



Healthwatch Sandwell Board

Director's portfolio

In order to provide continuity, the Chair of Sandwell Local Involvement Network will chair Healthwatch Sandwell in the short term. The following board members are required.

1. Executive Director – Finance and Audit – £5,000 per annum

You will have an interest in health and social care issues. With experience of working at a senior level in finance, you will be able to advise on financially related business decisions. You will be responsible for arranging an annual audit of accounts that will be presented as part of the organisation's annual report each year. You will be expected to:

- work closely with the chair and Healthwatch management to help them manage their budgets, ensuring that Healthwatch Sandwell remains within budget
- monitor the business performance
- develop financial models, where necessary.

You will possess good commercial and business awareness and have sound IT skills. You will possess one of the six major chartered accountancy body qualifications.

2. Executive Director – Human Resources and Equalities – £5,000 per annum

You will have an interest in health and social care issues. Experienced in Human Resource management and workforce planning, you will provide HR advice to the manager of Healthwatch Sandwell and to the Board of Directors. You will have an ability to advise in key areas which are likely to include:

- recruitment and retention of staff
- maintenance of the attendance management process
- handling formal grievance and disciplinary process and appeals
- the design and delivery of training and development programmes

- providing advice on principles and detail of employment legislation and good practice
- processes of job evaluation
- salary administration.

3. Communications and Engagement (Non-Executive Director) – unpaid

You will have an interest in health and social care issues. Ideally, you will come from a background in communications and engagement, which may include marketing, publications, public relations or journalism. You will be able to advise on promoting Healthwatch Sandwell to all groups of people in Sandwell. You will advise management and the board on:

- a communication and engagement strategy for Healthwatch Sandwell
- use of the Healthwatch Sandwell brand (in line with national guidelines)
- engaging all members of the community including those deemed to be 'seldom heard'
- stakeholder engagement and management.

4. Research and Intelligence (Non-Executive Director) – unpaid

Ideally you will be experienced in research, data analysis and reporting skills using quantitative analytical techniques. This will include:

- critical analysis of information involving complex problem-solving
- decision making using a wide range of health and social care intelligence.

You will be able to advise the management and board on project work and programmes of activity connected with the research aspects of Healthwatch Sandwell.

5. Health and/or Social Care (Non-Executive Director) x 5 – unpaid

You will have an interest and have been involved in health and social care issues and have worked in a paid or voluntary capacity within the wider health or social care setting in the voluntary and community sector, the statutory or private sector.