

Delivering care through collaboration

**NHS Golden Jubilee**

Beardmore Street, Clydebank G81 4HX

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[www.nhsgoldenjubilee.co.uk](http://www.nhsgoldenjubilee.co.uk)



Chair: Susan Douglas-Scott CBE

Chief Executive: Gordon James

Recruitment line: 0800 0283 666

Dear Candidate,

**POST: Manual Handling Lead**  
**HOURS: 15 per week**  
**BAND: 7**  
**SALARY: £46,244 to £53,789 (pro rata)**  
**CLOSING DATE: 6 March 2024**

NHS Golden Jubilee welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G Swinyard', written over a light blue horizontal line.

Gabriella Swinyard  
Senior Recruitment Advisor

## **NHS Golden Jubilee**

### **General Information for Candidates**

- This information package has been compiled to provide prospective candidates with details of the post and background information about NHS Golden Jubilee.
- The contents of this package are as follows:
  - Job Description/Person Specification
  - Terms and Conditions of Service
  - Information on Agenda for Change
- The Equal Opportunities Monitoring form which you will be requested to complete via our electronic application system is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- NHS Golden Jubilee operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of two year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please submit your completed application through the Jobtrain Recruitment System.
- The shortlisting process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- We are committed to ensuring our recruitment process is inclusive and accessible to all. If you have a disability or long-term health condition (for example: dyslexia, anxiety, autism, a mobility condition or sensory impairment) and need us to make any adjustments, changes or do anything differently during the recruitment process, please let us know by contacting our recruitment team at the earliest opportunity.

**Email us at [recruitment@gjnh.scot.nhs.uk](mailto:recruitment@gjnh.scot.nhs.uk)**

#### **How we can help you**

Below are some examples of how we can support potential new employees through the recruitment and interview process:

- Where a post closes earlier than the originally published deadline, granting an extension for application submission up to the normal application deadline.
- Holding interviews specific to individual circumstances, e.g. arranging alternative formats and locations for interview where appropriate – such as via a video call.

- We can offer a named contact person for reasonable adjustments and a dedicated email contact.

If you would like to discuss accessibility adaptations for the recruitment application process and interview we are happy to discuss what support you require.

**Please note:** requests should be made at the earliest opportunity to ensure tailored support can be provided.

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- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
  - Valuing dignity and respect
  - A “can do” attitude
  - Leading commitment to quality
  - Understanding our responsibilities
  - Effectively working together

## Recruitment Person Specification

The aim of this form is to record the criteria applicants need to meet to qualify for appointment to the vacant post. It must be completed before the recruitment process begins and must reflect the job description for the post.

	<b>Essential</b>	<b>Desirable</b>
Qualifications/ Training	<ul style="list-style-type: none"> <li>• 1st level degree or equivalent Registered Nurse (Adult)/ Chartered Physiotherapist/ Chartered Occupational Therapist</li> <li>• Nationally recognised Manual Handling Training qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Post graduate Teaching qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Progressive experience in Manual Handling training</li> <li>• Excellent planning, interpersonal, communication, time management and organisational skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with implementing change in strategy/ policy</li> </ul>
Skills/Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of manual handling equipment, knowledge of all relevant Health and Safety legislation</li> <li>• Good communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable ability to motivate/guide/ support/ mentor and advise learners in a variety of settings.</li> </ul>
Additional job requirements Eg. car driver, unsocial hours	<ul style="list-style-type: none"> <li>• Computer skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to represent Board at internal meetings / national meetings as requested.</li> <li>• Flexible work pattern over 5 day week</li> </ul>
Any other additional information		<ul style="list-style-type: none"> <li>• Knowledge of quality improvement methodology</li> </ul>

