



Health Innovation
Yorkshire & Humber

**Transforming Lives
Through Innovation**



**Director of Finance &
Operations**

February 2024



Director of Finance & Operations Recruitment Pack

including Job description and Person Specification

If you want to make a difference in Yorkshire and the Humber – and beyond – you have come to the right place. We need determined and passionate people to work with us to deliver our wide range of programmes. We want people who look at our values and think yes, that’s just where I want to be!

We use our skills, knowledge, networks and relationships to understand the system and patient needs locally and regionally. We develop projects, programmes and initiatives that reflect the diversity of our local population and its healthcare challenges.

You’ll be joining a committed and high performing team that focuses on patient outcomes and supporting the people of Yorkshire and the Humber. We are committed to creating and sustaining a positive and inclusive working environment for all our employees to ensure our work and our workforce represents the communities we serve.

The Director of Finance & Operations will be a member of the Executive Team and will be responsible for all the financial and support activities of the organisation.

They will work in collaboration with Executive Directors to inform and influence our work, develop our commercial and corporate strategy and contribute to the organisation’s growth and profile.

This senior role, in a fast-paced, ambitious and growing organisation, will provide you with the opportunity to develop and grow your senior leadership experience. We are looking for someone who shares our values and has wide-ranging financial and commercial leadership experience.





How to apply

Salary and terms of employment

This is a permanent, full-time role with a salary of £92,214 per annum, plus a contributory pension scheme and other benefits including flexible and agile working are available.

More information

If you would like to know more about the role and arrange an informal conversation with the Deputy CEO prior to applying, please contact HR Team by emailing hr@yhahsn.com

To find out more about Health Innovation Y&H please visit [Home - Health Innovation Yorkshire & Humber \(healthinnovationyh.org.uk\)](https://healthinnovationyh.org.uk), find us on Twitter [@HealthInnovYH](https://twitter.com/HealthInnovYH) and at [LinkedIn](https://www.linkedin.com/company/health-innovation-yorkshire-humber)

How to apply

Applications via CV and 1 page covering letter. The covering letter should explain how your experience, skills and knowledge make you perfect for this role and why you want to work with Health Innovation Yorkshire & Humber.

Closing date is 18.03.2024 and applications should be sent by email to hr@yhahsn.com

Interviews

First round interviews will take place on 04.04.2024 via MS Teams with second round interviews on 22.04.2024 in person.



Our values

Our values are the things that we hold dear and are important to us, reflecting how we work and who we are collectively. Through our behaviours, we apply these values internally to create a supportive and innovative culture and enable high impact collaborations with external partners and stakeholders.



Stronger Together

We're confident in the results we can achieve when we're united with our colleagues, stakeholders and partners.

We are: **Connected, Trusting and Honest partners**



Always Learning

Every day's a school day. We constantly develop ways to excel and work tirelessly to build our expertise.

We are: **Switched-on, Improvers and Grafters**



People People

We love catching up for a cuppa and a natter but, more than that, we're curious to learn more about other people's perspectives.

We are: **Caring, Inclusive and Open-minded**



Energetic Pioneers

We find new things and ideas that can make a difference to the health and prosperity of our region. This is what gets us out of bed in the morning.

We are: **Adventurous, Passionate and Resourceful**

Purpose



**Transform lives
through innovation**



Vision

**Improve the health and prosperity
of our region by unlocking the
potential of new ideas**

5-year mission



Our knowledge,
skills, and expertise
will demonstrate that we
are world leaders in unlocking
innovation to address current
and future health, economic,
and societal challenges.



Our 5-year strategic aims

Our strategic aims provide direction and focus for us as an organisation, supporting progress towards our mission. They provide greater detail on the 5-year ambition of the organisation, whilst providing a framework for decision-making and resource allocation.



Strengthening our foundations

Investment in our future starts at our heart. By continuing to invest in, and develop our people's skills and leadership, we will be equipped for further growth.



Enhance our role and reputation

We hold a unique role as trusted thought leaders with global reach. We'll use this position to drive lasting change and improve life outcomes by empowering our communities.



Be fit for the future

We will ensure our ways of working are innovative, agile, and continually challenge the status quo. We will equip ourselves to better identify and respond to societal challenges of the future.



Foster connections

Our continued commitment to collaboration will strengthen strategic partnerships for the benefit of our population. We will ensure visibility of our work and its impact to foster advocacy and grow new business.



Grow our region

We will lead the way in promoting Yorkshire and the Humber and its assets to create a thriving, globally-connected innovation ecosystem. We commit to growing and diversifying our role to accelerate economic growth and prosperity, recognising our own success contributes to the region's success.



