

RECRUITMENT PACK

# Associate Director of Digital & Information

*Lead with vision. Transform with purpose.  
Deliver digital excellence for the people of Fife.*



**DOCUMENT**

**Recruitment pack**

**AUDIENCE**

**Prospective candidates**

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**NHS Fife**

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# Welcome from the Chief Executive

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Thank you for your interest in the role of Associate Director of Digital and Information at NHS Fife.

This is an exceptional opportunity to lead the strategic development of digital and information services across one of Scotland's most progressive Health Boards. As Scotland's newest University Health Board, NHS Fife is at the forefront of modernising care, deepening our partnership with the University of St Andrews, and shaping new models of clinical and academic collaboration.

Digital is central to that ambition. The successful candidate will hold full corporate accountability for the leadership, delivery and strategic development of Digital and Information services across NHS Fife, ensuring that current and future digital technologies and information systems effectively support high-quality, safe and efficient clinical and non-clinical services.

As a member of the NHS Fife Senior Team, you will contribute fully to the corporate management, governance and strategic leadership of the organisation, providing high-level expert advice on digital, information, risk and assurance matters. You will also play a vital role in cross-Board collaboration as we participate in the East of Scotland Sub-National Planning Group.

We are seeking a credible, high-impact leader with substantial senior experience of leading digital and information services in a complex environment, the ability to translate vision into deliverable strategy, and the personal qualities to build trust with clinical, managerial, political and partner stakeholders.

If you share our ambition, our values, and our commitment to exceptional care, I warmly encourage you to apply.



*Digital is central to delivering safe, high-quality, sustainable services for the people of Fife. We are looking for a leader who can shape that future with us.*

**William Edwards, Chief Executive — NHS Fife**

# NHS Fife at a glance

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NHS Fife is one of Scotland's 14 regional health boards, providing care for the people of Fife and employing over 9,500 staff. We are committed to innovation, quality care and supporting staff to realise their full potential.

**£17m**

**Annual Digital & Information budget supporting infrastructure, systems and transformation across NHS Fife.**

## **DIRECTORATE SCALE**

**300 staff across a multi-disciplinary digital workforce.**

The Digital and Information Directorate comprises approximately 300 staff working across clinical informatics, digital delivery, infrastructure, information governance, cyber security, health records, information services, digital operations and business intelligence.

## **REACH**

**12,500+ staff and system users supported.**

Digital and Information services support over 12,500 staff and system users and serve a population of approximately 360,000 residents across Acute, Community and Primary Care settings, including General Medical Services, Dentistry, Pharmacy, Optometry and partner services.

## **STRATEGIC CONTEXT**

**Scotland's newest University Health Board.**

In July 2025, NHS Fife was officially granted University Health Board status, the first Scottish Health Board in more than 50 years to receive such a designation. The strengthened partnership with the University of St Andrews creates a platform for sustainable growth, improved health equity and a reputation for excellence.

# Job description

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## Job identification

<b>Job title</b>	Associate Director of Digital and Information
<b>Responsible to</b>	Medical Director (Deputy Chief Executive)
<b>Department</b>	Digital and Information
<b>Grade</b>	Agenda for Change Band 8d
<b>Hours</b>	36 hours per week
<b>Contract type</b>	Permanent
<b>Base</b>	Queen Margaret Hospital, Dunfermline (with travel across Fife and beyond)
<b>Job description revised</b>	May 2026

## Job purpose

The Associate Director of Digital and Information holds full corporate accountability for the leadership, delivery and strategic development of Digital and Information services across NHS Fife. The postholder will provide strategic and operational leadership to ensure that current and future digital technologies and information systems effectively support high-quality, safe and efficient clinical and non-clinical services.

This will include aligning digital and information capability with the Board's strategic objectives and Health and Care Partnership transformation agenda, whilst ensuring the ongoing modernisation, resilience and security of digital infrastructure and information assets.

The role will lead the planning, coordination and design of digital, IT and information solutions across all clinical and business processes. This includes senior leadership responsibility for Health Records, Information Governance, Digital Strategic Delivery, Cyber and Information Security, Information Services, and Digital Operations, while providing expert direction on digital solutions that enable service improvement, productivity and patient outcomes.

Working collaboratively with senior clinical and corporate leaders locally, regionally, sub-nationally and nationally, including Health and Social Care partners, the Associate Director will ensure the identification, development and implementation of cost-effective, secure and interoperable digital and information solutions that support organisational performance and system working.

The postholder will provide professional and line management leadership to the Digital and Information function and, as a member of the NHS Fife Senior Team, will contribute fully to the overall corporate management, governance and strategic leadership of the organisation.

# Dimensions

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## Staffing

Professional and line management responsibility for a large, multi-disciplinary Digital and Information workforce, comprising 300 staff across clinical informatics, digital delivery, infrastructure, information governance, cyber security, health records, information services, digital operations and business intelligence.

Leadership through a senior management structure, including Heads of Service and senior professional leads.

## Financial responsibility

Corporate responsibility for the Digital and Information revenue and capital budgets for NHS Fife, with an annual value in excess of £17 million. Budgets support digitally critical infrastructure and systems with direct impact on patient care, service delivery, organisational performance, resilience and statutory compliance.

Responsibility includes oversight of major contracts and investments relating to digital platforms, core clinical and business systems, telecommunications, cyber security and system modernisation programmes.

## Scope and breadth

The Digital and Information Directorate delivers organisation-wide, system-wide services spanning Acute, Community and Primary Care, including General Medical Services, Dentistry, Pharmacy and Optometry, as well as corporate and partnership functions.

