

## About Us

London Gynaecology is a leading, Private Equity backed private women's health practice, currently based at three locations: Our Centre of Excellence on Harley Street, our clinic based out of The Portland Hospital, one of London's leading private hospitals, and our independent clinic in the City of London. With over 20 consultants & GPs, the practice is busy and dynamic and sees in excess of 1500 patients monthly. Over the coming few years, we are planning to rapidly expand the number of clinics and clinical services we provide.

Our Ethos & Mission is to provide excellent, expert advice and high quality personalised healthcare at every stage of the patient pathway, ensuring the best possible outcomes for our patients relating to their gynaecological and reproductive health. Our Values are to work together as "ONE TEAM":

- **Ownership**
- **Nurturing**
- **Excellence**
- **Trust**
- **Empathy**
- **Accessibility**
- **Mentorship**

We believe it is important to treat every patient and colleague with honesty, dignity and respect. Cultural fit is non-negotiable. We are a team, the wellbeing of our staff is paramount and we treat each other with respect and kindness. We are looking for team members who embody these values, are team-players and will go above and beyond to deliver excellent patient service and contribute to making LG a wonderful place to work.

## The Role

The Head of Clinical Governance & Compliance is a strategic leadership role responsible for overseeing the development, implementation and continuous improvement of clinical governance, compliance, health & safety, data protection and Environmental, Social & Governance (ESG) frameworks across the organisation. As a newly created position within a growing organisation, this role presents an exciting opportunity to shape and lead key governance & compliance initiatives from the ground up. It will play a critical part in ensuring that we are adhering to regulatory standards and will promote ethical and sustainable practices across the organisation.

This is a full-time, on-site role (40 hours per week, Monday to Friday, 9:00 am – 5:00 pm), reporting to the CEO, whilst also maintaining a working relationship with the Chair. This arrangement allows for the escalation of urgent governance or compliance matters directly to the Chair, in addition to the CEO, as necessary. Travel will also be required to conduct clinical assessments across our various clinic sites.

This role may suit a registered nurse or other healthcare professional who has specialised in clinical governance and is looking for an opportunity to drive improvements in clinical quality and compliance within a dynamic organisation.

### **Key Responsibilities**

#### Clinical Governance

- Provide strategic leadership and oversight for clinical governance, risk, and compliance.
- Develop, implement and own the organisation's clinical governance framework.
- Continuously improve governance structures, performance metrics and monitoring systems.
- Policy Management ; develop & implement policies relating to key clinical governance areas, ensuring they are regularly reviewed and updated to remain fit for purpose and any emerging concerns are identified.
- Lead the organisation through successful attainment of national accreditations, including ISO 27001, ISO 9001, and other relevant standards.
- Ensure SOPs, clinical policies, and general guidance are current and aligned with national standards e.g. NICE.
- Ensure compliance with mandatory training and continuing education requirements in collaboration with HR.
- Collaborate with our Freedom To Speak Up Champions to foster a culture where the team feel safe and empowered to raise concerns, collect any feedback and ensure actions are followed up on.
- Attend Medical Advisory Committee (MAC) meetings, contributing clinical governance expertise and ensuring adherence with organisational policies, as well as regulatory guidelines.
- Chair selected committees as required, ensuring effective decision-making and follow-up on actions.
- Produce a comprehensive monthly report for the Board & Executive Team, summarising key clinical governance and compliance activities, trends, and areas requiring attention.
- Lead preparation and readiness for CQC assessments, and act as a CQC Registered manager, ensuring we are meeting standards and providing safe, high-quality care.

#### Health & Safety

- Provide strategic guidance on H&S matters, ensuring full compliance with regulations.
- Lead the development and implementation of internal H&S policies and procedures.
- Conduct site inspections, internal audits, and incident investigations, implementing corrective actions where necessary.
- Facilitate H&S training and first aid certification programmes.
- Oversee the effective management of key operational areas, including equipment installation, waste disposal, and occupational health practices.
- Champion a culture of safety and continuous improvement throughout the organisation.

### Data Protection

- Act as the Data Protection Officer, ensuring compliance with GDPR and promoting strong data governance across the organisation.
- Provide practical advice and training across the organisation on data protection and cybersecurity.
- Lead responses to data incidents, including internal investigations and reporting to ICO as necessary.
- Drive data protection awareness via training and internal campaigns.

### ESG

- Lead ESG strategy development, ensuring alignment with evolving regulations and stakeholder expectations.
- Develop ESG-related policies and promote a strong ESG culture throughout the organisation.
- Oversee ESG data collection, reporting and audit processes.
- Identify and execute initiatives to improve environmental impact, corporate governance and social responsibility.
- Stay current with ESG best practices, particularly in the healthcare sector, ensuring continuous improvement.

### Clinical Audits & Risk Management

- Identify required audits, determine frequency and assign responsibilities for completion.
- Review audit recommendations, assign accountability and ensure follow-through on actions.
- Conduct incident reviews and investigations, ensuring learnings are disseminated.
- Maintain the risk register and lead on risk identification, assessments, classification, and mitigation to support proactive risk management.
- Oversight of incidents and risks, ensuring timely resolution and reporting.
- Track and communicate learnings across meetings and different teams throughout the organisation.

### **Experience & Qualifications**

- Substantial experience within a clinical or healthcare environment, and as a CQC registered manager.
- Familiarity with regulatory standards such as GDPR, CQC, NICE.
- Experience & knowledge of clinical governance & risk management is essential. We are open to candidates who may not have expertise in every aspect of the role and can provide additional training for other elements such as data protection, ESG.
- Some experience in policy development, incident investigation & SOP writing would be beneficial.

- Advanced knowledge of Microsoft Office Packages including Word, Excel, Outlook and PowerPoint.

#### **Required Qualities**

- Strategic mindset, with excellent stakeholder management skills.
- Excellent written and verbal communication skills. A strong communicator with the confidence to communicate up to Executive/Director level.
- Passionate about patient safety, professional excellence, and continuous improvement.
- High ethical standards, will promote fairness and honesty across the organisation.
- Team-player ; to be able to work collaboratively, respectfully and in line with London Gynaecology's values.
- Positive attitude and demeanor.
- High attention to detail.
- Ability to manage multiple priorities in a fast-paced environment.
- A willingness to be flexible, pitch in and work outside of the core responsibilities of the role; we are a small (but growing) team and we all work as needed from time to time.

#### **Benefits**

- 25 days holiday + bank holidays per year
- Private Pension
- Private Health Cover (BUPA)
- Discretionary annual bonus
- Social Events
- Access to healthcare appointments via London Gynaecology

#### **Salary**

Competitive ; dependent on experience

#### **Disclaimer**

The job duties and responsibilities outlined are not exhaustive and may be subject to change.