

## JOB DESCRIPTION

### JOB DETAILS

<b>Job Title:</b>	Senior Finance Business Partner
<b>Pay Band:</b>	Band 8c
<b>Directorate:</b>	Finance
<b>Department:</b>	Finance

### ORGANISATIONAL ARRANGEMENTS

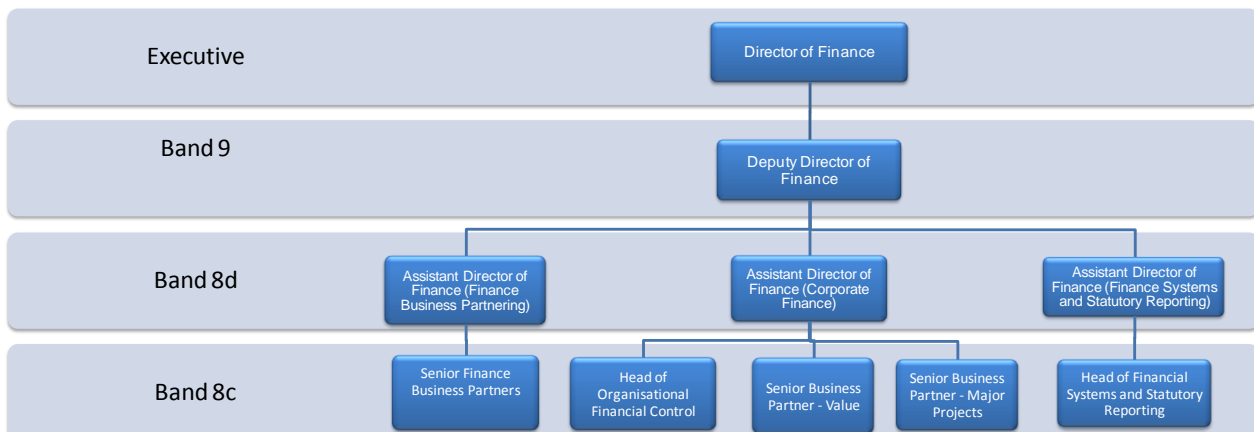
**Managerial Accountable to:** Assistant Director of Finance

**Reports to:** Assistant Director of Finance

**Professionally Responsible to:** Assistant Director of Finance

**Responsible For:** These roles will lead the business partnering teams for the Health Board's divisions. Each Senior Finance Business Partner will lead a team comprising of a team of Band 8a Business Partners and Band 7 Assistant Business Partners as nominated lead roles for particular client areas. Supporting staff at bands 5 and below complete each team.

### Senior Organisation chart:



## **JOB SUMMARY / PURPOSE**

The Health Board employs over 10,000 staff and has a budget of around £0.8 billion. We are responsible for the operation of four district general hospitals other acute and community hospitals, and a network of health centres, clinics, community health team bases and mental health units. In addition it also coordinates the work of GP practices and NHS services provided by dentists, opticians and pharmacies.

The post will report to the Assistant Director of Finance (Finance Business Partnering) and will have day to day responsibility for the co-ordination and provision of all financial support functions to the Health Board in relation to the activity of their division(s). They may be required to deputise for the Assistant Director of Finance as and when required. The post holder is expected to contribute strategic financial advice to support the delivery and development of patient care and services throughout their assigned division. The post holder will ensure efficiency, effectiveness, integrity and business focus of financial systems and processes within the division.

The role of a business partner in the context of this Health Board is to be focused on:

- Resource planning: ensuring that strategic and operational plans are developed dealing with both the long and short term requirements of the Health Board;
- Forward thinking: ensuring that financial forecasts and modelling are developed and embedded in the way we work, and that effective risk management arrangements are embedded;
- Financial monitoring: resource use, including variances from budget, long term trends and projections;
- Options and decisions: Supporting policy decisions and business cases with evidence-based financial information.
- Financial intelligence: ensuring that value, is an integral part of our arrangements;
- Financial governance: ensuring that arrangements are fit for purpose;
- Whole-system: Financial consequences are considered across the organisation and within divisions;
- Advice: Divisions are provided with sound, commercial advice.