The Directorate's scope includes, but is not limited to:

- Digital infrastructure, networks, end-user computing and service support
- Core clinical and non-clinical digital systems and platforms
- Digital development, transformation and major change programmes
- Clinical informatics and digital enablement of care models, including digital clinical safety
- Information management, business intelligence, analytics and performance reporting
- Information governance, data protection, cyber security and assurance
- Health Records and records management services
- Interoperability, information sharing and digital support for integrated health and social care
- Telecommunications and unified communications
- Strategic supplier and contract management
- Delivery of major digital programmes and nationally mandated initiatives

## **Strategic and corporate responsibilities**

Acts as the Board's senior professional lead for Digital and Information matters.

Provides specialist advice and assurance to the NHS Fife Board, Executive Directors and Senior Leadership Team on digital risk, information governance, cyber security and data protection.

Provides key professional support to the Medical Director and Senior Information Risk Owner (SIRO) on Information Governance and Caldicott matters, and undertakes delegated responsibilities in these areas as required, including cover in their absence.

Plays a central role in corporate governance, risk management and business continuity related to digital and information services.

# Role of the department

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The Digital and Information Directorate is a corporate function providing strategic leadership, delivery and assurance of digital, data and information services across NHS Fife and the Fife Health and Social Care Partnership, working in collaboration with partner organisations.

The overall purpose of the Directorate is to ensure that high-quality, secure and timely digital and information services are available to support safe, effective and person-centred care. This includes enabling clinicians, managers and partners to access the right information, in the right place, at the right time, to support diagnosis, treatment, care delivery, operational management and population health improvement.

The Directorate is responsible for delivering and maintaining an integrated digital and information environment that supports continuous service improvement, organisational performance and the transformation of health and social care services. A key focus is enabling greater integration and information sharing across health, social care and partner organisations, supporting new models of care and system working.

## SCALE AND RESOURCES

**300 staff · £17m revenue · £500k capital**

The Digital and Information Directorate comprises approximately 300 staff and manages a recurrent revenue budget of approximately £17 million, alongside an annual capital programme of approximately £500k, with additional in-year funding to support major programmes, national priorities and transformation initiatives.

## Directorate structure and functions

The Directorate delivers its responsibilities through the following key functional areas.

### Digital Operations

Responsible for the delivery and support of digital infrastructure, networks, end-user computing, core clinical and corporate applications, and service desk functions across NHS Fife, the Health and Social Care Partnership, contractor services and partner organisations. This includes ensuring service continuity, resilience and performance against agreed KPIs and SLAs.

## **Digital Strategy and Programmes**

Responsible for the development and delivery of the Board's medium- to long-term Digital Framework and the leadership of complex digital transformation programmes and projects, including nationally mandated initiatives and major service change. The postholder is responsible for exploiting technology in pursuit of the organisation's vision of creating virtual capacity to meet the needs of our population.

## **Information and Intelligence**

Responsible for the collection, analysis and dissemination of high-quality information to support clinical care, operational management, performance monitoring, statutory reporting and population health. This includes business intelligence, analytics, public health intelligence and knowledge services.

## **Information Governance and Security**

Responsible for providing organisational leadership, assurance and expert advice on information governance, data protection, cyber and information security, and records management, ensuring compliance with legislative, regulatory and national policy requirements.

## **Health Records**

Responsible for the delivery of Health Records services across NHS Fife, including records lifecycle management and support for safe, efficient and compliant access to patient information.

## **Planning and Performance**

Responsible for financial management, procurement, contract and supplier management, audit coordination, freedom of information processes, and aspects of workforce planning, governance, health and safety, and facilities management for the Directorate.

## **Corporate and system contribution**

The Digital and Information Directorate plays a critical role in corporate governance, risk management, business continuity and assurance, and provides expert advice to the NHS Fife Board, Executive Directors and Senior Leadership Team. The Directorate also supports statutory and national reporting requirements and contributes to system-wide planning and delivery in partnership with regional and national bodies.

NHS Fife has an ambitious programme of transformation underway and the Digital and Information Directorate will contribute as part of the wider leadership team in creating a blueprint that describes a future model for the delivery of modern health and care.

# Key result areas

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## Strategic leadership and direction

Provide strategic leadership for the development and delivery of NHS Fife's Digital and Information agenda, including the creation, implementation and ongoing review of a comprehensive Digital Framework, annual delivery plan, and associated financial plans aligned to Board priorities and available resources.

Ensure digital and information services maximise the opportunities presented by modern technologies, data and digital ways of working to support service quality, productivity, transformation and sustainability.

Represent NHS Fife at regional, sub-national and national levels as the senior professional lead for Digital and Information, influencing national policy, strategy and implementation, and ensuring alignment with national standards, programmes and statutory requirements.

## Corporate accountability and service leadership

Lead and manage the Digital and Information Directorate, ensuring effective use of resources, high service performance, continuous improvement and delivery of services critical to healthcare delivery and organisational resilience.

Provide senior leadership and direction across Digital Operations, Strategy and Programmes, Information and Intelligence, Information Governance and Security, Health Records, and Planning and Performance Management functions.

Make authoritative judgements on highly complex and competing digital, information and technology priorities, balancing clinical, operational, financial, governance and risk considerations.

## Information governance, security and assurance

Lead, develop and maintain robust Information Governance, data protection, cyber and information security frameworks, ensuring full compliance with legislation, national guidance and best practice.

Act as a senior professional advisor on Caldicott principles, Data Protection legislation and information security, ensuring information is used lawfully, ethically, securely and only shared where there is a justified need to know.

Lead and maintain an effective Health Records function, ensuring policies, standards and practices support safe, timely, efficient and compliant access to patient information throughout its lifecycle. Provide assurance and leadership into the Board's Records Management Programme.

## Digital transformation and change

Direct the planning, design and implementation of digital and information solutions across clinical and non-clinical services, working closely with clinicians, managers and partners to ensure solutions are safe, effective, timely and user-centred.

Lead major digital transformation programmes and change initiatives, supporting Directors and General Managers to realise the full benefits of digital investment, including service redesign, efficiency and improved outcomes.

