHIS.
- There is a requirement to build good working relationships with multi-level and multi-disciplinary clinical groups in collaboration with the Medical Director and CXIOs (CNIO, CCIO, CAHPIO). The post holder will be required to achieve the goals of the Trust Improving Lives strategy and enable the implementation of the clinical services strategy, people strategy, innovation and improvement strategy whilst noting the confines of the financial strategy.
- Digital transformation is a key enabler and priority for the whole Trust and there is a requirement to build influential relationships with all clinical, and non-clinical leadership teams in Sherwood Forest Hospitals NHS Foundation Trust as well as those in system Partner organisations and within NHIS.
- .
- The post holder will work closely with and establish a positive and effective relationship with the key stakeholders including the Trust CXIOs, Medical Digital Advisors and the Clinical

Lead for Digital Innovation and transformation and the Clinical Safety Officer.

- The post holder will support the design and delivery of the Trust Transformation Programme by contributing and delivering digital enablers to realise safe, effective and efficient care.

External:

- External to the Trust, Sherwood Forest Hospitals NHS Foundation Trust is part of the Nottingham and Nottinghamshire Integrated Care System (ICS) and it is essential that relationships are built with the ICS's digital leadership teams along with fostering cross organisational and cross ICB/ S relationships.

- Regulatory bodies such as NHSE, DHSC, ICO.

- Integrated Care Board

- Other local and regional health and care providers.

- Digital Services Suppliers and commercial partners – both current suppliers and potential future suppliers.

Strategic

- Review and development of the Trust's Digital Strategy in line with changing local, system, regional and national initiatives.

- Strategic oversight and delivery of Sherwood Forest Hospitals NHS Foundation Trust digital strategy.

- Have overall responsibility for the transformation of the management of and use of data and digital systems within the Trust working in collaboration with the ICS.

- Enabling the adoption and use of digital technology across clinical and non-clinical services.

- Combine knowledge of patient care, digital concepts and change management to effectively address the information and knowledge needs of healthcare professionals and patients to promote safe, effective and efficient use of digital in clinical settings.

- The post holder is required to participate in national initiatives and forums to raise the profile and reputation of the Trust as a digital exemplar and to influence policy and funding allocations for the benefit of the Trust, its health and care partners and our patients.

- Ensure that Sherwood Forest Hospitals NHS Foundation Trust digital services enable all clinical and non-clinical strategies.

- Ensure that transformative digital solutions that improve service delivery and efficiencies become embedded within Sherwood Forest Hospitals NHS Foundation Trust.

- Have a focus on the Trust sustainability agenda and energy efficiency in systems.

- Taking all appropriate measures relating to cyber security and business continuity. Actively participate in regional and national cyber security forum.

- Ensure the digital-first culture is considered at all times and built into design and implementation.

- The ability to think strategically and build sophisticated long term plans for Trust service.

- Ensure that the work of the Information Services team meets the needs of the organisation, through accurate reporting on a regular and ad-hoc basis.

- A detailed knowledge of the policy and operational context within which the NHS exists and

the ability to horizon scan and research opportunities for business development within the healthcare sector and other markets, in the UK and internationally.

- To undertake information security audits and use the results to improve the effectiveness of the security controls.
- To continually monitor the market place to ensure the most up to date IT security solutions are aligned to the ICS's needs and the wider community.

Leadership

- The post holder will provide leadership to all Digital & Information Teams.
- To initially manage the Trust interface with its IT provide, Nottinghamshire Health Informatics Service pending the review of interdependencies
- To commission any procurement processes and procedures for the adoption and purchasing of equipment.
- Lead, build, develop, and support individuals and digital teams that are highly skilled, effective, engaged and highly motivated and focus their objectives on delivery of the highest standards of performance and patient care.
- Work in partnership with the clinical and non-clinical divisional leadership teams to clarify, translate and implement digital transformation.
- Promote a culture where colleagues feel empowered and accountable for practice improvements.
- Ensure a fit for purpose workforce is in place to deliver digital services across the Trust and partners.
- Coach and mentor colleagues at all levels within the Trust.
- Promote and develop digital and IT skills amongst both specialist and general users to enable best use of human resources.
- Promote and be a role model of the Trust's values and behaviours.