The post holder will also be responsible for the efficient and effective operational management, organisation, motivation and performance of the Finance Team for the division, aligning resources with priorities on a regular basis to ensure that the key priorities are delivered on time, and with the maximum focus of finance staff resource into value-added activities.

Being a lead member of the divisional leadership team and is responsible for financial management and budget strategy of their division. Will work alongside the divisional management in business and performance management, actively contributing to performance review and highlighting early any financial issues which need to be addressed. Responsible for ensuring efficiency of decisions to meet Health Board objectives.

Implementing national and local financial policies and procedures proposing changes where required and interpreting the policy for local implementation. Uses influence within the division to ensure others follow financial policies and procedures.

Developing and implementing effective financial policies and procedures to ensure the Health Board remains financially viable, minimises financial risk and maximises use of resources.

Responsible for ensuring that the division operates within an appropriate Financial Control environment, aligning systems and processes with relevant legislation, accounting, Welsh Government and other appropriate guidelines. Ensuring the integrity of financial ledgers for the division.

Ensuring the financial sustainability of their division, supporting and driving the identification, management and delivery of cost improvement and cash releasing savings initiatives.

Ensuring that the division's financial activities and systems are in line with corporate policies and procedures and meet the highest standards of stewardship and probity to comply with corporate governance requirements.

Management and provision of professional financial support, advice and information to enable managers and leaders to effectively and proactively manage their respective budgets and finances to ensure the achievement of financial targets, thereby contributing to the Health Board's statutory financial duties.

Ensure the effective operation of processes relating to the negotiation and performance management of Clinical and Non-Clinical Service Level Agreements. Responsible for the performance monitoring and delivery of high quality reporting of Clinical Activity information for the purposes of contracting, commissioning, planning and general management within the division.

Contributing to the positive culture, governance and control arrangements of the Department providing general site supervision as required.

Managing staff within their team, and advises and assists the Director, Deputy and Assistant Directors of Finance in the development of accounting, budgeting and reporting systems, strategies and plans.

Supporting the Assistant Director of Finance in determining the Health Board's medium term Financial Strategy (for their division) and responsible for the production of resultant Financial Plans, including the three-year plan and longer term plans, through in-year monitoring and efficient board and other reporting. Provide key support to the achievement of all financial targets.

The post holder will be based within the Division and will work mainly autonomously. However, as a very senior member of the finance department will be required to lead on key financial initiatives and will report professionally and managerially to the Assistant Director of Finance (Finance Business Partnering).

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Divisional Finance Duties**

Responsible for the overall management and performance of the financial function within the division.

Taking the lead responsibility for the co-ordination, monitoring and review of Finance activities, to optimise use of resources, ensuring the activities of the division are completed to a high professional standard and agreed deadlines that will enable the Health Board to meet its statutory financial and other reporting deadlines.

Responsible for ensuring there is sufficient resource to implement financial and accounting policies and procedures. Making arrangements that these are held and understood by appropriate members of staff, in order to maintain an environment that promotes optimum standards of professionalism and financial control.

Supporting the achievement of all financial targets by ensuring an appropriate performance management framework is in place, identifying and reporting relevant issues and projected variances and advising on potential corrective courses of action. Ensuring that reporting is based on future trends and projections based on sound evidence rather than focused on backward-looking reporting.

Ensuring that the developments within the value agenda are fully developed and explored within the division, maximising the opportunities to improve value within the division and across the system.

Lead and support the divisional leadership team and other senior managers in the delivery of new and innovative projects to deliver business cases and financial sustainability plans. Lead in conducting financial service reviews and ensuring that all plans meet the service and patient requirements.

Working with senior medical clinicians in the development of new and existing services and having presence and authority to drive through changes taking staff with them.

