

APPOINTMENT OF MEDICAL DIRECTOR

FURTHER PARTICULARS - JUNE 2025



CLOSING DATE: 4 JULY 2025

INTERVIEW DATE: TBC



Investors
in Diversity
Silver UK

Until
July
2025





OUR VISION, MISSION AND VALUES

OUR VISION

Our vision is a future where everyone with a life-limiting illness will live and die with dignity and in comfort.

OUR MISSION

Our mission is to enable more people from all communities to access the care of their choice at the end of life.

OUR VALUES

Our values are at the heart of everything we do as we continue in our mission to enable more people from all communities to access the care of their choice at the end of life.



EQUALITY, DIVERSITY AND INCLUSION

Birmingham Hospice is committed to developing a dynamic and diverse workforce, representative of the communities it serves.

We value each person as an individual – whether they are colleagues, patients, family members, carers or supporters – every person matters. We embrace diversity of culture, background and environment knowing it enriches our workplace and our relationships with our local communities.

We are committed to building a culture of inclusion and belonging. We would love to hear from you, about what makes you uniquely you and how this opportunity will support you to succeed.



WELCOME

Hello,

I'm Paul, CEO at Birmingham Hospice. I am pleased to introduce an exciting opportunity to join us as our Medical Director.

We seek a candidate with a strong background in hospice and palliative medicine, and a commitment to compassionate care.

You will play a pivotal role in shaping the quality of care we provide, guiding our multi-disciplinary team, and ensuring adherence to best practices in hospice and palliative medicine. Your leadership will be instrumental in fostering a culture of excellence, collaboration and patient-centred care.

This role offers the opportunity to make a profound impact on the



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You will play a pivotal role in shaping the quality of care we provide

lives of patients and families while contributing to the continued growth and success of our organisation.

Paul Bytheway, Chief Executive

Hello,

My name is Dawn, and I am Chair of the Board of Trustees for Birmingham Hospice. I joined as the charity chair in 2022.

Joining Birmingham Hospice is incredibly rewarding, as you support and are part of a team of passionate individuals who live

our values of kindness, togetherness, positivity, openness, respect and innovation.

By joining our team, you will be helping us to deliver our vision where everyone with a terminal diagnosis will live and die with dignity and in comfort.

I am looking forward to working together with you alongside the CEO and Executive Leadership Team to make a real difference to local people's lives in Birmingham and the surrounding areas.

Best wishes,
Dawn Ward, CBE DL

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Joining Birmingham Hospice is incredibly rewarding





ABOUT BIRMINGHAM HOSPICE

Birmingham Hospice is a leading provider of palliative and end of life care in the West Midlands, dedicated to helping individuals live well with terminal illnesses and ensuring they receive compassionate support during their final stages of life.

Formed in 2021 through the merger of Birmingham St Mary's and John Taylor Hospices, Birmingham Hospice now operates as a unified charity serving the Birmingham and Sandwell communities. We have around 670 patients in our care on average every day, in our hospice sites in Selly Park and Erdington, and through community and home-based services.

Our mission is to ensure that everyone, regardless of background or condition, can access the care

of their choice at the end of life. We emphasise dignity, comfort and personalised support for patients and their families.

We provide a comprehensive range of services tailored to meet the needs of our patients: Inpatient Units, Hospice at Home, Community Palliative Care, Therapies, Living Well Centres and wellbeing and bereavement support.

All services are provided free of charge, ensuring accessibility for all who need them.

ABOUT THE ROLE

This is an excellent opportunity for a medical professional with extensive demonstrable experience in leadership to join a values-driven organisation and support more people who require specialist palliative and end of life care.

Reporting directly to the CEO, you will be a highly competent, diligent and compassionate individual with prior expertise in a senior medical position in either the charity sector, the NHS or similar organisation. Having strong values, you will be comfortable living and demonstrating our values of kindness, respect, positivity, togetherness, openness and innovation.

