

# Join us

## Occupational Therapist



Where  
compassion  
meets  
adventure



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## Welcome from James Goodyear, Interim Chief Executive

Thank you for your interest in this exciting position.

Orkney is a really great place to live and work. We strive to look after our community, provide excellent care and grow local talent. We are also excited by the increasing diversity that our colleagues from elsewhere in the UK and the world bring to Orkney. If it's a move you are considering, like I did, you will no doubt have a lot of questions going through your mind about what it's really like to live and work on an island and you can find out more about living and working here in our *Introduction to Orkney and NHS Orkney* section.



Below is some helpful information about working here to help you as you do your own research. I hope that you find this pack useful, and that it helps you come to the conclusion that you should apply to work here.

We are proud to employ 800 staff across our community, primary and secondary care services. We call this team, Team Orkney, recognising we are one team, all pulling in the same direction.

NHS Orkney is on an exciting journey of improvement and has a bright future. Our Promise (vision) is: 'Looking after our community and providing excellent care.' Our Corporate Strategy - called "Delivering what matters to our community: 2024-2028" is our compass and sets out our year-on-year priorities.

Our values, aligned to those of NHS Scotland, are:

- **Open and honest**
- **Respect**
- **Kindness**

Our five strategic objectives, are:

1. **Place** – by 2028 we will be a key partner in leading the delivery of place-based care which improves health outcomes and reduces health inequalities for our community
2. **People** – by 2028 we will ensure NHS Orkney is a great place to work
3. **Patient safety** – by 2028 we will consistently deliver safe and high quality care to our community
4. **Performance** – by 2028 we will within our budget, ensure our patients receive timely and equitable access to care and services and use our resources effectively
5. **Potential** – by 2028 we will ensure innovation, transformation, education and learning are at the forefront of our continuous improvement

You can read more about our Corporate Strategy on our website: <https://www.ohb.scot.nhs.uk/nhs-orkney-corporate-strategy-2024-delivering-what-matters-our-community-2024-2028>

I believe in compassionate and visible leadership and creating an open, honest and transparent culture that supports staff to innovate, feel empowered to lead and to fulfil their true potential.

I want us to have a listening and learning culture here, where staff feel supported, valued, looked after and safe speaking up when they have concerns, including those about safety, and confident knowing they will be listened to and their feedback acted on.

It is important that we consistently listen to and respond to patient and staff feedback so that we can learn and continuously improve what we do.

It is also important to me that we have an inclusive culture and one where difference is celebrated, and where staff feel comfortable bringing their whole selves to work.

The final thing I would like to say to any prospective applicant who may be considering a move to Orkney is that the islands occupy an enviable location at the North of Scotland with breath taking beaches, hills, and rolling countryside right on our doorstep. Orkney has consistently come out top in national lifestyle and happiness surveys, and with an open and vibrant community, it is the perfect location to call home within a safe and welcoming community.

This, along with Orkney's direct flight connections to other major cities in Scotland and now further afield including London, means the area can offer staff so many rewarding opportunities for those in pursuit of finding the right work-life balance. If you'd like to discuss any opportunity, please get in touch with us and we'd be pleased to discuss further.

We recognise you will have many questions for us to help you to reach the right decision about your future. I look forward to hearing from you, and I hope meeting and working with you.

We are on an exciting improvement journey – and you could be part of this.

**James Goodyear**

**Interim Chief Executive**

**NHS Orkney**





## Job Advert



### **About the Organisation:**

NHS Orkney is committed to delivering excellent care to our 22,000 residents. Whether you're new to the NHS or bringing experience from elsewhere, your skills will make a real difference.

Our modern healthcare facility, The Balfour, brings together inpatient care, emergency services, outpatient clinics, diagnostics, GP practices and the Scottish Ambulance Service. We're also investing in services across our outer isles, ensuring high-quality care reaches every corner of Orkney.

We are guided by our core values that shape everything we do – Open and honest, Respect and Kindness – from how we care for our patients to how we support each other as colleagues.

