

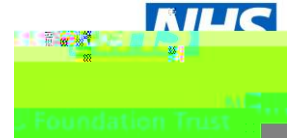
Job Description

Job Title:	Chief Information Officer – GWH & SFT
Base:	Either Salisbury District Hospital or Great Western Hospital
Band:	Band 9
Reporting to:	Chief Digital Officer

Our Values

Our values are at the heart of





- Accountable for implementation of appropriate digital and informatics policy including policies relating to information governance, information security and data quality
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- Lead on the development and implementation of plans for ICS alignment and new ways of working including joint procurement exercises, convergence of joint team working and sharing of best practice.
- Develop and maintain strategic relationships with key suppliers to build technical resilience across the Trusts and ICS, ensuring these align with each Trust



- Ensure any issues and risks relating to information governance are actioned and/or escalated as appropriate, following Trust governance processes
 - Develop and maintain an information asset register (that meets required standard under GDPR) of all digital and informatics systems and ensure that they each have appropriate security, disaster recovery, business continuity and replacement plans in place
 - Oversee the completion of the annual Data Protection and Security Toolkit and contribute evidence to other benchmarking and assessment assessments as required
 - Lead assessment processes for information risk, including prioritisation of risks and supporting the review of the annual information risk assessment with the Senior Information Risk Owner
 - Alongside the SIRO, review and agree actions in respect of identified information risks
 - Provide a focal point for the escalation, resolution and/or discussion of information risk issues
 - Ensure that an effective infrastructure is in place to support the role by developing a simple Information Assurance governance structure, with clear lines of Information Asset ownership and reporting with well-defined roles and responsibilities
 - Ensure that identified information security threats and vulnerabilities are followed up for risk mitigation, and that perceived or actual information incidents are managed in accordance with NHS IG requirements
 - With the Senior Information Risk Owner, provide leadership for Information Asset Owners (IAOs) through effective networking structures, sharing of relevant experience, provision of training and creation of information risk reporting
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- In depth knowledge of the current NHS agenda and challenges.
- Building effective working relationships with Clinical leaders in a complex system and environment.
- Evidence of significant leadership and management experience at a senior level with a complex environment, with multiple stakeholders and partners
- High level understanding of NHS Policy and National Priorities
- High level knowledge of system thinking approach. Demonstrable experience of the wider system and political requirements including involvement in planning wider system developments across system partners.
- Experience of managing a team including objective setting, performance reviews and performance management.
- Substantial experience of implementing change
- An understanding of NHS and Trust quality standards / operating framework.

Financial Management:

- Experience of effective budgetary management within designated resource limits.
- Able to identify cost efficient improvements



	<ul style="list-style-type: none"> • Ability to establish credibility within the organisation and liaise with organisations external to the Trust. • Ability to demonstrate diplomacy at all levels of the organisation • Ability to deal with difficult situations in a professional manner • Ability to plan and prioritise tasks, taking account of the workload and achieving deadlines • Responsible for Business Information Management Systems to support the planning process. 	
<p>Knowledge and Skills</p>	<ul style="list-style-type: none"> • Ability to provide and receive highly complex, highly sensitive or highly contentious information where there are significant barriers to acceptance, which need to be overcome using the highest level of interpersonal and communication skills, such as would be required when communicating in a hostile, antagonistic or highly emotive atmosphere. E.g when conveying highly contentious information in an atmosphere of proposed major change. • Ability to give formal presentations to large groups, managing and reconciling conflicting views where there are significant barriers to acceptance and/or understanding, in a hostile, antagonistic or highly emotive atmosphere. • Ability to analyse highly complex facts or situations requiring analysis, interpretation and comparison of a range of options, and make judgements where expert opinion may differ, e.g. service, organisational and staffing issues. • Ability to take theoretical concepts and designs to consider the opportunities and risk to organisations.. • Track record of developing constructive relationships with senior stakeholders, working across organisational boundaries • Ability to write clear and concise reports on extremely complex financial and business issues to board level. • Clear commitment to involvement and engagement of patients, staff, governors and other stakeholders 	



Appendix A

Additional information applicable to all posts

Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal. You must adhere to the Trust Data Quality Policy and be fully versed in the responsibilities outlined for your job role.

These obligations are in line with common law duty of confidentiality, Caldicott Principles. Data Protection Act 2018 Freedom of Information Act 2000.

Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Quality and Safety

Patient, service/facility user and staff safety is paramount at Salisbury NHS Foundation Trust. The post holder will promote a just and open culture to reporting of incidents and adverse events. The post holder should be aware of current health and safety policies of the Trust and are required to co-operate with management and safety representatives on matters relating to the Health and Safety at Work Action, including the Radiation Protection Supervisor. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment as instructed. They should always wear their PPE (with



Data Quality

The Trust recognises the role of reliable information in the delivery and development of its service and in assuring robust clinical and corporate governance. Data Quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality.

Safeguarding

To safeguard and promote the welfare of children and young people in compliance with Trust and staff responsibilities under Section 11 of the Children Act 2004; to follow Trust safeguarding children and child protection policies and guidelines and undertake appropriate mandatory training and updates in safeguarding children/child protection.

By following Trust policies in relation to Safeguarding Adults, staff will ensure that they work with other agencies to protect all adults from abuse at any time.

Evidence of COVID Vaccination Status