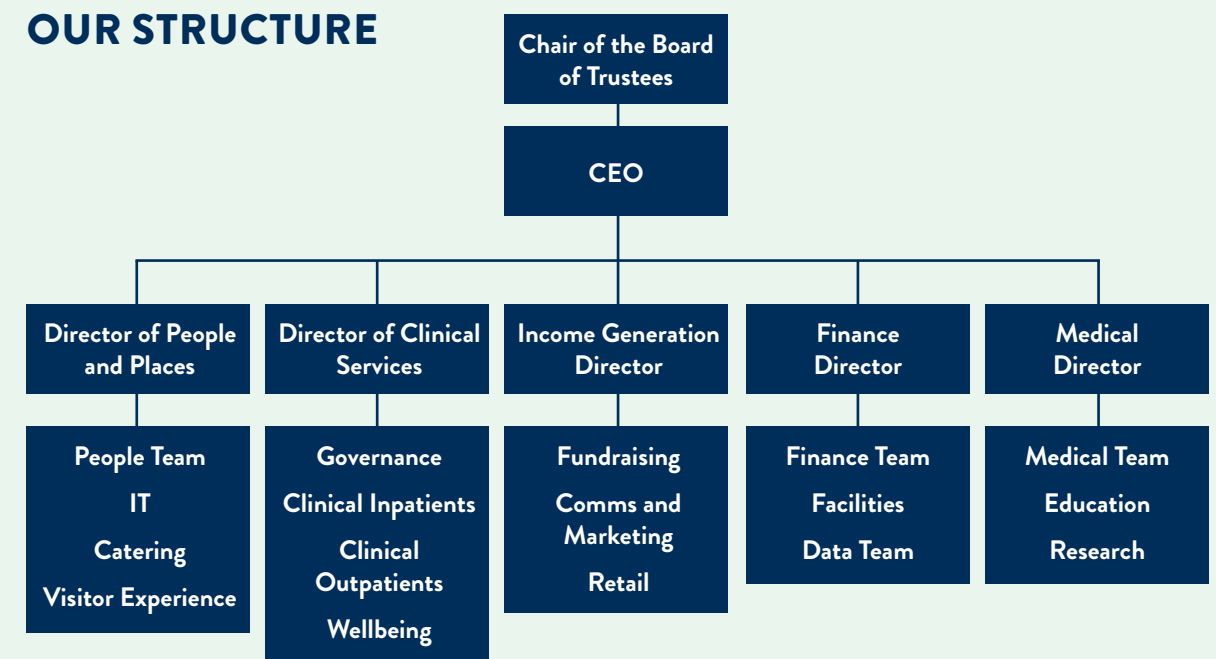
You will lead the Medical Team, contributing to strategic planning and direction. You will provide positive, visible, dynamic, challenging and empowering leadership in the clinical

operational management of the hospice. You will be a confident people manager with a proven ability to provide inspirational leadership and to contribute to the daily running and future strategic direction of the charity as a member of the Executive Leadership Team.

Having strong values, you will be comfortable living and demonstrating our values of kindness, respect, positivity, togetherness, openness and innovation.



OUR STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

LEADERSHIP AND MANAGEMENT

You will have the medical responsibility for the safe and effective medical care of all patients referred to Birmingham Hospice.

STRATEGY

You will share in the management and leadership of the hospice as a member of the Executive Management Team, contributing to strategic planning and direction and providing positive, visible, dynamic, challenging and empowering leadership in the day-to-day clinical operational management of the hospice.

Accountable to the Trustees, the Medical Director shares responsibility equally with the Clinical Services Director for the overall clinical direction of the hospice, ensuring that policies are in place, and support for appropriate management and supervision of medical colleagues, including doctors in training.

GENERAL

You will lead and direct the hospice Medical Team to provide safe and effective medical services for the hospice.

You will provide professional advice to the CEO and Board of Trustees relating to general medical services and professional standards and the speciality of palliative medicine.

Together with the Clinical Services Director, you will lead on clinical strategy development for the hospice, reporting directly to the Board of Trustees.

You will work in partnership with the Executive Management Team (EMT), actively contributing to the management and governance of the hospice by attending and contributing to EMT, Board and Committee meetings.

You will maintain effective professional management and leadership of the hospice Medical Team, motivating them to work to the highest possible standards.

You will manage accountable budgets for all aspects of medical staffing and effectively help the hospice meet its annual financial and non-financial objectives.