### **About Orkney:**

With over 70 islands – 20 of them inhabited – Orkney offers a unique blend of natural beauty, close-knit community and an opportunity for adventure. From dramatic coastlines and rare wildlife to rich cultural traditions and active lifestyles, it's a place where compassion thrives and every day brings something new. Regularly named one of the UK's best places to live, Orkney offers a lifestyle that's both fulfilling and inspiring.

### **The Position:**

We are looking for an Occupational Therapist who makes person centred care their first priority and who thrives on working with a varied caseload to joint our Occupational Therapy Bank.

Working within a multidisciplinary team and interagency framework, our OTs manage a defined caseload using evidence based practice and client centred principles to assess, plan, implement and evaluate interventions in both hospital and community settings.

The postholder will provide Occupational Therapy service cover as required within the service areas (ageing well (falls prevention); home first (discharge to assess); intermediate care, inpatient wards and the community) as detailed in the job description.

You will be required to answer a question relating to your experience of working as an Occupational Therapist which will be used as part of shortlisting.

### **The Candidate:**

Candidate will have:

- BSc (Hons) or Diploma in Occupational Therapy
- Full HCPC registration
- Proven experience working with adults in an inpatient and community setting.
- Proven experience working with people who have a diverse range of medical and surgical conditions
- Proven experience as an autonomous practitioner, under the direction of a Senior Occupational Therapist and as a member of the multidisciplinary team.
- Full driving licence - It is essential that the post holder has access to transport and if driving themselves, should hold a full driving licence. If by virtue of a disablement, an applicant has the qualifications to perform the post but cannot drive, then the possibility of adjustments to arrange transport will be considered.

### **Location, Working Pattern and Contract Duration:**

This post will be based at **The Balfour or at Selbro Resource Centre – Base to be confirmed upon appointment**

The successful candidate will work: **on a Relief Basis**

This post is **Relief**

It is a condition of this employment that you must live and remain a resident within the UK for the post in which you will be employed with NHS Orkney.

#### **Benefits and Salary:**

Did you know NHS Scotland salaries are higher than those in England, Wales, and Northern Ireland?

The salary for this post is **Band 5** and if residing on Orkney, you'll also receive a **Distant Islands Allowance of £1,654** pro rata per annum, adding extra value to your rewarding career with us.

NHS Orkney also offers an attractive pension scheme, wide range of work life balance policies, employee assistance programme and various discounts to both local and national retailers.

#### **Further Information:**

If you share our vision and are ready to be part of Team Orkney, we'd love to hear from you. Your rewarding career starts here!

We are happy to consider any reasonable adjustments that candidates may need during the recruitment process, and you will be asked whether you require any during your application. If there are additional requirements you would like to request, please contact [ork.recruitment@nhs.scot](mailto:ork.recruitment@nhs.scot)

For further guidance on the recruitment process and tips for creating a strong application, please refer to our Candidate Application Pack.

**To find out more about this opportunity please contact:**

**Rona Harcus, Interim Occupational Therapy Lead, [rona.harcus@nhs.scot](mailto:rona.harcus@nhs.scot) Tel: 01856 888118**

**This post is subject to a Disclosure Scotland check.**

AI tools like ChatGPT or Copilot can be great for planning and preparing your application - but your answers must be **your own**.

- **Show us the real you:** Your application should reflect your skills, experience, and motivations authentically.
- **Use AI wisely:** It's fine to use AI for ideas or to check spelling and grammar, but don't let it write your answers.
- **Why this matters:** Applications that rely on AI-generated content may be withdrawn. By applying, you confirm your responses are based on your own knowledge and achievements.

**Tip:** Think of AI as a helper, not a substitute. We want to understand you—not an AI tool.

**Please note this advert may close early if sufficient applications are received.**

NHS Orkney is an equal opportunities employer committed to advancing equality and particularly welcomes applications from groups of people currently underrepresented within the workforce. We are a committed participant in the Disability Confident Leader Scheme and guarantee to interview all disabled applicants who meet the minimum essential criteria for our vacancies.

# Job Description

<b>1. JOB DETAILS</b>	
<b>JOB TITLE</b>	Occupational Therapist
<b>SERVICE</b>	NHS Orkney
<b>DEPARTMENT</b>	Occupational Therapy
<b>GRADE</b>	Band 5
<b>LOCATION</b>	The Balfour
<b>REPORTING TO</b>	Lead Occupational Therapist

## **2. JOB PURPOSE**

To provide a comprehensive occupational therapy service to inpatient and outpatient areas in the Balfour Hospital and within the Community.

