



November 2025



Non Executive Director Candidate Pack





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Welcome letter

Thank you for your interest in the position of Non- Executive Director with us at Northumbria Primary Care (NPC).



We are a determined, growing and forward-thinking organisation, with an aspiration to become the national leader in the provision of at scale primary care and associated services. We are looking for an exceptional individual to join our Board and support us in making a real difference to our patients, colleagues and the wider community.

Since I have been involved with NPC, which is around two years, I have found it to be a hugely rewarding experience. I am excited by the opportunity we now have to further enhance the diversity, knowledge and experience of our growing team, with an individual who shares our clear values and vision.

Our Board is relatively small but unitary and vibrant. We work together in a supportive and inclusive environment where openness, trust, humility and co-operation are key.

This is an exciting time for change at NPC as we deliver our refreshed clinical strategy and work through the NHS 10 Year Plan.

Thank you once again for your interest in joining us. I hope you find this information helpful and I look forward to possibly working together in the future.

Katie Stevens,
Chair, Northumbria Primary Care





Job description

Job Title: Non-Executive Director

Location: Northumbria Health and Care Academy, NSECH

Pay Band: £13,000

Northumbria Primary Care Limited (NPC) is seeking to appoint an independent Non-Executive Director to its Board of Directors. In order to complement the existing skill mix of the Board, NPC is seeking a Non-Executive Director with primary care experience and clinical expertise (nursing or medicine) in order to support the growth of the company.

Main Purpose of the Job

Non-Executive Directors play an important role in monitoring strategy, performance, risk and governance.

The Non-Executive Director will share responsibility with other Board Directors for the success of the Organisation and the duties of the Board. The Non-Executive Director will provide an informed independent and objective challenge to the work of the Executive Directors within an overall framework of guidance, trust and mutual respect.

Responsibilities

The key responsibilities undertaken by the Non-Executive are:

- To participate fully in the work of the Board of Directors and to work corporately with all directors of NPC;
 - To build strong working relationships with the Medical and Clinical Directors;
 - To contribute to the development of NPC's strategy;
 - To exercise appropriate oversight over the execution of the strategy;
 - To constructively challenge the performance of NPC;
 - To actively participate in the decision-making of the Board;
 - To ensure NPC is managed in the best interest of its sole shareholder, Northumbria Healthcare NHS Foundation Trust;
 - To ensure NPC complies with the key legal and regulatory requirements, including but not limited to: Health & Social Care Act 2012; Companies Act 2006; NHS Constitution; UK Corporate Governance Code 2016.
- To ensure that there is a robust system of internal control and risk management.
 - To participate in Board training, development and evaluation on both an individual and a collective basis;
 - To engage regularly with members of the Board of Directors at Northumbria Healthcare NHS Foundation Trust.
 - To support the NPC's collaboration and integration with other organisations both within and outside the NHS; and
 - To uphold the values of NPC and the NHS.

Person specification

Job Title: Non-Executive Director

Business: Northumbria Primary Care Ltd

Location: Northumbria Health and Care Academy, NSECH

- Qualification at degree level as a minimum standard or equivalent experience
- Primary care experience and clinical expertise (nursing or medicine)
- A background in healthcare at a senior level
- Significant successful senior leadership experience in an organisation of similar size and complexity, whether in the private, public or voluntary sectors
- Effective business acumen and a sound knowledge of good corporate governance, strategic planning, risk and performance management
- Experience of holding senior individuals and team to account
- Accustomed to being held to a high level of accountability
- Commercially and politically astute
- Track record of organisational change and business growth
- Experience of building effective and lasting working relationships with a range of internal and external stakeholders.
- Previous Board level experience
- Numerate, with an understanding of financial reporting
- Leadership & motivational skills
- Effective interpersonal skills
- Effective communication and listening skills
- A proven and successful strategic thinker and an ability to look beyond organisational and/or geographical boundaries
- Understanding of, and commitment to public service values of accountability, probity, openness and equality of opportunity
- An ability to achieve a balance between support and robust, constructive challenge
- A strong understanding of the importance of exercising independent judgement
- Integrity and high ethical standards
- Independence from NPC and Northumbria Healthcare NHS Foundation Trust
- Demonstrate an impartial approach
- Able to think strategically in both a local and national context
- Prepared to take difficult decisions
- Sound judgment and an enquiring mind
- Politically astute, able to grasp relevant issues and understand complex relationships between different individuals and organisations;
- A strong personal commitment to the values of the NHS
- A desire to work closely with Health and Social Care partners



- Genuine interest in healthcare issues and a commitment to the needs of the local community
- Understanding of customer and public expectations
- Be prepared to undertake induction, training and personal development, as required by NPC
- Meets the eligibility criteria (outlined below)

All candidates must also comply with Regulation 5 of the Health & Social Care Act 2008 (Regulated Activities) 2014 – the Fit and Proper Persons test. This requires that:

- a. the individual is of good character,
- b. the individual has the qualifications, competence, skills and experience which are necessary for the relevant office or position or the work for which they are employed,
- c. the individual is able by reason of their health, after reasonable adjustments are made, of properly performing tasks which are intrinsic to the office or position for which they are appointed or to the work for which they are employed, the individual has not been responsible for, been privy to, contributed to or facilitated any serious misconduct or

mismanagement (whether unlawful or not) in the course of carrying on a regulated activity or providing a service elsewhere which, if provided in England, would be a regulated activity, and none of the grounds of unfitness specified in Part 1 of Schedule 4 apply to the individual (refer to the CQC guidance) found at:

<http://www.cqc.org.uk/content/regulation-5-fit-and-proper-persons-directors#full-regulation>



How to apply

Castle Peak Group is acting as our retained consultancy for Northumbria Primary Care on this appointment. Candidates should apply by sending a CV and cover letter using the contact form [\(link\)](#)

The closing date for applications is **Tuesday, 2nd of December.**

For an informal, confidential discussion about this exciting opportunity to join our Board, please contact james.carss@castlepeak-group.com.

Next steps:

The closing date for applications is as above. Panel appointment interviews are planned to take place on **Monday, 15th of December.**



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