You will be responsible for maintaining a culture which embeds all aspects of clinical quality, governance and effectiveness of the hospice; specifically participating in the regular monitoring and updating of clinical policies and guidelines, investigations into complaints and clinical incident monitoring (with specific attention to prescribing issues).

MAIN DUTIES AND RESPONSIBILITIES

You will lead and manage the hospice Medical Team, developing them as individuals and as a team to provide excellent care, ensuring external clinical appraisals and internal performance reviews are carried out for all direct reports annually.

You will be responsible for appraisals and meetings of reviews within the Medical Team.

RELATIONSHIPS AND PARTNERSHIPS

You will work with the Director of Clinical Services, overseeing a high standard of clinical practice across the hospice, ensuring services are safe and clinically effective. You will ensure an adequate and effective programme of clinical audit, research and development across the hospice.

You will work closely with colleagues in both hospital and community teams, agreeing ways in which we can work together to meet the needs of the local population.

You will promote close links with General Practices and other external health and social care providers and key stakeholders.

You will represent the hospice at external bodies.

QUALITY AND GOVERNANCE

You will ensure that robust clinical governance systems are in place with the active participation of all medical staff to ensure high standards of patient care.

You will actively participate in quarterly Clinical Governance meetings, attending subgroups as required.

Alongside appropriate members of the Executive Management Team, you will manage serious incidents with responsibility for identifying and sharing organisational learning.

CLINICAL

You will ensure the safe and effective standard of medical care for patients, taking account of emotional, social and spiritual needs, and to promote and refine the multi-professional approach.

You will be responsible for ensuring the needs of individual patients, their families and carers are met, leading the MDT, ward rounds, family meetings and case conferences.

MAIN DUTIES AND RESPONSIBILITIES

You will have overall continuing clinical responsibility for patients admitted to the Inpatient Unit.

You will develop and provide medical input into the non-inpatient clinical services.

You will ensure there is medical on call cover available 24/7 and will participate in the on-call rota.

With the People Team, you will lead on the recruitment of medical staffing.

You will work collaboratively with the locality Specialist Palliative Care Team.

CONFIDENTIALITY

All employees are required to uphold the confidentiality of all information records in whatever format, encountered in the course of employment and after it.

All employees are bound by the requirements of the General Data Protection Regulations when, in the course of their employment, they deal with information records relating to individuals.

EQUALITY AND DIVERSITY

The hospice is committed to promoting an environment that values diversity. All staff are responsible for ensuring that they treat individuals equally and fairly and do not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation. The hospice expects all staff to behave in a way that recognises and respects diversity in line with the appropriate standards.

HEALTH AND SAFETY

All employees have a responsibility under the terms of the Health and Safety at Work Act 1974 to protect and promote their own health and that of others in the workplace.

All employees must comply with all hospice health and safety procedures and infection control.

The prevention and control of infection is the responsibility of everyone who is employed by the hospice. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

MAIN DUTIES AND RESPONSIBILITIES

INFORMATION GOVERNANCE

All employees are responsible for ensuring they undertake any training relating to information governance, read the hospice's policies, procedures and guidance documents relating to information governance, and understanding how this affects them in their role.

PROFESSIONAL DEVELOPMENT

All employees must participate in an annual appraisal and develop a personal development plan with their line manager.

All employees are responsible for maintaining their statutory and mandatory training.

Safeguarding children, young people and vulnerable adults

The hospice is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All employees and volunteers are expected to behave in such a way that supports this commitment.

MAJOR INCIDENTS

In the event of a pandemic or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the hospice. Prior to undertaking any duties, the member of staff will have full training and induction. We won't ask any member of staff to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.



ABOUT YOU

EDUCATION AND QUALIFICATIONS

You will be:

- A qualified doctor with full registration with General Medical Council (GMC) with a current licence to practice.
- Have documented inclusion of Special Register OR equivalent evidence of higher-level experience within end of life/palliative care.

It is desirable that you will:

- Possess a Diploma or MSc in Palliative Medicine or MD.