As part of a multi-disciplinary team, the post holder will manage a defined caseload using evidence-based practice and client centred principles to assess, plan, implement and evaluate interventions in both hospital and community settings.

Through professional activities, the post holder will promote the rights of people with health and/or disability needs enabling them to make informed choices, to be self-determining and to maintain their personal dignity through independence and participation in daily occupations.

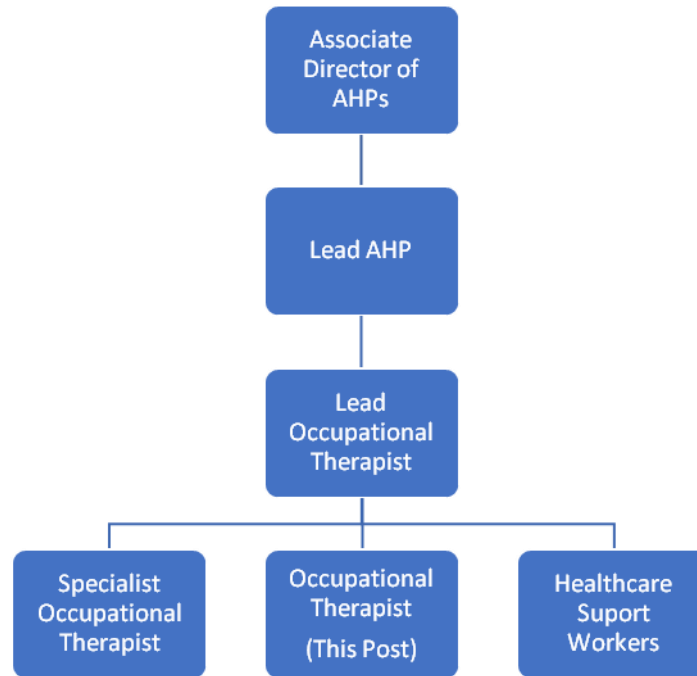
## **3. DIMENSIONS**

- To work as an autonomous practitioner within the speciality taking full responsibility for an identified caseload.
- To work within a multi-disciplinary and interagency framework.
- To be accountable for standards of care and deliver these within the context of clinical governance to ensure the highest standards of clinical intervention.
- To work in conjunction with support workers and administrative staff.

The post holder will work predominately in one of the following service areas:

- Home First & Reablement
- Rehabilitation – inpatient and intermediate community therapy
- Ageing Well & Falls Prevention
- Community and self directed support

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

The role of occupational therapy department in Orkney Health and Care is crucial in supporting individuals with physical, mental, or social challenges to maintain their independence and participate in daily activities. Occupational therapists work with clients to identify their strengths and difficulties, providing practical solutions, such as equipment and techniques to improve their quality of life. They play a vital role in rehabilitation, helping individuals recover from illness or injury, and addressing long-term health conditions.

#### 6. KEY RESULT AREAS

##### Main Duties and Responsibilities

- Undertake Occupational Therapy assessments for a designated caseload to determine need for occupational therapy intervention.
- Gain informed consent and have the ability to work within a legal framework with people who lack capacity to consent.
- Assess, plan, implement, evaluate and modify treatment interventions to meet the individual person's needs using evidence based, patient centred principles.
- Select and utilise standardised and non standardised assessments and outcome measurement tools.
- Maintain effective communications with the person, relatives, carers, Occupational Therapy staff, members of the multi-disciplinary team and other agencies to ensure appropriate information is shared and patient needs are met.