Operational Delivery

- Ensure effective digital services are delivered to the Trust and as such to work closely with all digital partners.
- Provide an annual Digital & Information Services operational plan to ensure the service meets the future requirements of the Trust's digital strategy.
- Take full responsibility for contributing to the strategic planning; monitoring progress against the Digital Strategy and providing assurances to the Trust Board against progress.
- Chairing the Digital Strategy Group when required, demonstrating how Digital Services are transforming and enabling the Trust's overarching strategy – Improving Lives.
- Act as the Trust lead for cyber security and provide assurance to the Trust Board regarding cyber security and risks.
- Manage the IT service ensuring the delivery of excellent levels of digital service to all patients, carers, visitors and staff across the Trust.
- Lead the planning of infrastructure and ensure that digital networks, infrastructure and systems are reliable and resilient, and that robust arrangements for maintenance are

established.

- Lead work to Work Closely with the Information Services and NHIS to translate clinical requirements which will enable the development of systems to support improved workflows, liaising with all clinical professionals (NMAHP, consultants, doctors, trainee doctors, fellows) to ensure such developments meet clinical needs.

- Work in partnership with clinical, administrative and technical leadership to translate clinician requirements into information system needs for clinical, teaching and research systems.

- To be responsible for the successful delivery of digital programmes.

- Provide assurance to the Board of Directors regarding the delivery of programmes, identifying risks and mitigations.

- Enabling the Trust to have a data-driven improvement culture where teams can use the best analytics to accelerate best practice and adoption by using data to create quality information.

- Be responsible for the Trust's compliance with national regulatory standards for digital, information and IT services.

- The post holder will be responsible for ensuring that the Trust adheres to all national NHS policies and standards and take responsibility for ensuring all the Trust's local digital policies adhere to national guidelines.

- The post holder will be responsible for ensuring all digital business continuity plans provide patient safety at all times in the event of a cyber-attack.

- The postholder must apply all Caldicott principles and ensure all General Data Protection Regulations are robustly implemented.

- Utilise the principles of the Trust's quality improvement practice and cultural development to ensure that digital services support and facilitate continuous improvement in SFH.

The post-holder will be responsible for overseeing the management of the Trust IT risk register and Issues log.

Finance and Governance

- Responsible for ensuring efficient and cost-effective digital services at the Trust providing assurance to the Board of Directors.

- Responsible budget holder for both salary and non-pay.

- Be responsible for budgets and physical resources and operate at all times within the Trust's Standing Financial Instructions, the Financial Framework of the Trust and other financial Procedures.

Communication & Relationship Skills

- Working with and directly influencing clinicians or equivalent staff groups.
- Presentation skills and the ability to present to large multi-level groups.
- Evidence of effective influence over a wide range of key stakeholders.

Analytical & Judgemental Skills
- Able to interpret highly complex data and information to inform decision making at Board level.
- Demonstrates professional and personal credibility and integrity and is a respected leader.
- Able to take difficult and challenging decisions that support strategic aims and long term vision.
- The analytical and judgement skills necessary to process, assess and make decisions on

highly complex matters, with conflicting information and a of range of options.
- The post holder is the Trust expert in this field which requires the ability to use exceptional analytical skills where there are many highly complex aspects to take into account which do not have an obvious solution.

Planning & Organisational Skills

- Able to create / shape innovative strategic vision and plans for the best possible long term benefit of patients, the organisation and health and care systems.

People Management Leadership

- Demonstrate the ability to create customer focused teams across organisations
- Lead a team successfully
- Bring a fresh innovative perspective
- Ability to motivate people and strong interpersonal skills
- Experience of use of Lean/SixSigma, improvement methodology
- Experience of building staff capacity and capability
- Experience of working across partnerships
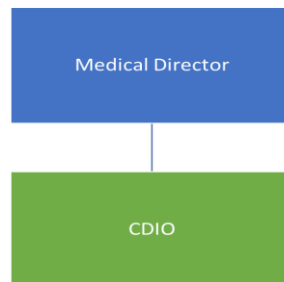
5. Physical and Mental Skills

- Effective communication will be required with a wide and diverse range of organisations and individuals.

- Ability to give presentations to all stakeholders, using this platform to persuade, inform and educate as required. Must portray confidence in order to inspire others.

- The ability to achieve strategic and operational objectives, whilst balancing the day to day requirements of the clinical function and maintaining the contractual obligations is essential.

