Accelerated Director Development Scheme Cohort 5

Assessment and Development Process

Line Manager Assessment Form D

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| **Your Name and role:** |  |
| **Nominated Candidate’s Name:** |  |
| **Date Completed:** | DD Month YYYY |

Add copyright statement.

**Welcome and Introduction to the ADDS Line Manager Assessment Process**

Thank you for your contributions to this important part of your candidates ADDS assessment and development process.

The information you provide will not be formally scored but used as part of the assessment process in the following way:

* By their lead assessor to help them prepare for, and individualise the interview during the assessment and development centre
* Your evidence will be used during the calibration process to inform decisions are made on your director reports readiness for ADDS.

Please return your completed assessment by e-mail to your organisation’s workforce lead by **2nd December 2020**

If you have any questions please contact either you CEO/MD, workforce lead or the ADDS Project Team via **adds.enh-tr@nhs.net**

**Preparing your assessment evidence.** By this stage you will already have completed a career conversation with your candidate Our aim is to help candidates be at their best therefore, before completing your assessment, please ensure you to have an open conversation with them on their evidence. This should help them complete their self-assessment and you finalise yours. It is anticipated this form will take you 11/2 - 2 hrs to complete.

**What are we assessing?** The ADDS assessment process is for those who have the potential and aspiration to be an Executive Director within 9-24 months and are, therefore, ready for ADDS.

The **Executive Director Success Profile** underpins the ADDS assessment and development process. **The Success Profile** sets out the competencies, experiences, traits and drivers required to be successful at Executive Director level.

Please be aware that your nominee will not be required to provide evidence that they meet the whole of the Success Profile. You are being asked to demonstrate in your assessment your candidates:

* Evidence against the experience criteria set out in Section 1
* Drivers and their understanding of the role of an Executive Director set out in Section 2
* Performance set out in Section 3
* Readiness for an Executive Director role and ADDS set out in Section 4
* Strengths and areas for development set out in Section 5

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| 1. ASSESSMENT OF EXPERIENCE
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| **Experience Type** | **Evidence of experience – please be as specific as possible (c.100 words for each section)** |
| **Driving Change**Experience of delivering end to end change and improvement in a service or function with scale and complexity:  Experience of having led transformation or organisational development with evidence of tangible results. For example, leading the set-up of a new function, leading changes to an end to end process to improve results*.*  |  |
| **Leading Leaders**Leading multiple teams/ leading individuals that manage complex service areas: This may be through the direct management of multiple teams or through providing leadership (if not direct management) and engaging the workforce across a multiple groups/teams.  |  |
| **Budget Management**Experience of managing complex budgets, carrying the eight of the responsibility and the ability to ensure the whole adds up.   |  |
| **Diversity and inclusion**Building a more inclusive and compassionate culture: Experience of having led or collaborated in work to improve diversity and create an inclusive, compassionate culture which is also focussed on learning not blaming. |  |
| **Performance Improvement**Experience of delivering performance improvement in a service or function: Experience of having turned around an underperforming service or function to deliver improvement of patient/service user outcomes |  |
| **Systems Working**Having a health and social mindset:An awareness of the broader health and social care system and how those bodies each contribute to patient and service user care. |  |

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| 1. ASSESSMENT OF DRIVERS
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| **Personal drivers** | Please indicate the individual drivers and how they demonstrate an understanding of being an Executive Director ( circa 100 words) |
| What are the motivations and needs which are underpinning the individual’s behaviours day to day, as well as their desire to take on an Executive Director level role?Demonstrates an understanding of what the role entails in terms of responsibility, risk and impact. |  |

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| 1. ASSESSMENT OF PERFORMANCE
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|  | **Yes** | **No** |
| **Is your direct report performing in line with current role expectations? Please mark your choice with an ‘X’.** |  |  |
| **Please provide a rationale for your responses:**Start typing here (c.100 words) |

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| 1. STRENGTHS AND DEVELOPMENT AREAS
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Thinking about current performance in their role, what do you see as the candidate’s top 3 strengths and top 3 development areas? These may include competencies or experiences they bring or are lacking. Please refer to the Executive Director Success Profile at the back of the Guidance Pack.

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| **Candidate’s Top 3 Strengths**  |
|  | *Start typing here. Provide details and examples of strength*  |
|  | *Start typing here. Provide details and examples of strength*  |
|  | *Start typing here. Provide details and examples of strength*  |
| **Candidate’s Top 3 Development Areas to be met by undertaking ADDS** |
|  | *Start typing here. Provide details and examples of development area*  |
|  | *Start typing here. Provide details and examples of development area*  |
|  | *Start typing here. Provide details and examples of development area* |

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| 1. NOTES / OTHER INFORMATION
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| **Please use this space to provide any other important information you think interviewers should know about the candidate.** |
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**Please complete this assessment form and return it to your Workforce Lead by 2nd December 2020**