## **1. JOB IDENTIFICATION**

**Job Title:** Manual Handling Service Lead

**Department(s):** Health and Safety

**Job Holder Reference:**

**No of Job Holders: 1**

**Band:** 7, 0.4 WTE (2days)

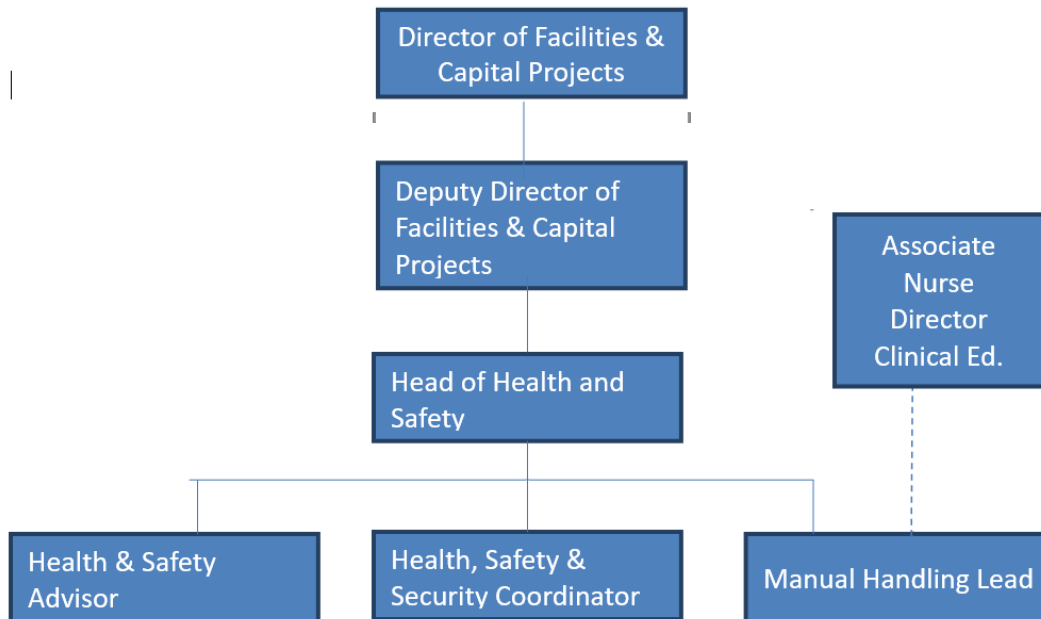
## **2. JOB PURPOSE**

The Manual Handling Service Lead has responsibility to lead, facilitate, develop and manage the Manual Handling Service within the Board in order that the Board is compliant with all aspects of pertinent legislation and the Scottish Manual Handling Passport.

This post will be based within the Health and Safety Team and have responsibility for the delivery of Manual Handling Education (people and inanimate loads).

This post will support all aspects of manual handling including advice at strategic level in issues pertaining to Manual Handling

### 3. ORGANISATIONAL POSITION



### 4. SCOPE AND RANGE

There are no direct staff reports.

Budget managed by post holder: Up to £5000 for disposable supplies and maintenance plus oversee purchasing of capital equipment, e.g. hoists at £3500.

Coordinate the Manual Handling education curriculum for the Board, and quality assure training delivered, provide training and advice at a local level. To provide reports on update of training and evaluation of quality of training delivered in accordance with Scottish Manual Handling Passport requirements. To provide expert knowledge and support for Manual Handling Competency Assessors throughout the Board, ensuring quality of education delivered. This group is multidisciplinary and ensure that the service is not overly dependent on one individual. The group receive more specialised training by the Manual Handling Coordinator.

Support delivery of local and national priorities in relation to manual handling in accordance with Action Plans developed nationally.

To provide support to senior nursing staff across the Board in the implementation and embedding of quality improvement work at ward/ unit level.

To provide support in implementing clinical education incorporating e-learning and other new technologies as appropriate.

## **5. MAIN DUTIES/RESPONSIBILITIES**

### **Strategic**

- As the Service Lead, to develop and implement a Board wide Manual Handling Policy, ensuring clear links to the Clinical Education Strategy and corporate objectives.
- Coordinate all aspects of manual handling training for NHS Golden Jubilee including development of targeted training programmes required for various staff groups
- Lead in planning, priority setting and decision making to ensure that the manual handling service meet organisational needs.
- Quality assures training delivered.
- Develop and implement Manual Handling Risk Assessment documentation
- To audit implementation of Manual Handling Policy.
- Represent the Board at local, regional and national manual handling meetings as required.
- Provide expert knowledge and recommendations to clinical and non clinical managers with respect to moving and handling issues including purchase of manual handling equipment.
- Provide ergonomic advice as requested on new builds and refurbishments with respect to Manual Handling.
- Contribute to the work of multidisciplinary committees for the promotion of safe practice throughout the site.

### **Organisational/ management**

- Plan ongoing manual handling training calendar in line with existing Clinical Education and Learning and Development calendars and associated promotion of this.
- Planning workload to deliver classroom or departmental training to participants.
- Audit and monitor effectiveness of manual handling training programmes.
- Maintain accurate training records and provide line managers with regular up-dates of statistics, and provide background narrative for reports in relation to manual handling compliance data (i.e. person centred committee reports)
- Initiate and lead in the development and implementation of manual handling audits and subsequent improvements using quality improvement methodologies.

### **Specialist**

- Provide advice and / or action on Safety Action notices/ MHRA Alerts issued to NHSGJ with reference to manual handling.