- IT skills – Office 365 applications to enable professional development and delivery of presentations to small and large groups of staff.

- Advanced keyboard skills

- Highly developed negotiation and facilitation skills.

- Ability to prioritise, delegate and meet challenging deadlines

6. Responsibilities of the Post Holder

- The post holder is responsible for providing highly complex, highly sensitive and highly contentious information where there are significant barriers to understanding, internally and with external stakeholders, including the ICS, partners and NHSE.
- The post holder must use the most advanced negotiation, persuasion and reassurance skills to overcome barriers to understanding.
- The post holder is responsible for developing and implementing long term strategic plans, which associated operational frameworks for the whole organisation and ICS which last more than a year.
- The post holder must have advanced keyboard skills to undertake the role.
- The post holder is the lead for the organisation to deliver clinical technical services and is accountable for the whole digital and information service at the Trust ensuring safe effective patient care.
- The post holder holds corporate responsibility for the digital agenda for the whole organisation and acts as an advisor to the board of directors.
- The post holder is responsible for the procurement of digital systems for the whole organisation incorporating clinical and non-clinical systems and all services in the organisation, and for partners.
- The role will provide line management and leadership to all Digital & Information functions in the Trust.
- The post holder is responsible for undertaking regular trials and audits of clinical and non-clinical systems to ensure they meet the needs of the service and are keeping patients safe. The post holder must act on the results of trials and audits.

7. Freedom to Act

- Operates independently and is a lead specialist for the organisation.

- The post holder is an expert in their field.

- Interprets overall health policy and strategy, advising the organisation on how these should be implemented within the Trust.

- Has the freedom to initiate action in line with overall health policy and strategy.

- Makes management decisions based on own interpretation of organisational and national policies.

8. Physical, Mental and Emotional Effort Required

PHYSICAL
- Combination of sitting, standing and walking.

- Frequent light physical effort for several long periods during a shift when actively involved in managing flow and incidents around the sites. There is a need to walk long distances to

view operational capacity and activity first hand, and as part of a daily routine.

- The post-holder will be required to operate in a commercially sensitive and highly political environment and will consequently need to engage with wide ranging audiences in a credible manner in order to effectively promote the Trust's interests.

- There is a requirement on most days to attend numerousmeetings, often closely aligned, extending to six or seven hours.

- Some of this work is predictable but will vary depending on external factors. Deadlines vary, although there are many occasions when there are interruptions and conflicting demands, leading to a change in activity or immediate response.

MENTAL

- Concentration required for analysis of data, policies, monitoring of performance reports.

- Frequent requirement for intense concentration undertaking analysis of data, report writing.

- The post holder will ensure that they meet tight deadlines.

EMOTIONAL

- Frequently deliver unwelcome news when targets not met.
- Deals with clinical and non-clinical employees who are under stress because of difficult issues such as discipline/grievance.
- Ability to maintain personal resilience and exhibit high levels of emotional intelligence.
- Embrace and promote diversity and inclusion within the workforce and for service users.
- Demonstrate and role model the Trust's values and behaviours at all times.
- Exhibit energy, enthusiasm and resilience to drive through transformative change, required outcomes and improvements.

9. Outline of Working Conditions

- Requirement to use VDU equipment.

- Frequent requirement to travel to other Trust locations.

Sherwood Forest Hospitals NHS Trust

Person Specification

Post of Chief Digital Information Officer

Attribute	Essential	Desirable	How Identified
Knowledge Requirements	• Working with and directly influencing clinicians or equivalent staff groups. • Presentation skills and the ability to present to large multi-level groups. • Evidence of effective influence over a wide range of key stakeholders. • Able to interpret highly complex data and information to inform decision making at Board level. • Demonstrates professional and personal credibility and integrity and is a respected leader. • Able to take difficult and challenging decisions that support strategic aims and long term vision. • The analytical and judgmental skills necessary to process assess and make decisions on highly complex matters, with conflicting information and a comparison of a range of options. • Able to create / shape innovative strategic vision and plans for the best possible long term benefit of patients, the organisation and health and care systems. • Demonstrate the ability to create constructively and customer focused		