Ensure adoption of innovation, best practice and emerging developments where they demonstrably add value and support Board transformation objectives.

Lead programmes of technology-enabled care, working with the Board and Executive colleagues to identify and embed digital opportunities that improve care quality, experience and efficiency across hospital and community services.

## **Financial, commercial and resource management**

Ensure effective financial planning, budgetary control and delivery of work programmes across all Digital and Information services, including the maintenance, development and resilience of core digital infrastructure and systems.

Lead digital procurement activity for systems, services and equipment, including supplier and contract management, working in partnership with Finance and Procurement to ensure compliance with Standing Financial Instructions and best commercial practice.

## **Corporate leadership and delegated responsibilities**

As a member of the NHS Fife Senior Team, contribute fully to the corporate management, governance and strategic leadership of the organisation, providing high-level expert advice on digital, information, risk and assurance matters.

Deputise as required for the Medical Director as Executive lead for Digital and Information under the scheme of delegation, representing NHS Fife across local, regional and national fora, including engagement with the Scottish Government on digital performance, assurance and strategic reporting.

Hold corporate responsibility for the provision, integrity and performance of information systems across NHS Fife, spanning complex clinical, financial, workforce and productivity domains.

# Systems, equipment and machinery

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In the execution of their duties, the Associate Director of Digital and Information operates within a complex and technologically advanced digital environment and has strategic oversight, assurance and expert understanding of the following categories of systems and tools.

## Digital end-user and collaboration technologies

- Corporate digital devices including desktop and mobile computing, tablets, smartphones, printing solutions and associated peripherals.
- Unified communications technologies, including telephony, audio and video-conferencing platforms, supporting hybrid, cross-organisational and system-wide working.
- Enterprise collaboration and productivity platforms, including Microsoft 365 and associated applications, to support communication, reporting, analysis and decision-making.

## Clinical, corporate and national information systems

- Core clinical, operational and corporate information systems supporting patient care, workforce, finance, performance management and organisational productivity.
- National data and intelligence systems providing population health, activity and performance information to support local and national policy development, planning and assurance.
- Advanced reporting, analytics and business intelligence platforms to support evidence-based decision-making at Board, executive and service levels.

## Information governance, risk and assurance systems

- Information governance, records management, data protection and cyber security tools and systems required to ensure secure, lawful and ethical use of information.
- Corporate risk and incident management systems supporting oversight of digital, information and organisational risk.
- Procurement, contract management and financial systems supporting compliant and effective sourcing and management of digital services and technologies.

## Standards, frameworks and best practice

- Expert knowledge and application of relevant digital, information and security standards and frameworks, including information governance, cyber security, service management and digital assurance methodologies.
- Strategic oversight of how these standards are embedded across the Digital and Information function to ensure resilience, safety, quality and compliance.

# Assignment and review of work

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The Associate Director of Digital and Information is directly accountable to the Medical Director (Deputy Chief Executive) acting as Executive Director with responsibility for Digital and Information.

The postholder operates within the strategic framework set by the NHS Fife Board and Scottish Government priorities and policies for health and care. Working with a high degree of professional and operational autonomy, the postholder contributes actively to the development and delivery of NHS Fife's corporate objectives, strategic frameworks and policies, with a particular focus on whole-system working across NHS Fife and partner organisations.

Day-to-day work is self-directed and prioritised by the postholder, who exercises significant freedom to determine objectives, analyse highly complex situations, assess risk and take timely decisions within agreed governance frameworks. The role requires the postholder to lead, influence and represent NHS Fife with internal and external stakeholders, including local, regional and national partners, and to take decisions on behalf of the organisation as appropriate within delegated authority.

In-depth and up-to-date specialist knowledge of health systems, digital and information policy, governance and corporate objectives is essential. The postholder is expected to maintain this expertise through a strong commitment to continuous professional development and engagement with national and professional networks.

Performance in the role is reviewed through the agreement of annual objectives and a formal annual performance appraisal conducted by the Medical Director (Deputy Chief Executive) (and with oversight by the Chief Executive. Ongoing informal review, performance dialogue and professional supervision will take place regularly with the Medical Director (Deputy Chief Executive) to ensure alignment with organisational priorities and effective delivery of objectives.

## Decisions and judgements

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The Associate Director of Digital and Information operates with a high degree of professional autonomy and is required to exercise significant judgement in determining how strategic and operational objectives are achieved. Decisions are taken within the context of NHS Fife's statutory duties, corporate objectives, performance standards and national policy direction.

The postholder has responsibility for setting priorities, planning delivery and allocating resources across the Digital and Information Directorate in order to ensure the achievement of Board objectives. This includes balancing competing clinical, operational, financial, technological and governance considerations, often in complex and time-critical environments.

The postholder leads and is accountable for the Directorate's contribution to formal Annual Performance Reviews, with the senior management team held to account by the Chief Executive and Executive Directors for service performance, financial control, risk management and delivery of agreed objectives.

The role requires the postholder to make strategic and operational decisions that directly impact the Directorate's ability to meet performance, workforce, financial, quality and governance targets. This

includes decisions relating to budgetary control, investment and disinvestment, service priorities, service quality, complaints management and staff governance.

The postholder is an authorised signatory for NHS Fife, with delegated authority to procure goods, services and systems within Standing Financial Instructions and agreed financial limits, and to commit resources in support of the Board's objectives.

The postholder holds corporate responsibility for the integrity, resilience and continuity of the NHS Fife digital and information environment. This includes accountability for system availability, cyber and information security, data integrity, business continuity, backup and recovery arrangements, and ensuring that digital and information services are sufficiently resilient to support safe, effective care delivery on a 24-hour, 7-day basis.

Under the NHS Fife Scheme of Delegation and Standing Financial Instructions, the postholder has delegated authority to deploy resources and implement actions necessary to ensure the successful delivery of Board priorities, including responding to unplanned events, emerging risks and service pressures.