- Comply with the College of Occupational Therapy Code of Ethics and Professional Conduct and all other relevant documents which support and maintain standards of professional practice.
- Comply with the Health and Care Professionals Council (HCPC) Occupational Therapy Standards of Proficiency.
- Work within and adhere to defined National policies, procedures, standards and protocols relevant to Occupational Therapy.
- Comply with national and organisational policies, legislation and procedures relating to area of work.
- Contribute towards the development and implementation of local policies and guidance
- Ensure and maintain a safe working environment for people receiving treatment or services and staff in accordance with Health & Safety regulations.
- Exercise good personal time management, punctuality and reliable attendance.
- To maintain comprehensive, accurate and legally compliant clinical records.
- Responsible for personal and professional development in line with Occupational Therapy supervision systems, PDP planning and KSF activities. Participate in departmental CPD i.e., journal club.
- Participate in the clinical training and education of support workers, work experience and other staff as delegated.
- Participate in clinical audit and research in line with the clinical governance agenda.
- Responsible for the assessment and prescription of specific equipment and adaptations to their environment, making recommendations for provision as required in accordance with current Orkney Health and Care policy and procedure.
- Manage petty cash, people's valuables and belongings in line with local policies and procedures.
- Integrate health promotion and health improvement into clinical interventions.
- Lead, plan and facilitate, safe, planned and timely discharges to home or a homely setting and make recommendations to ensure needs are met.

### **7a. EQUIPMENT AND MACHINERY**

Be competent in the use of a wide range of equipment. Ensure that equipment in use is clean and safe and regularly monitored for safety as per professional and organisational standards of practice.

Must ensure that all equipment issued by them is safe to use and be responsible for the safe and competent use of equipment they issue to patients. The following are examples of equipment which may be used when undertaking the role:

- IT Equipment – Personal Computer, phones, mobile phone, telehealth units, teleconference, videoconference.
- Manual Handling equipment - mobile and gantry hoists, turning aids (e.g. ARJO stedy; Molift), Sliding boards, Rope Ladders – to facilitate patient transfers.

- Wheelchairs and mobility aids
- Details of equipment will be held locally and will depend on the work area

### **7b. SYSTEMS**

The following are examples of systems which may be used when undertaking the role:

- Maintaining patient records– documenting all patient interventions and non-direct contacts e.g. TRAK,
- cCUBE and PARIS
- Internet based clinical information sources e.g. E-Library
- Daily use of e-mail for communication Microsoft Office - Formatting and populating spreadsheets and databases to produce statistics and reports as required
- Smartphone or digital camera to take and download photographs for inclusion into reports.

### **8. ASSIGNMENT AND REVIEW OF WORK**

To be responsible for caseload management, day to day prioritisation and organisation of work and will delegate/ allocate work to support staff according to the person's needs.

Workload will be generated through the multidisciplinary team meetings at the hospital and via the Community Occupational Therapy Team for community referrals. Other sources can include GP's, community nurses, hospital teams, other health care professionals and other agencies.

To work under the supervision and guidance of Senior Occupational Therapist(s) in the designated area to agree key objectives, review performance, carry out supervision and formal appraisal and support professional development.

### **9. DECISIONS AND JUDGEMENTS**

- Determine suitability and priority of occupational therapy referrals.
- Assess, plan, implement and evaluate treatment needs using reasoning clinical reasoning to
- ensure the delivery of high quality evidence based patient care.
- Prioritise and plan work for self and support staff.
- Assess risk to people receiving an Occupational Therapy service/ staff and others within hospital and community settings.
- Assume responsibility in the absence of a more senior Occupational Therapists for the effective deployment of all resources to promote safe and effective interventions.
- The post holder is expected to develop relevant clinical skills, knowledge and experience without direct supervision.
- Carry out all relevant forms of intervention without direct supervision.
- Analyse assessment outcomes to inform diagnosis, treatment and the discharge planning process.
- Work within professional capabilities and competencies and know when to seek advice or assistance from senior staff.

- Post holder will often be working alone having to make complex decisions regarding care. Work
- can be unpredictable in nature where priorities often compete, requiring skill and flexibility to manage the planned and unplanned work.
- To make appropriate judgements on handling confidential and sensitive information.
- To participate and contribute to all activities associated with the occupational therapy service; adapting to current trends/ developments and changes within local and national policy.
- Performance and development will be monitored through the use of personal development plans and appraisal.