- To provide any information or advice to dept managers pending 'claims' pertaining to manual handling if required.
- To provide advice to department managers conducting staff manual handling risk assessments, and act as a resource for moving and handling issues
- Communicate Health & Safety concerns and related information to senior managers and staff.
- To provide work site assessment and identify recommendations to facilitate safe systems of work/ return to work guidance for staff following musculoskeletal injury.
- Identify areas of concern and perform risk assessments where appropriate, e.g., where the risks fall across more than one department.
- Act on complaints and Incident Report Forms related to Manual Handling practice improvement in line with hospital policy and provide guidance and expert knowledge to any subsequent investigations as required.

### **Education and training**

- Develop and evaluate training programmes for manual handling whilst ensuring that this is complying with legislative, national and professional guidance for all staff groups within the Board. This includes clinical and non clinical staff groups, Manual Handling Competency Assessor training and implementation of the Scottish Manual Handling Passport Scheme.
- Provide/facilitate moving and handling instruction as part of hospital/hotel induction and annual mandatory training.
- Provide training for all staff with a risk of injury associated to their job, both patient handling staff and object handling staff. Take account of the role, skills and competence of staff when providing training.
- To quality assure moving and handling training delivered
- Tailor teaching and training to meet the needs of different staff groups, based on training need analysis information.

### **Clinical**

- Contribute to the development of innovative patient safety systems to highlight patient manual handling needs, e.g. Safety Briefings etc.
- Provide onsite clinical support to teams caring for patients identified as having most complex/difficult ergonomic issues leading to increased manual handling risks.

### **Professional**

- Maintain a high standard of professional conduct by remaining up to date in all aspects of manual handling through CPD including attending conferences, national manual handling forums and through further education qualifications in relevant fields.
- Maintain a professional portfolio
- Practice within the legal and ethical framework established by legislation, national and local policies.

- Maintain a high standard of professional conduct by remaining up to date in aspects of mandatory training required within the Board.
- Maintain professional registration with regulatory body.
- Encourage staff to take responsibility for their safety, health and well being by practising manual handling techniques in a safe and informed manner as defined by recognised national guidance.

#### **Administration**

- Conduct regular audit of compliance with manual handling training and annotate data collected.
- Data collection and reporting on manual handling audit of risk assessment, equipment levels, requirements and training needs.
- Maintain links to Procurement Dept providing guidance on manual handling equipment and supplies.

## **6. SYSTEMS AND EQUIPMENT**

### **Manual Handling**

- Must have in-depth knowledge of all Manual Handling equipment in use within the board including hoists and related accessories, standing aids, hover mat, pat slides, and all small handling equipment such as sliding sheets.
- Ability to provide advice and guidance on suitability of a wide range of equipment for both patient handling and non patient handling.
- Must have detailed knowledge of how all patient beds and trolleys are operated and function in order to teach other staff in their use.
- Provide advice to General Managers re manual handling equipment to be condemned.
- Liaise with Estates Dept for all aspects of manual handling equipment maintenance and disposal
- The post holder will be an approved trainer in the use of all manual handling clinical equipment

### **General**

- Awareness of safe working practices whilst working in clinical or non clinical environments where manual handling teaching and support is being delivered
- Working knowledge of Data Protection Act, Caldicott guidelines and local policies regarding confidentiality and access to health records.
- Working knowledge of HR policies and procedures and Occupational Health processes.

## **eHealth Systems**

- The relevant IT systems including Microsoft Office Package to prepare education materials and create presentations for delivery to staff.
- MS Teams
- Email
- Database management skills

## **7. DECISIONS AND JUDGEMENTS**

- The post holder is expected to use their own initiative to make decisions independently within the bounds of existing knowledge and takes minimal guidance from the Head of Health and Safety regard to planning of manual handling education.
- Act as the principle liaison with regards to manual handling equipment and any other new developments with respect to manual handling.

## **8. COMMUNICATIONS AND RELATIONSHIPS**

- It is essential that the post holder has excellent communication skills and is able to communicate in a clear, constructive and persuasive manner.
- Examples of key contacts may include:
  - Clinical Nurse Managers/ Associate Nurse Directors/ Theatres Service Manager
  - Health and Safety colleagues
  - Senior Charge Nurses/ AHP leads
  - Clinical Educators
  - E health colleagues
  - L&OD Department colleagues
  - Various Heads of Dept (including Clinical Governance, Estates and Procurement)
  - External colleagues at national manual handling groups (including Manual Handling Leads at other NHSS boards).