The postholder is expected to represent NHS Fife at regional and national level and, where required, to participate in and chair national Digital and Information groups on behalf of territorial Health Boards in Scotland. These responsibilities will evolve in line with national priorities and programme requirements.

A core element of the role is the application of highly specialist knowledge and professional judgement to anticipate, assess and resolve complex problems independently. Typical judgements include decisions on local and system-wide digital investment priorities, capital programme deployment, responses to cyber or information governance risks, mitigation of service disruption, and actions required to support delivery of challenging organisational targets.

# Most challenging parts of the job

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## ROLE FOCUS

### **Optimal use of finite resources to deliver demonstrable improvement.**

The role requires the postholder to ensure the optimal use of finite resources to deliver demonstrable service improvement, operational resilience and transformation within tight and often competing financial constraints, while maintaining safe, secure and high-quality digital and information services that are critical to patient care.

The postholder operates in an environment characterised by high volumes of complex, time-critical and often competing demands for digital, information and data support. This requires the ability to rapidly assess risk, priority, proportionality and impact, and to make balanced judgements in response to complex and sensitive information requests, frequently under significant time pressure.

A key challenge is leading and influencing across organisational, partnership, regional and national boundaries, where the postholder must negotiate, influence and align priorities with senior clinical, managerial and partner stakeholders who are not directly accountable to the role. Achieving collective commitment to Digital and Information priorities is essential to enabling system-wide transformation and delivering Board objectives.

Inclusion in the Digital and Information On-Call rota is a requirement.

# Communications and relationships

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The Associate Director of Digital and Information is required to communicate effectively at executive and senior professional levels across NHS Fife, the wider NHS in Scotland, and with a broad range of external partners and stakeholders.

The role demands highly developed communication, influencing, negotiation and presentational skills to shape strategic direction, secure commitment to digital and information priorities, and lead complex change in environments where authority is frequently exercised through influence rather than direct line management.

The postholder must be able to articulate complex and technical information clearly, persuasively and coherently, tailoring messages appropriately to clinical, managerial, political, professional and public audiences, using a range of written, verbal and digital media.

The postholder will routinely communicate highly complex, sensitive and sometimes contentious information, including matters relating to organisational performance, risk, information governance, cyber security, service change, workforce issues and major incidents. The role requires confidence and judgement when representing NHS Fife in public, political, regulatory and media-sensitive contexts.

## Key relationships and contacts

### Internal

Chief Executive, Board Chair, Non-Executive Directors and Executive Directors.

Senior Leadership Team including Directors and Associate Directors.

Senior clinical leaders and professional leads across Acute, Community and Primary Care.

Health and Social Care Partnership leadership.

Staff Side representatives and professional organisations.

Internal audit and assurance functions.

### External

Scottish Government and national bodies.

Local Authorities and partner organisations.

Other NHS Boards and regional / national programmes.

Universities and academic partners.

Third sector organisations.

External suppliers and strategic commercial partners.

Police Scotland and other statutory agencies.

Central Legal Office.

Health and Safety Executive.

Patients, carers and members of the public.

Elected representatives, including MSPs.

Media and communications representatives.

National representatives of Trade Unions and Professional Organisations.

# Demands of the job

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The role places mental, physical, emotional and environmental demands on the postholder, summarised below.

## **Mental effort**

The role requires exceptionally strong analytical, cognitive and numerical skills, with the ability to rapidly assimilate, interpret and act upon highly complex, sensitive and often incomplete information.

The postholder must prioritise effectively across multiple, competing demands and workstreams, frequently working to tight deadlines in a dynamic and high-pressure environment.

The role demands a high degree of adaptability, responding effectively to unpredictable demands and emerging issues that require immediate decision-making and reprioritisation. The postholder experiences frequent interruptions which require rapid shifts in focus, judgement and decision-making, often with significant organisational and patient-safety implications.

Periods of sustained and intense concentration are required, particularly in relation to strategic decision-making, risk management, performance assurance and incident response. The role requires lateral thinking, creativity and sound professional judgement to resolve novel, ambiguous or highly complex problems.

## **Physical demands**

The role is predominantly office-based and requires extensive use of computers and digital equipment, including prolonged periods working with display screen equipment.

The postholder is required to travel and work across multiple sites within NHS Fife and partner organisations, sometimes within the same working day. Attendance at regional and national meetings may require additional travel.

## **Emotional effort**

The postholder must engage regularly with staff, patients, carers and members of the public in situations requiring sensitivity, empathy and professionalism.

The role involves managing and chairing complex and challenging workforce processes, including disciplinary panels, grievances, redeployment and redundancy, often involving emotionally charged circumstances.

The postholder is required to deal with complaints and concerns, including direct engagement with patients and relatives who may be distressed or dissatisfied with services.

The role requires maintaining composure, objectivity and focus on corporate priorities during periods of organisational change, uncertainty and heightened scrutiny, while role-modelling effective leadership behaviours. The postholder may be required to respond to enquiries and concerns raised by elected representatives, including councillors and Members of Parliament, requiring careful judgement and politically sensitive communication.

## Environmental demands

The role involves significant movement on some days between office locations and operational sites across Fife, and occasionally at regional or national level.

The postholder must be able to operate effectively across a range of environments, including NHS premises, partner organisations and remote or virtual working settings.

# Knowledge, training and experience required

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## Strategic leadership and experience

- Substantial experience of providing senior-level leadership for digital and information services within a complex operational environment, including accountability for performance, quality, risk, governance and resource management.
- Demonstrable track record of developing and delivering major digital and information strategies aligned to organisational objectives and transformation priorities.
- Significant experience of leading large-scale, complex digital and information programmes and projects through the full lifecycle, including business case development, procurement, implementation, benefits realisation and post-implementation assurance.
- Strong understanding of contemporary digital, data and information developments within healthcare and comparable sectors, and the ability to assess innovation critically for value, sustainability and risk.
- A track record in delivering transformational change through technology.