Manage the provision of professional financial advice, support and information for the activities of the Division, which is in line with the Health Board's strategy. To develop detailed financial projections, option appraisals and forward plans to enable potential issues to be anticipated and resolved, in order to achieve the Division's financial targets and the Health Board's statutory financial duties.

Communicate and interpret complex, sophisticated and often conflicting, technical contentious financial and non financial information in an easily understood manner with Divisional leadership team, managers and staff. This may require a process of negotiation, influence and persuasion.

Ensure appropriate finance training is available and delivered to the division's non-finance managers and clinical staff and that relevant finance processes are embedded into the Health Board's overall management processes and performance management framework.

With the Assistant Director of Finance, ensure that there is appropriate financial information and expert advice to enable the Health Board to meet its statutory obligations

and satisfy all reporting requirements including the Health Board's Annual Accounts and NHS monitoring returns.

To interpret, implement and communicate national finance policies and their implications as appropriate to the post-holders responsibilities.

### **Strategic Financial Planning and Financial Management**

Support the Assistant Director of Finance - Provider in the determination of Health Board financial strategies. Translate these strategies into relevant finance business plans including, but not limited to:

- Overseeing the divisional Revenue Budget setting process and production of resulting Budget Setting papers for submission to the Health Board.
- Supporting the completion of Health Board Annual and 3-year Financial Plans, for Board approval or external submission as appropriate.

To work alongside the Assistant Director of Finance and other senior financial managers to recognise the multiplicity of the Health Board's targets and objectives and to make judgements regarding the allocation of finances having due regard to financial risk and where other leading opinions may conflict.

Ensure an appropriate framework for developing and producing monthly finance reports, including but not limited to:

- Management Information Packs
- Board returns
- Service Line Reports
- Lead a process ensuring financial assumptions and projections are appropriately challenged before being submitted to the Assistant Director of Finance.
- Highlight adverse performance and key risks where appropriate and provide expert advice on options for corrective action.

To prepare financial information and sound professional briefing material for use by Divisional leadership, the Assistant Director of Finance and other Senior non- finance managers on the performance management of the Division.

Co-ordinate the development and maintenance of the Division's cost reduction plans and monitor savings achieved against the annual plan together with the development and maintenance of a rolling savings plan to support long term financial planning.

Ensure the integrity of the Division's finance and reporting systems and control processes. In particular, ensuring that finance outputs are timely, accurate and fit for purpose.

Responsible for analysing and reviewing the Division's cost base, using benchmarking and other tools, and pro-actively seeking cost reduction opportunities and other avenues to identify and deliver efficiencies.

Ensure the financial planning processes are embedded within the service and capacity planning process led by the Divisional leadership team, and develop an improved capability to model the impact of service performance improvements and changes in activity volumes on future income and expenditure.

### **Financial and Technical Services**

Ensure that the Division Finance Team effectively support the Assistant Director of Finance (Financial Systems and Statutory Reporting) to ensure that statutory and Health Board returns are completed in a timely and accurate manner.

To support a robust financial control service to the Division, ensuring that key controls are fully operational within the function; compliance with HMRC regulations; compliance with legal and statutory requirements; standing orders; standing financial instructions; schemes of delegation and any other Health Board policy, as well as professional accounting standards.

To provide advice in relation to Accounting Standards, Welsh Government Accounting requirements or HMRC regulations and NHS Superannuation to Divisional Leadership teams.

To lead on the provision of a robust training programme for the Division's Finance Team, and for non-finance managers and leaders within the Division Team.

Using research and analytical skills as required.

Ensure that the Financial Services offered to the Division are robust and fit for purpose. This will include working with the Assistant Directors of Finance to ensure that the services provided by NHS Wales Shared Services Partnership are fit for purpose.

### **Procurement**

Manage, through the Head of Procurement at NWSSP a strategic framework for policies, practices and procedures to secure the effective provision of Procurement services across designated region.