KNOWLEDGE AND EXPERIENCE

You will have:

- Sound knowledge and understanding of developments in specialist palliative and end of life care combined with experience of strategic decision making, planning, redesign of services, implementing change and medical advisory work.
- A proven track record in medical leadership and management.
- An understanding and experience of all aspects of clinical governance.
- Knowledge of national and local health and social care policy which will influence strategic vision of specialist palliative and end of life care.
- Experience in working effectively within a specialist palliative care environment and of the multi-disciplinary team.
- Experience of leading medical teams.
- Up to date knowledge of current practice and national initiatives in specialist palliative and end of life care.
- Awareness of confidentiality and ethical issues.
- Awareness of the process of commissioning services.
- Experience of undertaking audits and identifying actions.
- Understanding and experience of Clinical Governance.
- Experience in handling clinical incident and complaints, including root cause analysis.

PERSONAL SKILLS AND ATTRIBUTES

We are seeking a strategic thinker with a strong solutions focus, who can lead and be an effective part of a multi-professional team. You will demonstrate personal and professional integrity and will possess an analytical and logical approach to symptom management with an ability to prioritise clinical need.

You will have excellent time management skills and be able to work to competing deadlines, with the ability to make rational decisions while under pressure.

You will possess a high level of interpersonal and team working skills, strategic and technical skills combined with a supportive and visible leadership style enabling you to inspire the Medical Team and lead their development both individually and as a group.

You can communicate clearly and confidently on complex subjects and ideas to diverse professional and public audiences displaying a proven teaching ability, including use of a variety of teaching methods.

With strong negotiating, influencing and interpersonal skills, you will have the ability to earn the confidence and respect to effectively lead and deliver high quality medical services and support all members of the multi-professional team.

You will possess good IT skills with high levels of personal resilience and are able to demonstrate a commitment to ongoing professional development with evidence of relevant CPD.

You will have the ability to build internal and outward facing relationships across commissioning and social care, and demonstrate a willingness to support hospice colleagues from other professions and volunteers in their work.

The ideal candidate will display a caring and empathic approach with patients and families, and show enthusiasm, motivation and commitment to the development of hospice and palliative care services and to the ethos of hospice care.



WHY JOIN OUR TEAM?

Everyone at our charity is here to make a difference. Our people are knowledgeable, committed, open, friendly and fun – they understand and buy into the values of our hospice.

80% of respondents from our latest people survey said that they are proud to tell people they work for Birmingham Hospice. We're committed to making our charity a brilliant place to work, and we couldn't carry out our vital care without every single one of our dedicated and inspirational colleagues, volunteers and supporters.

BENEFITS OF WORKING FOR BIRMINGHAM HOSPICE

At Birmingham Hospice we have a range of employee benefits, which include 35 days holiday per year plus 8 statutory/public holidays. We have a 'happy to talk about flexible working' approach, and generous special leave arrangements. We consider learning and development a priority and we will support our people wherever we can to realise their potential. Managers at the hospice receive management development through a variety of means including operational coaching.

We have several people-led groups, including a people forum (The Link) and an equality, diversity, and inclusion group (Better Together). The wellbeing of our people is key, and we run frequent wellbeing events and initiatives, as well as provide access to RISE, our Employee Assistance Programme (EAP).

Working at Birmingham Hospice, you can also benefit from various discounts from high street and online companies, as well as access to NHS Fleet solutions, where you can lease a car via salary sacrifice, and a Cycle to Work scheme. If you are in the NHS pension you can transfer this with you.

Both our sites have free car parking, and provide a range of refreshments (tea, coffee, biscuits and toast) available free of charge. We also have cafés serving a range of snacks, lunches and beverages.



NEXT STEPS AND HOW TO APPLY

If this sounds like the role for you, we'd love to receive your application.

For an informal discussion about the role, please contact Paul Bytheway, CEO at paul.bytheway@birminghamhospice.org.uk.

POSITION DETAILS

CLOSING DATE: 4 July 2025

INTERVIEW DATE: TBC

The interview will consist of a panel and a stakeholder interview

LOCATION: Erdington and Selly Park

HOURS: 18.75 hours per week

DURATION: Permanent

SALARY: £44,000 per annum (£88,000 per annum full time equivalent) plus on call allowance

DBS: An enhanced level DBS Check and a Companies House Check will be required



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