## Operational, financial and programme management

- Substantial experience in strategic planning and management of digital and information resources, balancing competing demands for service continuity, transformation, security and affordability.
- Well-developed programme and portfolio management capability, with experience of leading multiple complex workstreams simultaneously in high-pressure environments.
- Sound business acumen, with demonstrable success in financial planning, budget management, monitoring and control, and evaluation of competing investment priorities.
- Experience of procurement, contract negotiation and supplier management within a regulated governance framework.

## People, change and governance

- Proven ability to build, lead and sustain high-performing, multi-disciplinary teams, with a strong understanding of organisational culture, workforce management, performance management and governance arrangements.
- Demonstrable experience of leading organisational change and service transformation, including influencing and motivating stakeholders to adopt new ways of working.
- Strong understanding of information governance, data protection, security, risk management and assurance within a complex organisational setting.

## Personal qualities

- Credible, high-impact leader with the ability to establish confidence and authority with senior clinical, managerial and partner stakeholders.
- Highly developed strategic thinking, analytical capability and judgement, with the ability to make clear, evidence-based decisions in complex and ambiguous situations.
- Excellent influencing, negotiation and interpersonal skills, enabling effective leadership across organisational and partnership boundaries where direct line-management authority may not exist.
- Ability to interpret complex and sensitive information and communicate it clearly and persuasively to diverse professional, managerial and public audiences.
- Confident, resilient and personally credible, demonstrating integrity, strong values and a results-focused approach.
- Calm, thoughtful and constructive under pressure, with the resilience and adaptability required to operate effectively in a demanding executive environment.

# Person specification

The aim of this section is to record the criteria applicants need to meet to qualify for appointment to the post. Assessment against these criteria will feature throughout the recruitment and selection process.

Criterion	Essential	Desirable	Measure
<b>Qualifications / Training</b>	<ul style="list-style-type: none"> <li>Educated to postgraduate level (Master's degree) or able to demonstrate equivalent knowledge, training and experience gained through substantial senior leadership roles.</li> <li>Evidence of sustained continuous professional development appropriate to a senior leadership role in Digital, Information, Technology, Data or a closely related field.</li> </ul>	<ul style="list-style-type: none"> <li>Senior leadership or executive qualification such as MBA.</li> </ul>	Application Form / Interview / Selection process
<b>Experience</b>	<ul style="list-style-type: none"> <li>Substantial senior leadership experience operating at corporate or executive level within a large, complex, multi-disciplinary organisation, comparable to healthcare, the public sector, or a regulated commercial environment.</li> <li>Demonstrable experience of providing strategic leadership and direction for digital and information services that are critical to organisational performance, quality and safety.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working at Board or executive / senior manager level.</li> <li>Demonstrates a comprehensive understanding of current digital developments within the marketplace and large-scale multi-disciplinary environment.</li> </ul>	Application Form / Interview / Selection process

Criterion	Essential	Desirable	Measure
	<ul style="list-style-type: none"> <li>• Proven ability to influence, negotiate and lead change across organisational and partnership boundaries where direct line-management authority does not exist.</li> <li>• Track record of contributing to corporate strategy, governance, performance management and executive decision-making.</li> <li>• Expert understanding of information governance and data protection legislation.</li> </ul>		
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Significant experience of leading large-scale, complex digital and information programmes and portfolios from strategy and business case development through procurement, implementation and benefits realisation.</li> <li>• Strong understanding of contemporary digital, data and information systems and their application within complex service delivery environments.</li> <li>• Experience of aligning digital and information strategy with organisational transformation, service redesign and system-wide working.</li> <li>• Demonstrable experience of operating within robust governance frameworks, including accountability for risk management, assurance and compliance.</li> </ul>		Application Form / Interview / Selection process

Criterion	Essential	Desirable	Measure
	<ul style="list-style-type: none"> <li>• Strong understanding of information governance, data protection, cyber and information security principles, and records management within a regulated environment.</li> <li>• Experience of advising senior leaders and Boards on complex, sensitive digital, information and risk matters.</li> <li>• Significant experience of financial management at a senior level, including budget planning, monitoring and control within agreed financial limits.</li> <li>• Demonstrable ability to prioritise resources effectively in the context of competing demands, financial constraint and service dependency.</li> <li>• Experience of procurement, contract management and supplier relationships within standing financial instructions and governance frameworks.</li> <li>• Proven ability to build, lead and sustain high-performing, multi-disciplinary teams within a large and complex organisation.</li> <li>• Experience of workforce planning, performance management, staff governance and managing change in challenging circumstances.</li> <li>• Demonstrable capability in leading and supporting organisational change,</li> </ul>		

Criterion	Essential	Desirable	Measure
	<p>service improvement and transformation agendas.</p> <ul style="list-style-type: none"> <li>• Highly developed communication and presentation skills, with the ability to convey complex and technical information clearly and persuasively to a wide range of audiences.</li> <li>• Proven ability to establish credibility and productive working relationships with senior clinical, managerial, political and partner stakeholders.</li> <li>• Experience of representing an organisation at regional and national level, including engagement with external bodies and partners.</li> </ul>		
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• High level of professional judgement, integrity and resilience, with the ability to operate effectively under sustained pressure.</li> <li>• Strong analytical, problem-solving and decision-making capability in complex, ambiguous and time-critical situations.</li> <li>• Ability to maintain composure, objectivity and focus during periods of organisational change, scrutiny and challenge.</li> </ul>		Interview / Selection process
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to travel.</li> <li>• Demonstrates continuing professional development.</li> </ul>		Application / Interview / Selection process

# Our vision, values and principles

## OUR VISION

**Living well, working well and flourishing in Fife.**

### Our values

Care and compassion

Dignity and respect

Openness, honesty and responsibility

Quality and teamwork

### Our principles

Listening and involving

Supporting communities

Empowering people

Prevention and early intervention

Creating wellbeing

Being kind

### Our strategic priorities

**01**

#### Improve health and wellbeing

We work to close the inequality gap ensuring that all people of Fife can flourish from cradle to grave.