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

- Prioritisation of individual caseloads and work demands.
- Providing high quality interventions in challenging environments and situations, where there are competing demands on resource and time.
- Engaging and actively participating in multi-disciplinary and inter-agency working.
- Being accountable for own actions and decisions and autonomous working.
- Working as a specialist generalist i.e., no one specialism, as is required in remote and rural areas, there is the challenge of keeping abreast of the most current evidence based practise in various clinical areas e.g. orthopaedics, neurology, oncology, medicine and surgery.
- Can be professionally isolated on some visits particularly to the outer isles and transport on the ferry where patient and staff have to remain in vehicle. Such visits require more organisation and can be dependent on weather conditions etc.

## **11. COMMUNICATIONS AND RELATIONSHIPS**

Establish effective communication networks with the person, carers, family, multidisciplinary team members, occupational therapy colleagues, external agencies and supervising occupational therapy students.

- Motivate and educate people and their carers employing teaching analytical skills.
- Use tact, diplomacy, empathy, reassurance and active listening skills when communicating with people and their carers.
- Identify and modify communication methods depending on the individual person and/ or carer requirements.
- Communicate effectively in emotive or hostile challenging situations e.g. when the person and/ or carers have received bad news about their condition or are coming to terms with adapting to significant changes in lifestyle or a degenerative long-term condition.
- Liaise and negotiate with a variety of internal and external agencies to meet the individual person's needs.
- Communicate effectively using a range of techniques in situations where there may be barriers to understanding
- Appropriate representation of occupational therapy at meetings.

- Attendance at relevant clinical meetings and staff meetings.

## **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

### **Physical Effort**

- Frequent moving and handling of patients, requiring moderate effort, taking into account the varying degrees of functional disability.
- Direct manual handling of patients with due regard to own safety, including manoeuvring patients, carrying equipment, pushing wheelchairs, arranging seating on a daily basis
- Occasionally working within restricted spaces in hospital and community environments which may not allow freedom of movement.
- Frequently moving, handling and operating light to heavy equipment of varying sizes and complexities, requiring moderate effort.
- Occasional periods of intense effort when maintaining position and facilitating movement during treatment interventions.
- Frequent standing/walking at low intensity within a variety of locations for the majority of the work period.
- Short periods of occasional intense effort when maintaining position and facilitating movement during treatment sessions, which may be unexpected and in unpredictable circumstances

### **Physical Skill**

- Occasional requirement to use high intensity, de-escalation and break away techniques.
- Frequent use of low intensity occupational therapy techniques and highly developed physical skills requiring manual dexterity, co-ordination of movement and response to sensory feedback eg. static splinting.
- Frequent low intensity manual dexterity skills to operate keyboard

### **Mental Effort**

- Frequent concentration required when observing and responding to patient conditions which may be unpredictable.
- Frequent and prolonged intensive concentration required when undertaking assessments, risk assessments, driving, note keeping and when implementing and evaluating treatment when there may be frequent interruptions.
- Frequent concentration required when prioritising and re-prioritising work as demands and service needs dictate.

### **Emotional Effort**

- Regularly communicating with people/carers in response to diagnoses and adjustment to the level of disability.
- Dealing directly with highly distressing situations and challenging behaviours which may relate to end stage illness and vulnerable adults.
- Occasionally delivering unpleasant news to people and/or carers.

- Occasionally investigating complaints.

#### **Working Conditions**

- Occasional direct exposure to unpleasant smells, body fluids, waste or hospital acquired infections.
- Occasional direct exposure to environmental hazards e.g., secondary tobacco, alcohol excess, demanding relatives, carers or neighbours, rodent infestation and animals.
- Occasional exposure to aggressive behaviour from patients, relatives and carers.
- Occasional requirement to drive in unpredictable, inclement weather in both familiar and unfamiliar locations.
- Occasionally visiting Outer Isles, which depending on sailings can involve early start and late finish and an overnight stay if the ferry can't return same day.

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

#### **Qualifications**

- BSc (Hons) or diploma in Occupational Therapy.
- Registered member of the HCPC
- Full Driving Licence holder

#### **Experience**

- Proven experience working with older people and/or physical rehabilitation.
- Proven experience working with people who have a diverse range of medical and surgical conditions
- Experience working in multidisciplinary teams
- Evidence of post graduate CPD

#### **Knowledge and Skills**

- Knowledge and application of the theory underpinning occupational therapy practice.
- Effective active listening, communication and interpersonal skills.
- Ability to reflect and critically appraise own performance
- Time management and organisational skills.
- Awareness of clinical governance agenda.
- Knowledge of relevant legislation and policies relevant to NHS/Social care

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder from time to time may be asked to undertake other reasonable duties. Any changes will be in discussion with the post holder in the light of service needs.