## **9. DEMANDS OF THE JOB**

### **Physical**

- Duties require post holder to concentrate for long periods of time at VDU. Standing to deliver presentations, and carrying equipment to deliver presentations.

- Demonstrate effective body mechanics and for the performance of handling practices posture including hand eye, body posture and positioning.
- Role model for safer and efficient use of body and posture during dynamic work.
- Supporting staff in clinical environment- frequent standing, sitting, kneeling, walking, manual therapy involving skilled dexterity and working occasionally in restricted space.
- Manual Handling of equipment to be used for treatments and patients, e.g., moving hoists about the hospital. Collecting equipment from ward areas for training.

### **Mental**

- Significant time spent at computer planning and developing reports
- Frequent attendances at meetings.
- Required to maintain a motivational and inspiring disposition to the role.
- Challenging inappropriate or poor practice in a diplomatic and effective manner
- Dealing with any contentious situations which arise within the implementation of manual handling education or policy

### **Environmental**

- Required to work with staff in clinical and non clinical environments where high levels of concentration are required due to potential hazards from the surrounding environment (i.e. space constraints) or from patients (exposure to bodily fluids).
- Can work in areas where variable temperatures are in existence.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

- Managing competing priorities of delivery of all aspects of Manual Handling within the Board.
- Keeping up to date in a continuously changing environment in relation to legislation, ergonomics and manual handling practice.
- Motivating, influencing, negotiating and directing whilst continuously evaluating change in staff attitudes and behaviours with regards manual handling practices at all levels within the board. To achieve and embed the highest possible standards of practice relating to the safe and effective delivery of clinical care.
- To provide relevant training and education for staff groups out with the normal nursing experience; i.e. hotel staff, catering, engineering etc.

## **11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

This post requires a Registered Nurse (Adult), Chartered Physiotherapist or Chartered Occupational Therapist educated to Degree (or equivalent) level with progressive experience in manual handling

Evidence of significant post registration clinical experience in the acute adult inpatient care setting

S/he will have a recognised teaching qualification or be working towards achieving this

Experience as a Lead for Manual Handling

A nationally recognised formal Manual Handling qualification is essential.

Recognised post graduate teaching qualification and / or Manual Handling trainers training certificate.

S/he will be able to:

- Work with colleagues in a team and be flexible to meet the needs of the team possessing excellent team working skills
- Work on own initiative
- Demonstrate a high level of persuasion, influencing and negotiation skills
- Demonstrate strategic leadership and vision for operational implementation of local Manual Handling training requirements
- Interpret and implement local and national action plans
- Have an understanding of Quality Improvement methodology
- Have experience of working with and developing e-learning systems and other technologies

S/he will have effective listening, communications and interpersonal skills

- Excellent communication skills
- Decision making and change management abilities

## 12. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

**Job Holder's Signature:**

**Date:**

**Head of Department Signature:**

**Date:**

**NHS Golden Jubilee  
Terms and Conditions of Service**



The terms and conditions applicable to this post are those of all NHS Scotland Employees.

**1. Superannuation**

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from to 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

**2. Salary**

£46,244 to £53,789 per annum (pro rata)

**3. Grade**

This post is offered at Band 7

**4. Annual Leave**

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

**5. Hours of Duty**

15 hours per week

**6. Tenure of Employment**

This post is offered on a fixed term or secondment basis for a period of 9 months

**7. Asylum and Immigration Act 1996**

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

## **NHS Golden Jubilee Benefits**

### **NHS Superannuation scheme:**

Employees' contributions to the NHS Scheme range from 5.7% to 13.7% of salary (depending on rate of Pensionable Pay) and the employee's contribution currently equates to 20.9% of salary.

New entrants to NHS Golden Jubilee who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.7% to 13.7% depending on annual pensionable pay. Benefits include a pension when you retire, death in service benefits of 2 years' pay, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

### **Annual leave entitlement (including public holidays):**

35 days' annual leave on appointment

37 days' annual leave after 5 years

41 days' annual leave after 10 years

### **Free car parking**

### **Continuing professional development opportunities**

#### **Discounts at the Golden Jubilee Conference Hotel**

- **Leisure Club membership** – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £25 per month.
- **Discounted Room Rates** - Rooms rates discounted subject to specific conditions
- **Discounted Dining** - 20% off food and beverage when dining in the hotel.
- **Golden Bistro (Hospital Restaurant)** - Discounted food in our award winning hospital restaurant.

### **NHS Staff Benefits**

As a staff member in NHS Golden Jubilee, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit [www.nhsstaffbenefits.co.uk](http://www.nhsstaffbenefits.co.uk) - new offers are added on a weekly basis.