**02**

#### Improve the quality of health and care services

We provide the safest and best possible health and care services, from cradle to grave, for the people of Fife.



**03**

#### Improve staff experience and wellbeing

We value and look after our staff.



**04**

#### Deliver value and sustainability

We use our resources wisely to ensure our services are sustainable and meet our population's needs.



# National context

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## Quality healthcare

Annually the Scottish Government sets NHS Boards with performance targets in order to ensure that resources made available to them are directed at areas which are a priority for improvement and are consistent with the Scottish Government's Purpose and National Outcomes. These targets are focused on Health Improvement, Efficiency, Access and Treatment (also known as HEAT targets).

## Working in partnership with Local Authorities and the Third Sector

NHS Scotland works in partnership with local authorities and the Third Sector to achieve a healthier Scotland. The Quality Strategy provides NHS Scotland with a basis on which partnerships can be formed.

This is done through Community Planning Partnerships which secures progress towards a number of strategic priorities, and the outcomes agreed locally and nationally through the National Performance Framework, including:

- Caring and compassionate staff and services.
- Clear communication and explanation about conditions and treatment.
- Effective collaboration between clinicians, patients and others.
- A clean and safe care environment.
- Continuity of care; and clinical excellence.

## Health and Social Care Integration

In 2016 the Scottish Government legislated to bring together health and social care into a single, integrated system. The legislation created 31 integration authorities across Scotland who are now responsible for £8.5 billion of funding for local services. These services were previously managed separately by NHS Boards and local authorities.

In Fife, we have one Joint Integration Board and the purpose of health and social care integration is to transform people's experience of care and the outcomes they experience. This is necessary because when services are planned and delivered together, closer co-ordination will enable the fundamental changes in care models required to keep pace with people's changing needs.

You will provide leadership as part of a multi-agency approach comprising of Fife Health and Social Care Partnership and Fife Council to ensure value for money and enhanced outcomes for patients across both acute and community care settings in Fife.

## Fife Local Resilience Partnership

Local Resilience Partnerships (LRPs) are multi-agency partnerships made up of representatives from local public services, including the emergency services, local authorities, the NHS, the Scottish Environmental Protection Agency and others. These agencies are known as Category 1 Responders, as defined by the Civil Contingencies Act.

# Appointment arrangements

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## Applications

Applications are made electronically via <https://apply.jobs.scot.nhs.uk> through the JobTrain Application Tracking System.

## Employment references

References should include current and previous employers covering the last 3 years of your employment history. References will be taken up for the successful candidate only, in line with the Recruitment and Selection Policy.

## Evidence of qualifications

Candidates will be required to provide evidence of their qualifications.

## Medical assessment

Any offer of employment is subject to satisfactory Occupational Health Clearance. The Occupational Health Service will make an assessment on your fitness to carry out the post based on the information contained within the questionnaire. In certain circumstances further information is required before clearance can be given and Occupational Health may contact you by telephone or request that you attend for an appointment. Clearance must be obtained before a new employee commences employment with NHS Fife.

## Applicants with disability

A disability or health problem does not preclude full consideration for the job and an application from a person with a disability is welcome. All information will be treated as confidential. NHS Fife has been approved, by the Employment Services Department, as an Equal Opportunities employer with a positive policy towards employment of disabled people. NHS Fife guarantees to interview all applicants with disabilities who meet the minimum criteria for the post.

## 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 in the course of their employment will be required to consent to a Disclosure Scotland Criminal Records Check or join the Protection of Vulnerable Groups Scheme. Any offer of employment is conditional upon a satisfactory check or confirmation of scheme membership being received and a commencement date for employment will only be agreed following this confirmation.

Failure to disclose convictions information as required will result in the offer of employment being withdrawn. If you are appointed and it is found that you did not reveal a previous conviction you will be subject to disciplinary action and your employment may be terminated. Information in relation to Scotland's disclosure and rehabilitation of offenders' regime can be found on the Disclosure Scotland website [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk).

## Prevention of illegal working

Candidates must be eligible to work in the UK. The successful candidate will be required to provide original evidence of their eligibility to work in the UK. Guidance on suitable documentation will be provided.

## Provision of false information

Candidates should also note that the provision of false information or the omission of material information in their application or at interview may lead to the offer of employment being withdrawn or summary dismissal.

## Visit to NHS Fife (candidate preparation)

Shortlisted candidates can, by appointment, take up the opportunity to visit NHS Fife and some of the key sites. This is an optional part of the process.

## Travel expenses

If incurred, reasonable travel expenses will be reimbursed when attending the assessment and interview day. The travel expenses for the successful candidate will be paid when they take up post and will be included in their first monthly salary.

Please note, however, reimbursement of expenses shall not be made to individuals who refuse an offer of employment on grounds which, in the opinion of NHS Fife, are inadequate.

## Interview and assessment arrangements

The Job Description and Person Specification are designed to inform potential applicants on the essential and desirable personal attributes which are sought in this appointment. Assessment against these attributes will feature throughout the recruitment and selection process.

NHS Scotland uses a Values Based Approach to the recruitment of all appointments at Chief Executive, Executive Director, Director and the next level immediate direct line reports. While it remains the responsibility of individual NHS Boards to carry out recruitment to these roles, they must do so in line with the guidance contained in the Values Based Recruitment Process for NHS Board Executive level appointments.

In practice this means that the shortlisted candidates will participate in:

- Psychometric tests
- Real play exercise
- Presentation (which will form part of the interview)
- Values Based Competency Interview

Further details of the above will be shared with the shortlisted candidates.