<b>Job Description Agreement</b>	
Job Holder's Signature	Date:
Head of Department Signature	Date:

## Person Specification

**Job Title:** Occupational Therapist  
**Department:** Occupational Therapist  
**Location:** The Balfour

FACTOR	ESSENTIAL	DESIRABLE
<b>EXPERIENCE</b>	<p>Proven experience working with adults in both inpatient and community settings.</p> <p>Proven experience working with people who have a diverse range of medical and surgical conditions.</p> <p>Evidence of ongoing CPD</p> <p>Proven experience of multi-disciplinary working</p>	<p>Experience working within a rehabilitation setting</p> <p>Understanding of the health and social care issues surrounding remote and rural communities.</p>
<b>QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS</b>	<p>BSc (Hons) or Diploma in Occupational Therapy.</p> <p>Registered member of the Health Care Professions Council (HCPC)</p> <p>Full Driving Licence Holder</p>	<p>Attendance on post graduate courses/events.</p>
<b>KNOWLEDGE AND SKILLS</b>	<p>Ability to prioritise conflicting demands and work under pressure</p> <p>Ability to motivate patients to participate in Occupational Therapy</p> <p>Ability to work effectively within a team</p> <p>Ability to communicate routine, sensitive and complex information to patients, relatives and staff.</p> <p>Good organisational skills and the ability to prioritise and manage own workload</p> <p>Ability to delegate tasks to Support Workers</p> <p>Understanding of own development needs and learning styles.</p> <p>Knowledge of policy developments in health and community care.</p>	<p>Ability to work individually and as part of a team in challenging circumstances.</p> <p>Ability to motivate patients in challenging circumstances.</p> <p>Able to use own initiative appropriately to enhance service delivery</p> <p>Awareness of and ability to implement public health initiatives.</p>

	<p>Excellent record keeping and ability to keep legally compliant clinical records.</p> <p>IT skills</p> <p>Teaching and demonstration skills</p> <p>Ability to work within own boundaries of competence</p> <p>Demonstrate a commitment to life-long learning and use of reflective practice</p>	
<b>DISPOSITION</b>	<p>Good interpersonal skills</p> <p>Capability to fulfil mental, physical, and emotional requirements of the role</p> <p>Positive approach to working life</p> <p>Flexible and adaptable.</p> <p>Ability to form good working relationships with the wider multidisciplinary team.</p> <p>Ability to relate professionally, confidentially and with credibility to the public and colleagues.</p> <p>Capability to explore and use technology</p> <p>There may be a requirement to provide services over 7 days, including weekends, public holidays and extended hours, where required, to meet the need of the service.</p> <p>Compliance with and maintenance of Mandatory Training Requirements</p> <p>Demonstrates ongoing commitment to CPD and adherence to required training to maintain and enhance the skills necessary for the role.</p>	<p>Able to effectively manage stress</p>

## Introduction to Orkney and NHS Orkney



Lying off the northern coast of Scotland, between John O’Groats and the Shetland Isles, Orkney is an archipelago of over 70 beautiful islands; 17 of which are inhabited. The total population is approximately 22,000, with most people living on the Orkney Mainland. Kirkwall, the capital with its spectacular red sandstone 12th-century cathedral and a population of 7,500, is the administrative centre of Orkney with a good mixture of shops, supermarkets, and businesses.

Orkney is a wonderful place to live and offers excellent schools and leisure facilities, low pollution, low crime, unique wildlife, and amazing scenery. Although remote, there are excellent transport connections with numerous flights to Aberdeen, Glasgow, Edinburgh, and Inverness every day. There are ferry services to Aberdeen, Scrabster, and Gills Bay, and of course to the smaller isles in Orkney.