What we give:

- Salary of £92,214 pa
- Flexible and agile working
- 25 days holiday + statutory days
- 3 extra days to take between the Christmas/New Year bank holidays
- Holiday buy-back scheme via salary sacrifice
- Contributory matched pension (up to 10%)
- Learning and Development opportunities
- Open-plan head office in Wakefield at the side of Junction 39 of the M1
- Free parking at the head office
- Wellbeing programme
- Employee Assistance Programme/Mental Health First Aiders
- Financial wellbeing programme
- Electric Car Scheme





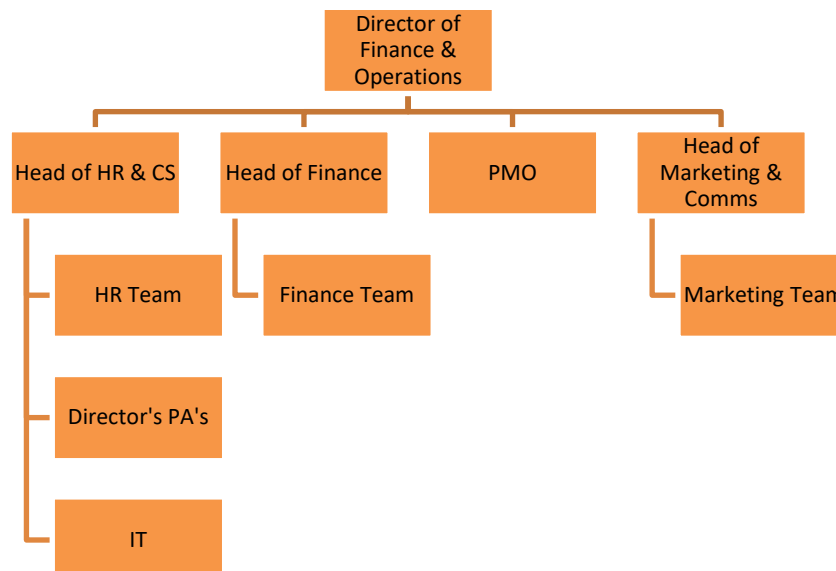
Director of Finance & Operations

Overall Purpose of Role (Summary)

As a member of the Health Innovation Yorkshire & Humber (HI Y&H) Senior Leadership Team, the successful applicant will lead the organisation's support functions, developing our commercial and corporate strategy and, with colleagues, work to enhance the reputation of our organisation by strengthening our alignment with our Health and Social Care partners. The successful applicant will also support our wider work as part of the Health Innovation Network (HIN) and the role will require collaboration with Health Innovation colleagues across England.

Responsibilities will include leadership of all financial and support activities (Finance, Marketing & Communications, HR, Corporate Services, and Project Management Office) providing strategic input to assist key decision making and financial reporting and contributing to the organisation's growth and profile.

The role reports to the Deputy CEO and will work closely with individuals from across the organisation to support delivery of a wide range of programmes and activities including oversight of HI Y&H and YHealth business planning (linked into our wider growth and transformation work), responsibility for our communications, marketing and stakeholder engagement strategies, building partnerships with key external partners, supporting the Deputy Chief Executive in delivery of the wider portfolio and overseeing implementation of process and policy improvements, ensuring controls remain robust and relevant.





Health Innovation Yorkshire & Humber

Your proven financial, commercial and operational leadership experience across a range of areas will enable you to be a compelling and credible leader for our learning organisation. You will be a key member of the HI Y&H Senior Leadership team and will play an integral part in the strategic development of the HI Y&H. Your ability to see beyond the numbers and to join up operational issues will be key in supporting us in achieving our ambitions and delivering on our programmes.

Your experience in developing people will mean you will help our staff at all levels to grow, ensuring they are equipped to deliver a challenging and wide-ranging portfolio of innovative and exciting projects.

As we continue to mature as a not-for-profit Company Limited by Guarantee, you will support the business development activities, supporting the company to create and execute business growth plans which help to ensure the future sustainability of the business while also remaining in alignment with our core objectives.

Key Duties and Responsibilities

Financial

- Act as the 'connective tissue' between commercial, finance and the rest of the organisation, working with our Heads of Finance, Growth, functions and delivery to support jointly made decisions and upskill the organisation to be fit for the future.
- Develop and execute a comprehensive financial strategy that supports the organisation's long-term growth, risk appetite and sustainability.
- Assess the economic viability of new contracts, business units, and potential acquisitions.
- Lead and be accountable for all financial, budgeting and business planning activities and provide critical financial insights and analysis to support strategic decision-making.
- Together with the Head of Finance and Finance team, discharge the organisation's fiduciary duties, ensuring a close link with our commercial growth and making sure staff, the Management Team and the Board are sighted on important and strategic issues.

Marketing & Communications, HR & Corporate Services (Corporate Services includes IT, Estates, Data Protection, Contracts, etc.), Project Management Office (PMO), Business Planning

- Have strategic responsibility for all our communications strategies and, together with the Marketing and Communications team, develop, deliver and evaluate strategies that elevate our brand presence.
- Lead and be accountable for all support activities and associated strategies to support the day-to-day operations and longer-term transformation plans.
- Together with the Director of Delivery and the team in each area, develop, implement and evaluate strategies and plans to ensure the organisation is best-





Health Innovation Yorkshire & Humber

placed to meet its ambitious, growth plans and raise brand awareness, attract and retain the best people and successfully deliver our wide-ranging and complex projects and programmes. This is part of our ongoing transformation activity.