## Informal enquiries

For an informal discussion about the role, please contact Catriona Dziech, Executive Assistant to the Medical Director (Deputy Chief Executive), via email at [Catriona.dziech@nhs.scot](mailto:Catriona.dziech@nhs.scot).

# Summary of NHS Fife terms and conditions

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*Agreement on Pay and Conditions of Service is in line with NHS Agenda for Change terms and conditions.*

## **SALARY**

**Agenda for Change Band 8d**

## **CONTRACT**

Permanent

## **HOURS OF WORK**

Hours of work are flexible dependent on the hours necessary to meet the demands of the post. For pay purposes the full-time hours for the post will be deemed to be 36 hours per week.

## **PENSION FUND**

The appointment is superannuable under the NHS (Scotland) Superannuation Scheme unless you opt out in favour of some other scheme or are ineligible to join. Costs and contributions are available on the SPPA website: [www.sppa.gov.uk](http://www.sppa.gov.uk). NHS Fife encourages staff to join the scheme.

## **HOLIDAY ENTITLEMENT**

27 days annual leave per year on commencement, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are also eight fixed public holidays in a year.

## **RELOCATION**

Relocation expenses may be payable to the successful candidate, in accordance with the Policy. This is available on request from the Workforce Directorate. Shortlisted candidates who require relocating to take up post should discuss this with the Director of Workforce before attending the assessment and interview process.

## **PERIOD OF NOTICE**

Appointment is subject to termination by either side giving 3 months' written notice.

## **NO SMOKING POLICY**

NHS Fife operates a No Smoking Policy and employees are not permitted to smoke on the premises or grounds. It is a condition of employment that you comply with these requirements.

APPENDIX 1

# Discover NHS Fife



## Brief overview of NHS Fife

INSPIRING HEALTHCARE, INSPIRING LIFE

**374,760 residents - 9,500+ staff - 14 NHS Scotland Boards.**

NHS Fife is one of Scotland's 14 regional health boards, providing care for 374,760 people and employing more than 9,500 staff. We are committed to innovation, quality care, and supporting staff to realise their full potential.

NHS Fife provides healthcare for 374,760 residents across a large rural area. We are one of the region's biggest employers, with more than 9,500 staff.

Fife has two main hospitals: Victoria Hospital in Kirkcaldy and Queen Margaret Hospital in Dunfermline. Victoria Hospital delivers most acute services, while Queen Margaret Hospital focuses on community, therapy and diagnostic care.

Fife is home to a further eight community hospitals spread across the Kingdom: Lynebank Hospital in Dunfermline; Glenrothes Hospital; Whyteman's Brae Hospital in Kirkcaldy; Cameron Hospital in Windygates; Randolph Wemyss Memorial Hospital in Buckhaven; Stratheden Hospital in Springfield; Adamson Hospital in Cupar; and St Andrews Community Hospital.

Primary care in Fife includes 55 GP practices, 59 dentists, 46 opticians and 85 pharmacies.



## Improving services provided by NHS Fife

NHS Fife, along with help from its partners, the public, other NHS Boards, Fife Council and voluntary agencies, is working to improve its services. The Board is working on a number of strategic projects that will shape the future of healthcare in Fife through the transformation of service provision and facilities. This includes work currently underway in developing:

- Primary Care Hubs
- Mental Health
- Fife Elective Orthopaedic Centre

## Demographic and social profile of Fife

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The Kingdom of Fife is a peninsula in eastern Scotland with a coastline of 170 kilometres (105 miles) bounded by the Firth of Forth to the South and the Firth of Tay to the North. It is the third largest local authority area in Scotland with a population of 374,760. This represents 7% of the total population of Scotland. 96% of Fife residents live in 134 settlements, the largest of these being Kirkcaldy, Dunfermline and Glenrothes. 59% of residents feel they have access to quality green space, from award-winning beaches to historic town parks.

Fife shares inland boundaries with Perth & Kinross and Clackmannanshire, and is divided into seven administrative or business areas:

- Cowdenbeath
- Dunfermline
- Glenrothes
- Kirkcaldy
- Levenmouth
- North East Fife
- South West Fife

By 2039, the population of Fife is expected to increase by 4.5% to 387,214. The 16 to 19 age group is expected to reduce and those aged 75+ to see the greatest increase. This may be attributed to a declining birth rate and increased life expectancy in Fife, which is currently greater than the Scottish average for both males and females.

The baseline for the minority ethnic population in Fife is still the 2011 Census. This estimated that approximately 1.6% of Fife's population were from an ethnic minority group, with the highest percentage categorised as Asian Pakistani.

The extent of deprivation in Fife is fairly evenly spread across the different data zone bands from most to least deprived. The 2009 Scottish Index of Multiple Deprivation (SIMD) indicates that Fife has an increasing share of Scotland's most deprived areas. Fife has the sixth highest local authority share of the 15% most deprived data zones in Scotland. 51 (5.2%) of the 976 data zones in the top 15% across Scotland are located in Fife, 8 of which fall into the top 5%.

In recent years Fife's economy has moved away from traditional manufacturing industries towards the service sector.

# Realise your full potential with NHS Fife

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With its stunning beauty, rich history and abundance of sporting and leisure activities, Fife is a fantastic place to live and work, with an identity and a character all of its own. The cost of living here is lower than the national Scottish average and house prices offer superb value for money, providing you with a high standard of living and quality of life.

The major economic and cultural hubs of Edinburgh, Stirling, Perth and Dundee are all within easy commuting distance. In Fife you really can have it all.

## Work-life balance

As one of the largest employers in the region, NHS Fife is a forward-thinking and innovative organisation which offers an exciting and diverse range of work, training and study opportunities for people from all backgrounds.

