



Business Services
Organisation

Directorate of Legal Services

— PRACTITIONERS IN LAW TO THE
HEALTH & SOCIAL CARE SECTOR —

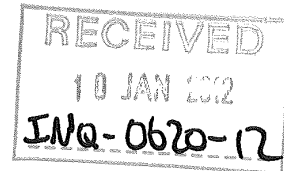
2 Franklin Street, Belfast, BT2 8DQ
DX 2842 NR Belfast 3

Your Ref:
BPC-0074-11
BPC-0087-11

Our Ref:
HYP B4/01

Date:
10.01.12

Mr Brian Cullen
Solicitor to the Inquiry
Arthur House
41 Arthur Street
Belfast
BT1 4GB



Dear Sir,

RE: INQUIRY INTO HYPONATRAEMIA RELATED DEATHS

I refer to the above and your letter of 13th December 2011 and 4th of January 2012.

I now enclose a copy of Mr Williams' Job Description for your attention.

Yours faithfully,

Joanna Bolton

Joanna Bolton

Solicitor Consultant

Email: [REDACTED]

Tel: [REDACTED]

Providing Support to Health and Social Care





Belfast Health and
Social Care Trust



Information Pack

Co-Director – Information Services

BELFAST HEALTH AND SOCIAL CARE TRUST

Job Description

JOB TITLE: Co-Director, Information Services
BAND: 8c
REPORTS TO: Chief Operating Officer / Deputy Chief Executive

JOB SUMMARY

The Co-Director of Information Services will be responsible for the strategic and operational leadership of the Information Services function within the Belfast Trust. The postholder will be responsible for the development and effective operation of the Trust's Information Services in support of the Trust's business objectives.

KEY RESULT AREAS

Setting Direction

- Responsible for the development and implementation of a Trust-wide Information services strategy.
- To manage and provide strategic leadership of the Information Services function within the Trust.
- Ensure the Information function supports the delivery of the Trust's Corporate objective's and achievement of its strategic goals. In particular it should support and underpin the Trusts clinical, managerial governance and performance systems.

Service Delivery

- To manage the Information services functions of the Trust.
- To ensure Information services produces the necessary information to support the Trusts clinical and managerial systems.
- To ensure the delivery of high quality information services to support the Trusts performance management systems.

- To develop and ensure delivery of a set of key objectives and targets for the Information Services functions.
- To ensure the production of all monitoring and performance reports related to the Information functions.

Development and Innovation

- Responsible for the identification, development and implementation of new Information reporting systems within the Trust.
- To identify new and innovative ways for Information services to support the delivery of the Trusts services and the achievement of corporate objectives.

Collaborative Working

- Work closely with Directors and Co-Directors across corporate functions and Service Groups on all aspects of Information services.
- Ensure Belfast Information services and policies are consistent with National and Regional guidance.
- Ensure Information systems and services support the development of clinical and service networks.
- Establish collaborative working relationships with DHSSPS, HSSA, HSC Trusts and other stakeholders.

Communication and Information Management

- To develop and manage the performance management arrangements for the Information function within the Belfast Trust.
- Develop robust communication systems to support and promote the Information services functions.
- Develop and implement robust monitoring systems on matters relating to the Information services strategies, objectives and targets.

Quality

- To ensure robust standards and systems of governance exist for the Information function.
- Ensure Information strategies and objectives take cognizance of national and regional standards.
- Participate fully in Trust wide quality initiatives particularly those requiring information support.

- Develop and implement robust systems of risk management in the areas of Information services.

Financial and Resource Management

- To take full budgetary responsibility for the Information function within the Belfast Trust.
- To maximise the use of Information as a tool to achieve better value for money in the delivery of health and social care.

People Management and Development

- Provide strategic leadership to staff working in Information services.
- Ensure the management structures and arrangements in Information services support a culture of effective team working, staff recognition, continuous improvement and innovation.
- Lead by example in practicing the highest standards of conduct in accordance with the code of conduct for HPSS managers.
- Participate in the Trust's Staff Development and Performance Review Scheme. Review individually on a regular basis the performance of immediately subordinate staff. Provide guidance on personal development requirements and advise on and initiate, where appropriate, further training.
- Ensure that the review of performance identified above is performed for all levels of staff within the Trust in accordance with the Trust Board's policy.
- Maintain good staff relationships and morale amongst the staff reporting to him/her.
- Where appropriate, review the organisational plan and establishment levels and ensure that each is consistent with achieving objectives and recommend change where appropriate.
- Delegate appropriate responsibility and authority to the level of staff within his/her control consistent with effective decision making whilst retaining responsibility and accountability for results.
- Participate as required in the selection and appointment of staff reporting to him/her in accordance with procedures laid down by the Trust.
- Take such action as may be necessary in disciplinary matters in accordance with procedures laid down by the Trust.
- Promote the Trust's policy on equality of opportunity through his/her own actions and ensure that this policy is adhered to by staff for whom he/she has responsibility.

GENERAL RESPONSIBILITIES

Employees of the Trust will be required to promote and support the mission and vision of the service for which they are responsible and:

- at all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- comply with the Trust's No Smoking Policy.
- carry out their duties and responsibilities in compliance with health and safety policy and statutory regulations.
- adhere to equal opportunities policy throughout the course of their employment.
- ensure the ongoing confidence of the public in service provision.
- comply with the HPSS code of conduct.

This job description is subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the Co-Director, Information services works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time by the Director.

RECORDS MANAGEMENT

Trust staff are responsible to the Chief Executive for all records held, created or used as part of their business including corporate and administrative records whether paper-based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Information Regulations 2004 and the Data Protection Act 1998.

July 2007