Ensure that strategic and annual programmes setting out the Procurement function's contribution to securing and delivering the Health Board's non-pay savings plans with agreed performance targets. Reporting upon progress with delivery regularly throughout the year, connecting this fully to the contribution being made to individual operational plans.

Act as the Division's Advisor on all Procurement matters ensuring compliance and the development of best practice with the Health Board Standing Financial Instructions; Procurement Law and other Guidance.

Support the Assistant Director of Finance (Financial Systems and Statutory Reporting) to ensure that the Division's IT system (Oracle) is developed and managed to ensure the smooth processing of all P2P (requisition to commercial payment) transactions.

### **Asset and Capital Management**

Strategic management, review and continuing appraisal of options for improving utilisation and value for money across the Division's estate and other asset portfolios.

Ensuring that the whole-life cycle of assets within the Division is managed to deliver a return on investment, to minimise financial losses, and to maximise financial gains from disposals.

Ensure that the overall capital programme and individual capital schemes are assessed and appraised, managed and delivered in line with best practice and standing financial instructions. Support the Assistant Director of Finance (Corporate Finance) to deliver capital within the Health Board's Capital Resource Limit.

Lead the financial direction of, advice and support to the Divisional Leadership team to manage capital.

Financial planning input to developing the Division's Business Case process across all capital estate utilisation ensuring that value is achieved for proposed investment proposals.

### **Charitable Funds**

To support the Assistant Director of Finance (Financial Systems and Statutory Reporting) to:

- Ensure robust stewardship, governance and control the Division's charitable funds through the Finance team and to support the Charitable Fundraising team and officers in the delivery of the Funds objects.
- To support and maximise fundraising opportunities.

### **General**

Responsible for the development and update of information systems to meet requirements of the Division and Health Board, using computerised systems where appropriate.

Ensure continuous improvement in all aspects of the role by regular review of work practices and procedures, and initiate and implement service changes where appropriate to ensure systems operate efficiently and effectively.

Develop high standards of stewardship and probity within the Division to ensure corporate governance requirements are achieved.

Provide clear leadership of the Division Finance Team in a proactive, open and supportive manner, motivating, training and developing all staff. To manage the team, which will include recruitment, appraisal and disciplinary arrangements.

Contributes to establishing and maintaining a positive and supportive culture within the organisation and the Finance Department.

Promotes the governance and control arrangements of the organisation providing general site supervision within the Finance Department as required.

Promotes the development and maintenance of high professional standards in providing financial advice, and producing reports and correspondence across the remit of the post and in supervising others.

Provides reporting through to the Board on any or all elements of the relevant finance functions, using written and graphical means to inform and aid the wider understanding at an executive and senior level throughout the organisation.

Any other duties as directed by the Director of Finance, Deputy Director of Finance or the Assistant Directors of Finance.

### **Communication**

This requires a senior leader with excellent communication, influencing and negotiating skills, as well as a high degree of personal integrity, resilience, tenacity and professional standing.

The post holder is required to develop and maintain positive working relationships with senior finance, planning, performance and operational staff within the organisation and with finance professionals in other organisations. These communications will involve the sharing and explaining complex financial projections. Examples of these relationships and the context of the work involved with others are as follows:

- Build internal and external relationships within the Hospital across managerial and clinical staff groups. Will be required to provide complex financial reports and to ensure that the information is understood by the recipients. This information will involve issues relating to the care of patients and ethical judgements regarding reasons and has potential to create antagonistic and hostile responses.
- Develop working relationships with senior planning and operational staff in developing business plans for strategic capital and revenue business cases involving significant service change and service repatriation from outside of the Health Board, and often discussing and negotiating on sensitive issues. This requires sourcing, validating and working with complex non-financial service information to construct the financial consequences of the business cases.
- Uses highly-developed communication skills to understand the issues and to influence and constrain service planners and operational managers in achieving service change that is both effective and affordable. This may require the individual to use different communication styles – including a coaching approach as and when appropriate. Often these issues are contentious and where there are barriers to acceptance of affordable options.
- Builds relationships with other finance professionals across Wales in preparing financial management and reporting models and plans. These systems often use complex spreadsheet and database models.
- Internal relationships within the Finance Department involve advising, supporting and influencing the Director of Finance – Provider, and supervising finance staff to undertake detailed analysis and prepare complex reports to tight timescales with frequent changes in scenarios and assumptions.