NHS Fife works to provide a supportive environment for staff where strong teams work and develop together and where individuals can flourish to realise their full potential. Our 'Well at Work' programme has helped to bring about a truly positive culture within NHS Fife, helping to reduce stress, increase motivation and improve productivity among staff.



## It's a beautiful life

The Kingdom of Fife occupies the peninsula formed by the Firth of Forth to the south and the Firth of Tay to the north. The region's landscape is as beautiful as it is diverse, with rolling hills, lochs and spectacular coastline.

This is a place steeped in history. Dunfermline was the first capital of Scotland, home to royal inhabitants, as well as birthplace of Andrew Carnegie, steel magnate and philanthropist whose legacy lives on across the world to this day. The more recent past saw the establishment of the pits and coal mines, heavy industry whose rich heritage is still evident today in the close-knit communities of Cowdenbeath, Lochgelly and Kelty.

The town of St Andrews, named after Scotland's patron saint, sits on its own on a wide bay on our north east shores, boasting not only Scotland's first university, but also its oldest golf club, the Royal and Ancient Golf Club, which helped to establish the sport as one of Scotland's greatest exports.

Nowadays it's Kirkcaldy and new town Glenrothes that offer the modern bases favoured by major manufacturing and services industries. Both towns are well connected to Scotland's capital, Edinburgh, and the North via the M90 motorway and are easily accessible in less than half an hour by car.



## Well connected

Getting to and around Fife is simple, with excellent public transport links from around the UK. With Edinburgh just to the south, Dundee and Perth to the north, and Glasgow to the south west, Fife is in a great position in Scotland.

### By road

If driving from Edinburgh and the south, Edinburgh is directly connected by the Queensferry Crossing, then head to Dunfermline where the A92 takes you further into Fife. From Glasgow and the west, take the M8 to Edinburgh and then head to Fife. The best route from Aberdeen and Dundee is to head for the Tay Road Bridge where the A92 continues into Fife. From Inverness, Perth and the north, follow the A9 from Inverness to Perth, then continue down the M90.

### By train

There are a number of train stations which have direct rail connections to Edinburgh, Glasgow, Dundee, Aberdeen and Inverness, as well as links to major English towns and cities. Fife Circle trains make stops at numerous towns and villages in south-west Fife, while there are also regular trains which run between Edinburgh and Dundee.

## By air

National and international flights fly into Edinburgh International Airport and Dundee Airport, which are both just a 20-minute drive from the Kingdom of Fife. Glasgow International Airport is just over an hour away.

## By bus

Buses from all over the UK stop at Inverkeithing Ferrytoll, where you can continue your journey throughout Fife by bus. An express coach network links Anstruther, Dunfermline, Kirkcaldy, Leven, Glenrothes, Cupar and St Andrews.

## Sustainability

NHS Fife seeks to encourage staff to be mindful of the impact that their journey to work has on the environment. We encourage staff car sharing, provide electric vehicle charging points at our larger hospitals and offer low-emissions pool cars for staff use. There is also a regular shuttle bus between the QMH and Victoria hospitals for staff use.



# Firsts for NHS Fife

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At NHS Fife we are always developing and improving services to meet the needs of our local population through innovative and pioneering work across the organisation. Here are just some examples of recent work that is making a real difference to our patients and services on a local and national scale.

## NATIONAL TREATMENT CENTRE

### **First in a national network — opened March 2023.**

NHS Fife opened its new National Treatment Centre (NTC) at Victoria Hospital in March 2023. The £33m facility hosts three operating theatres, a supporting inpatient ward and associated outpatient facilities, and is the first of a national network of new purpose-built National Treatment Centres operated by a Health Board to be completed and fully operational. Delivered on budget.

## DIGITAL INNOVATION

### **Patientrack — first full-scale electronic track and trigger.**

NHS Fife is the first Health Board in Scotland to deploy a full-scale electronic track and trigger system, having gone live with Patientrack at Victoria Hospital. Patientrack enables nurses to capture vital signs digitally at the patient's bedside. The technology can then accurately calculate an early warning score for the patient and automatically call medical staff to intervene when signs of deterioration are present.

## QUALITY ACCREDITATION

### **ISO 15189 — among the UK's first laboratories.**

Our laboratories have achieved the international quality accreditation standard known as ISO 15189 — one of the first labs in the whole of the UK to be awarded this gold standard.

Other firsts include: the first Board in Scotland to pilot Urolift, a minimally invasive procedure for enlarged prostate; the first Scottish Health Board to pilot successful day-surgery hip replacement, reducing length of stay for some patients to less than 12 hours; and a frailty assessment service at Victoria Hospital, the first of its kind in Scotland — bringing together different disciplines to identify frailty in patients at the earliest opportunity.

## Life-enhancing innovations

Clinical research is a vital, everyday part of the NHS. It confirms what works best, improves current care and helps to discover new treatments and medications.

Over 100 of Fife's clinical staff are currently involved in some 250 commercial and non-commercial research studies, with strong links to prestigious neighbouring universities and colleges. These include work with the University of St Andrews (actively participating in its Digital Health Science Initiative), collaboration with the University of Dundee's Health Informatics Centre, and as an internationally accepted site for European research.

NHS Fife's Research & Development Department provides ongoing support to Fife's NHS Research Scotland Research Fellows, PhD scholarships and other postgraduate activities, along with assisting successful recipients of CSO, MRS, Wellcome and other grants from large grant-awarding bodies.



## ACCESSIBILITY

We provide accessible communication on request in a variety of formats including for people who are speakers of community languages, who need Easy Read versions, who speak BSL, read Braille or use Audio formats.

Our SMS text service number **07805800005** is available for people who have a hearing or speech impairment.

To find out more about accessible formats contact:

**fife.EqualityandHumanRights@nhs.scot** or phone **01592 729130**.

## NHS Fife

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Whitefield Road, Dunfermline,  
KY12 0SU

[nhsfife.org](https://www.nhsfife.org)