- Develop coherent and achievable business plans that meet the needs of our local and national commissioners, project partners and our own strategic objectives, ensuring appropriate governance is in place and that risks are identified and mitigated

Leadership and Ambassadorial Function

- Support and drive the vision and values of the organisation, at the same time ensuring strategic and operational delivery
- Contribute to the Executive Team as a senior leader, ensuring you support the wider objectives of the organisation and the Health Innovation Network
- Recognise the need to influence at a strategic level and develop powerful and sustainable relationships with key individuals/stakeholders across the region, nationally and internationally
- Secure commitment, input and resources from members/stakeholders to support the work of the HI Y&H and actively promote the delivery of the aims of improving public and patient outcomes and wider economic growth
- Identify, develop, win and execute healthcare, academic and commercial programmes for the HI Y&H in line with the strategic vision of the Board of Directors
- Represent the HI Y&H at regional, pan-Northern, national and international level
- Use your collaborative and influencing management style to work with others by negotiating to achieve the best outcomes
- Foster a culture of continuous improvement for individuals, teams and the organisation as a whole

People Management

- Drive culture change within the organisation, playing a key role in the development and implementation of organisational values.
- As a senior leader, you will be expected to act as a role model for the HI Y&H's values and provide high quality and visible leadership to all staff.
- Work in a collaborative management style and foster close working relations with all managers within the HI Y&H and all members and stakeholders
- Manage, motivate, support and develop staff within the organisation to ensure that they are able to deliver their responsibilities
- Promote diversity, inclusion and equality within the HI Y&H and our wider partners

Education and Professional development

- Take every reasonable opportunity to maintain and improve professional knowledge.
- Develop own skills and knowledge and provide information to others to help individual and team development.
- Participate in personal objective settings and review, including a personal development plan.





Health Innovation Yorkshire & Humber

Special Requirements:

- You may on occasion be required to work irregular hours in accordance with the needs of the role.
- You will routinely be expected to travel across the region, London and others locations to meet with members of the Health Innovation teams, project stakeholders and others.

Health and Safety

- Ensure that you remain compliant with health and safety regulations and accepted safe practice at all times. Report any health and safety issues or contraventions witnessed anywhere within the organisation to the CEO.
- Work efficiently and responsibly within all areas of the organisation in a safe manner sharing good practice with colleagues.

General

- Committed to diversity, equality and inclusion
- Contribute to continuous improvement of working practices.
- Comply with all policies and procedures within the organisation.
- Work with all employees within the organisation in the fulfilment of our aims and objectives.





Director of Finance & Operations Person Specification

	Essential
Qualifications	<ul style="list-style-type: none">• Educated to degree level or equivalent experience• Qualified ACA/ACCA/CIMA/CIPFA• Further academic/ personal development and/ or on-going professional development
Professional qualifications	<ul style="list-style-type: none">• Master's degree or equivalent professional qualification or relevant experience• Professional knowledge plus additional specialist management knowledge acquired through training and experience to master's level or equivalent
Experience	<ul style="list-style-type: none">• Proven track record in a leadership finance role with commercial finance experience, preferably in a fast growing organisation or start up.• Experience of working with a marketing team to develop strategies and plans to increase brand presence• Significant and relevant executive level strategic and operational management experience• Significant and relevant general management experience at a senior level in a complex environment• Experience of leadership, motivating and inspiring staff in multi-disciplinary teams• Demonstrable understanding and ability to deliver the range of functions covered by the job description• Able to delegate effectively• Experience of working at Board level• Experience of leading in a visionary, dynamic, highly ambitious and fast- paced complex organisational environment• Previous responsibility for strategy, operational planning and budget development, management and assurance
Skills/Abilities	<ul style="list-style-type: none">• Strong financial and commercial acumen and the ability to step into a commercially broad and hands on role• Experience in marketing communications or a related post where the same set of marketing and leadership skills have been used.• Exceptional interpersonal skills with the ability to communicate and engage others on complex matters within a range of subject areas, and with a flair for adapting tone and message for different audiences• Ability to engage and influence a broad range of professional groups at all levels of seniority• A proactive, creative and flexible approach• Strong people management skills, including performance





	<p>management and professional development</p> <ul style="list-style-type: none">• Political nous and the ability to negotiate on behalf of HI Y&H• High-level problem-solving skills and the ability to respond to sudden unexpected demands
Personal attributes	<ul style="list-style-type: none">• Understanding of own strengths and limitations and impact on others• The confidence, determination, perseverance and energy to overcome obstacles to achieve the best outcomes• Resilient under pressure• Personal drive and the ability to be a self-starter as well as a team player• Collegiate knowledge sharer• Highly results orientated; with a strong drive to deliver and have an impact• A strong sense of personal and team accountability; delivers on commitments• High levels of personal integrity• A passion for the work we do and the values of YHAHSN• Committed to diversity, equality and inclusion• Is positive, proactive and has a “can do” attitude