### **Personal and People Development and People Management**

Line manager and be responsible for ensuring an effective system of performance management, including PADR for all direct reports and their staff.

Ensure all direct reports are aware of their managerial responsibilities for employment issues within their area of responsibility.



Work with colleagues to ensure that robust employment policies and processes are in place for all areas of responsibility.

Prepare for and take an active part in the PADR process in accordance with organisation policy in partnership with reviewer, identifies opportunities to develop own competence/own skills in order to achieve objectives.

Provide appropriate support to others to improve their knowledge and understanding and shares own knowledge, skills and experience with others during induction and training sessions for staff.

### **Information Processing**

Post holders are expected to manage the operation of, and maintain systems as are required for the effective running of the Finance function.

These include, but are not limited to:

- General Ledger
- Procure to Pay
- Accounts receivable
- Interfaces with Payroll
- Budgeting and Forecasting
- Reporting
- Costing

### **Health, Safety and Security**

Post holders will ensure that for their teams, there are in place appropriate arrangements for the Health, safety and security of our staff and facilities.

Post holders will ensure mandatory training requirements are complied with.

Post holders are expected to establish an open and learning work environment where staff feel able to bring to attention of management issues requiring action.

### **Quality**

Post holders will deliver financial support with the aim of maintaining quality health services consequent with the financial environment. In so doing, they will be expected to deliver quality financial services and establish KPIs and feedback mechanisms to ensure quality is monitored and maintained.

Through robust performance management, ensures that ambitious targets are set; ensures processes are in place to hold individuals to account; and successfully holds individuals to account. Is prepared to be held openly to account for meeting goals and targets.

Use evidence, research and proven methods to underpin plans that improve the quality and experience of the finance service. This will include undertaking ongoing reviews, audits and testing of current services with a view to adopting emerging best practice.

### **Equality and Diversity**

Post holders must deliver our services in such a way as to be non-discriminatory and encourage diversity in the workplace.

### **Effort and Environmental**

Post holders will be capable of significant and long lasting concentration.

Possess strong numerical reasoning and logical skills.

Demonstrate the ability to impart unwelcome news to budget holders and others about performance targets

Daily use of VDU for extended periods.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<p><b>KNOWLEDGE AND TRAINING</b></p>	<p>CCAB Qualified Accountant – professional accountancy qualification plus further specialist knowledge training and experience. Membership of a professional Chartered Accounting institution.</p> <p>Plus</p> <p>Postgraduate Master’s level qualification in management or finance.</p> <p>And</p> <p>In depth professional specialist knowledge of a number of disciplines acquired over a significant period, including workforce and service planning.</p> <p>Evidence of Continuous Professional Development.</p> <p>Knowledge and understanding of improvement methodologies used across organisations.</p>	<p>Understanding of developing best practice in the NHS within the UK nations; and of management and leadership best practice developments.</p> <p>Probes and accesses networks for information to improve knowledge and understanding. Keeps self-informed through local and national networks.</p>	<p>Application form and pre employment checks</p>
<p><b>EXPERIENCE</b></p>	<p>Extensive experience in a complex organisation.</p> <p>Experience of working with Managers and Senior Clinical Leads.</p> <p>Experience in developing business cases.</p>		<p>Application form and interview</p>