	• teams across organisations • Lead a team successfully • Ability to prioritise, delegate and meet challenging deadlines. • Embrace and promote diversity and inclusion within the workforce and for service users.		
Qualifications- Academic/ Craft/ Professional	• Educated to Masters level in computer science subject or related subject or equivalent experience. • Management qualification. • Evidence of personal and professional development. • Evidence of previous digital leadership roles in large complex organisations	• Experience of working at Director level. • Engagement in the NHS Digital Academy Programme. • International Certificate Healthcare CIO (CHCIO) Certification. • Trained SIRO • Registered Healthcare Professional or Healthcare Qualification. • Quality Improvement / Change Management	
Further Training	• Ability to demonstrate and role model the Trust's values and behaviours at all times		
Experience	• Extensive experience of providing strategic and technical Digital advice to the NHS or comparable organisations. • Track record of delivery. • Track record of delivering large scale change and knowledge of quality improvement methodologies.	• Examples of creation and delivery of innovative digital solutions. • Experience of leading implementation of an EPR • Examples of creation and delivery of innovative digital solutions	

	• Extensive experience in creating integrated digital platforms of online and offline solutions and asset management. • Significant Digital systems procurement experience. • Experience in risk management sufficient to understand potential risks from informatics solutions from a clinical perspective. • Significant experience of implementing a new digital system in a large and complex organisation • Significant experience of negotiating and managing large contracts. • Ability to motivate people and strong interpersonal skills • Experience of use of Lean/SixSigma, improvement methodology • Experience of building staff capacity and capability • Experience of working across partnerships		
Contractual Requirements			

Job Description Agreement

Job Holder's Signature ………………………………………………………… Date ……………

Line Manager's Signature ………………………………………………………… Date ……...……

General Statements

We are an organisation that aspires to continually learn and improve to ensure that we provide outstanding care for all. To enable this, *improvement, innovation* and *learning* are critical capabilities for colleagues to understand, and to implement and lead.

All employees have an individual responsibility to have a knowledge of and employ the basic principles of infection control practice and to ensure adherence to the requirements of the Infection Control Manual.

All staff employed by the Trust are required to work in a safe manner, in accordance with current health and safety legislation and with the general principles laid down in the Trust's Health and Safety Policy.

You are required to comply with all of the Trust's policies and procedures. These are obtainable on the Trust's intranet site, where guidance is also contained.

Equality and Diversity is fundamental to all the hospital does, both in the way we provide services to our community, patients and the way in which we manage our staff. All Trust employees are required to respect and adhere to the principles of equality and diversity treating patients and staff with dignity and respect as laid down in the Trust's Single Equality Scheme.

To undertake any other duties which may be reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that appropriate training is given and that wherever possible significant changes of a permanent nature shall be mutually agreed and incorporated into the job description in specific terms and the post re-evaluated if the change is likely to result in a job evaluation score change.

'All employees have an individual responsibility to ensure all information both manually and electronically achieves and maintains the highest possible data quality standards by adhering to the Trust's Data Quality Strategy and Policy. Poor quality information impacts directly upon patient care, safety and the Trust's performance indicators and finances.'

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regard to Safeguarding Children and Vulnerable Adults.

The NHS Constitution

The NHS Constitution brings together in one place, what staff, patients and the public can expect from the NHS. It sets out the principles and values of the NHS and explains a number of rights, pledges and responsibilities for staff and patients alike.

The key document to read is the NHS Constitution. This is accompanied by The Handbook to the NHS Constitution which gives more detail of each of the rights, pledges, responsibilities, expectations and values. There is also a useful guide which gives more background information and explains the parts of the Constitution that are relevant to you.

The promises the NHS makes to you

The NHS also makes certain pledges to you, which it is committed to achieving. These go above and beyond your legal rights and are a commitment to provide high-quality services.

What the NHS needs from you in return

The NHS is a vital resource and we can all help it work effectively, and ensure resources are used responsibly. The NHS Constitution explains the ways in which you can do this, including:

- Recognising that you can make a significant contribution to your own, your family's good health & wellbeing, and taking some personal responsibility for it
- Registering with a GP practice
- Following courses of treatment you've agreed to
- Always treating NHS staff and other patients with respect
- Keeping GP and hospital appointments – or if you have to cancel, doing so in good time
- Giving feedback – both positive and negative – about treatment you've received

THE NHS CONSTITUTION
the NHS belongs to us all