Orkney’s economy is based on agriculture, generating some £30 million per year. Farmers breed and rear beef cattle, dairy cows, and sheep of the highest standard. Orkney has international recognition for its food, with cheese, beef, lamb, and fish produce becoming well known; not to mention whiskey, beer, and gin. Tourism, oil, and the renewable energy sectors are increasingly important. Orkney is at the forefront of the renewable wave and tidal energy drive in the UK.

Kirkwall is a great place for children and a wonderful environment for a family. There is a very strong community spirit with a wide range of cultural and sporting activities for adults and children. Schools in Orkney are very good, with no private fees. Imagine all of this within walking distance of your home and workplace. For residents and visitors there is so much to see and do: playing a round of golf, fishing, kayaking, walking, cycling, diving, wind surfing and horse riding are but a few. The Pickaquoy Centre provides a modern well-equipped sports facility, swimming pool and entertainment centre. There are many cultural activities, with annual music, jazz and science festivals attended by internationally renowned artists and scientists. There is an extremely wide variety of activities for children and young people. Homes are very affordable and with little traffic, travelling around the islands is easy.



According to the 2020 Bank of Scotland quality of life survey, for eight years in a row Orkney was crowned the best place to live in Scotland. The island took the top prize due to high employment levels, low crime rates, smaller primary class sizes along with good health and happiness scores. With its strong sense of community, picturesque landscape and rich archaeological treasures, the archipelago frequently wins the hearts of visitors.

Not only is Orkney one of the most affordable places to live in the UK, it also has one of the highest employment rates, with 88 per cent of residents between 16 and 64 currently in work. The low crime rate means that many people do not even lock their front doors to allow the postie to place the post and packages inside the door. As for overall wellbeing, more than nine in 10 Orkney residents report good or fairly good health.

To find out more about living and working in Orkney go to [www.orkney.com](http://www.orkney.com) or [www.orkneycommunities.co.uk](http://www.orkneycommunities.co.uk) and learn more about NHS Orkney at [www.ohb.scot.nhs.uk](http://www.ohb.scot.nhs.uk).



## Recruitment Process

The NHS Scotland Everyone Matters 2020 Workforce Vision outlines the commitment the Scottish Government has in putting people at the centre of everything the NHS in Scotland does. Working to a common set of values, the vision will continue to modernise the way we work, embracing technology and digital transformation.

All vacancies will be advertised on NHS Scotland's recruitment website:

<https://apply.jobs.scot.nhs.uk/>

Internal vacancies will be advertised on NHS Scotland's internal recruitment website:

<https://apply.jobs.scot.nhs.uk/internal/>

CVs are not accepted as a form of application; NHS Scotland's electronic application form must be used on the above links.

All adverts will close at midnight on the advertised closing date.

Our selection process will consist of the following assessments:

- **Application short listing** – application forms are reviewed and those meeting the role requirements will be invited to a competency-based interview
- **Interview/Assessment** – competency-based interviews have a focus on NHS Orkney's core values and the candidate's technical expertise. The interview may also include a role specific test or a presentation topic.

Any job offer will be subject to meeting the conditions of NHS Orkney's safer pre- and post-employment checks policy:

- **Employment references** - references should include current and previous employers covering the last 3 years of your employment history
- **Evidence of qualifications** – candidates will be required to provide evidence of their qualifications, including proof of professional registration if required
- **Medical assessment** – the Occupational Health service will make an assessment on your fitness to carry out the information provided in a questionnaire. In certain circumstances further information is required and Occupational Health may contact you by telephone or request that you attend for an appointment
- **Criminal conviction check** – all applicants who apply for posts which are exempt from the Rehabilitation of Offenders Act 1974 and who will have access to patients during their employment will be required to consent to a Disclosure Scotland Criminal Records Check or join the Protection of Vulnerable Groups Scheme.
- **Immigration, Asylum and Nationality Act 2007 – Prevention of illegal working** – candidates must be eligible to work in the UK, evidence of this must be provided.

For any queries relating to this vacancy, or our Recruitment Process, please email

[ork.recruitment@nhs.scot](mailto:ork.recruitment@nhs.scot)

## Equality and Diversity

NHS Orkney is committed to Equality & Diversity <https://www.ohb.scot.nhs.uk/about-us/equality-and-diversity>