	<p>Experience of successfully managing large and complex revenue budgets.</p> <p>Experience of strategic level financial planning and management, including the development of annual, medium and long term strategies.</p> <p>Experience in delivering within challenging financial situations, including financial turnaround.</p> <p>Demonstrable track record of career advancement and achievement.</p> <p>Experience of communicating, in writing and verbally, within a highly politically sensitive environment.</p> <p>Commercially astute, able to manage the day to day business challenges while not losing sight of long term strategic goals.</p> <p>Significant experience of financial risk management.</p>		
<p><b>ABILITIES AND ATTRIBUTES</b></p>	<p>The post holder will be responsible for embedding a culture focussed upon the patient and customer experience through quality service delivery.</p> <p>Exceptional influencing, negotiating and</p>		<p>Application Form Interview References Application Form Interview References</p>

	<p>motivating skills.</p> <p>Experience of engaging effectively in dialogue, debate and negotiation with individuals at all levels.</p> <p>Experience of collaborative and facilitative approaches to effective partnership working across boundaries, working with public, private and voluntary organisations at a senior level.</p> <p>Deals innovatively with problems and challenges, encouraging others to think in novel ways to tackle issues.</p> <p>The ability to assimilate often conflicting information and an ability to discuss and debate often conflicting information and an ability to discuss debate and decide on its impact and influence on strategy.</p> <p>Provide expert, visible and strategic professional leadership to the finance team.</p> <p>Provide expert professional advice, support, challenge, scrutiny and decision making as required within finance. Able to present relevant information in a concise and persuasive format.</p> <p>Expert level numeracy, numerical reasoning and numerical analysis skills.</p>		
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	<p>Ability to consider the wider picture including future scenario planning.</p> <p>Ability to use Spreadsheets (Excel), Word-processing (Microsoft Word), Database (Access) and E-mail to a good level.</p> <p>Analyse highly complex situations and highly sensitive data and compile reports in the context of frequent daily interruptions.</p> <p>Inspires others and leads by example. Able to make calm rational decisions in the face of adversity.</p> <p>Demonstrable commitment to, and focus on, quality, promoting high standards to consistently improve patient outcomes.</p> <p>Values diversity and difference, operating with integrity and openness.</p> <p>Personal credibility, with the ability to quickly gain the confidence of others, including Clinicians, Managers and staff, and build positive and constructive relationships both internally and externally.</p> <p>High level of organisation, self-motivation and flexibility in approach and attitude.</p> <p>Exemplary personal</p>		
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	<p>standards of conduct and behaviour.</p> <p>Open, honest and fair.</p> <p>Places a premium on listening and encouraging feedback.</p> <p>Treats colleagues with dignity and respect.</p>		
<b>OTHER RELEVANT REQUIREMENTS</b>	<p>Able to travel across Wales and other areas of the UK where necessary in a timely manner.</p> <p>Flexible approach to working, based on the needs of the service.</p>	<p>Ability to communicate effectively in Welsh; both in writing and verbally.</p>	<p>Application form and interview</p> <p>Document check</p>

## **GENERIC STATEMENTS**

### **NHS CODE OF CONDUCT FOR MANAGERS**

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB. The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

### **COMPETENCE**

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate on-going continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

### **TEAM BRIEF**

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

### **RISK MANAGEMENT/HEALTH & SAFETY**

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

### **HARRASSMENT & BULLYING**

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

### **RECORDS MANAGEMENT**

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

### **FLEXIBILITY STATEMENT**

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the



HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

### **CONFIDENTIALITY**

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

### **EQUAL OPPORTUNITIES**

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

### **OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

### **ENVIRONMENTAL**

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

### **SMOKE FREE POLICY**

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients\*, visitors and the public.

**\*Those patients staying in residential mental health units will be exempt under the Smoke-Free Premises (etc) Wales Regulations 2007.**

## **SAFEGUARDING ADULTS AND CHILDREN**

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children.

Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

## **INFECTION CONTROL**

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

## **GENERAL**

The post-holder needs to ensure they are familiar with their terms and conditions of service.