

Professional Standards Authority

Job Description - Chair

Role and responsibilities

To lead the Authority in order to protect the public and maintain confidence in the regulation of health and social care professionals and to play a key part in the effective and successful governance of the Authority.

Specifically, to:

- Promote effective working relationships with the statutory regulators and the accredited registers overseen by the Authority
- Promote effective working relationships with Ministers and Officials in all four countries, acting as the channel of communication between the Board and Ministers
- Ensure the Authority maintains appropriate relationships with a wide range of stakeholders, including patient and user groups, Royal Colleges, professional associations, employee representative groups, employer associations, and academic partners
- Formulate with the Board the overall strategic direction of the Authority, taking account of political and regulatory developments which may affect the Board's role
- With the Board, provide oversight so that the Authority fulfils its core objectives and complies with all statutory, financial and administrative requirements and maintains the highest standards of corporate governance and public accountability
- Set the Chief Executive's performance objectives and hold the executive to account for the effective, and efficient delivery of the Authority's business and corporate plans within budget and the requirements of public finance
- Form and maintain an effective partnership with the Chief Executive that enables him or her to undertake their executive functions effectively
- Promote the efficient, economic, and effective use of resources including staff
- Ensure that the Board meets at regular intervals throughout the year and that the minutes of meetings accurately record the decisions taken and, where appropriate, the views of individual Board members
- Ensure that Board members receive appropriate induction and refresher training to enable them to discharge their duties effectively, including training on
 - Governance
 - Financial controls
 - The regulatory framework
 - Risk
- Promote and maintain effective working relationships between Board members, and between Board members and staff
- Undertake annual appraisals of Board members to support their performance in their roles, to identify any development opportunities or issues which require remediation, and to inform decisions on reappointment

- Chair the Nominations and Remuneration Committees and work with the Board to plan for Board succession, including appointment of the Chief Executive when required
- Advise the Privy Council of the needs of the Authority when Board vacancies arise, to promote diversity and ensure a proper balance of professional, four-country, and other expertise
- Represent the Authority at official occasions and in engaging with patients and members of the public
- Act as the final arbiter of complaints against the Authority and of appeals on staff matters and on decisions relating to Accredited Registers.
- Demonstrate commitment to the Seven Principles of Public life set out by the Committee on Standards in Public Life and ensure that a Code of Practice for Board Members is in place, based on the Cabinet Office's model *Code of Practice for Board Members of Public Bodies*.