

NHS



Greater Glasgow and Clyde

Board Secretary Candidate Information Pack

Ref No: 247839

Closing Date: Sunday, 24th May 2026



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Welcome

Dear Candidate,

Thank you for your interest in the role of **Board Secretary** with NHS Greater Glasgow and Clyde.

This is a significant senior leadership opportunity, offering the successful candidate the chance to contribute to the strategic direction, governance and performance of one of the UK's largest NHS organisations. Working closely with the Board and Corporate Management Team, the post holder will lead key areas of corporate governance, compliance and board support, while helping to ensure the delivery of high-quality, safe and effective services across our communities.

We are seeking an exceptional leader with the experience, judgement and credibility to provide strategic oversight across governance functions, support effective decision-making, and champion the highest standards of accountability and integrity, including leadership responsibilities for whistleblowing arrangements and confidential contacts.

We hope this Candidate Information Pack provides a helpful overview of the role and inspires you to consider how your leadership and expertise could contribute to the future success of NHS Greater Glasgow and Clyde.

NHS Greater Glasgow and Clyde is committed to equality, diversity and inclusion. Reasonable adjustments will be made throughout the recruitment process and during employment where required.

If you require any further information or support, please contact Heather Silvester at heather.silvester@nhs.scot

Yours sincerely

Michael Breen
Director of Finance and Deputy Chief Executive
NHS Greater Glasgow and Clyde

Advertisement

Board Secretary - NHS Greater Glasgow and Clyde (NHSGGC)

Salary: Agenda for Change Band 8C - £90,808 - £97,338 per annum (pro rata for part time)

Tenure: Permanent

Hours: 36 hours

Location: JB Russell House, Gartnavel Campus, 1055 Great Western Road, Glasgow G12 0XH

NHS Greater Glasgow and Clyde is seeking an experienced Board Secretary to provide strategic direction and expert leadership across Board governance, compliance and corporate support. You will ensure the smooth operation of the Board's formal decision-making and reporting machinery, oversee high-quality Board and Committee services, and provide trusted governance advice to the Board, Executive leadership and key stakeholders. You will also act as the organisation's ambassador for Whistleblowing and Confidential Contacts, supporting a culture of openness, trust and learning.

Key responsibilities include: leading Board and Committee governance and reporting; ensuring statutory and regulatory compliance; leading information governance elements such as records management; leading internal audit planning and action tracking; and managing and developing the Corporate Governance team and service business plans.

You will bring expert knowledge of corporate governance, legislation and compliance; strong experience of whistleblowing/governance reporting and internal audit; senior strategic management experience in a complex organisation (preferably NHS/public sector); proven ability to lead change and major initiatives; and excellent influencing, communication and leadership skills. Masters level education plus relevant postgraduate qualification (or equivalent experience) and evidence of ongoing CPD are required.

The recruitment process may include a pre-interview assessment stage for shortlisted candidates, followed by a formal panel interview.

For an Informal Discussion please contact:

Michael Breen, Director of Finance and Deputy Chief Executive on email:
Michael.Breen2@nhs.scot

Details on how to contact the Recruitment Service and the Recruitment Process: [Information for candidates](#)

Closing date: 23:59, Sunday 24th May 2026

Please note, CVs and resumes will not be accepted.

To find out more about NHS Greater Glasgow and Clyde at www.nhsggc.org.uk.

NHS Greater Glasgow and Clyde encourages applications from all sections of the community. We are committed to promoting equality, diversity and inclusion and are proud of the diverse workforce we employ.

By signing the **Armed Forces Covenant**, NHSGGC has pledged its commitment to being a Forces Friendly Employer. We welcome applications from across the Armed Forces Community and recognise military skills, experience and qualifications throughout the recruitment and selection process.

For application portal or log-in issues, please contact the [Jobtrain Support Hub](#) in the first instance.

Job Description

Job Details	
Job Title	Board Secretary
Responsible to:	Director of Corporate Services and Governance
Directorate:	Corporate Services and Governance
Job Reference	SDA02/NSS/NPSPSTS748 and NHSL24/031 (National Job Sharing Protocol applied)

Job Purpose

To provide strategic direction, leadership, management and development across a portfolio of corporate governance functions including board governance, compliance, and corporate support.

As a member of the Corporate Management team to shape, and implement the strategic direction, governance, and performance management of the organisation. To fully contribute to and participate in the corporate management and governance of NHS Greater Glasgow and Clyde (NHSGGC) and to contribute to the overall strategic objectives, direction, and performance of the Board.

To assume the role of ambassador for Whistleblowing and NHSGGC confidential contacts, act as the main point of contact for staff who wish to raise concerns and provide professional leadership to NHSGGC confidential contacts. Leadership of reporting approaches in all areas of internal and external governance.

The post-holder is responsible for provision of services that ensure that NHSGGC has effective corporate governance arrangements in place and that the Board, Corporate Management Team and Directorates are fully supported; this includes enabling the smooth operation of NHSGGC's formal decision making and reporting machinery, including overseeing the organisation and administration of all Board and Board subcommittee meetings.

The post holder establishes and monitors procedures to ensure that NHSGGC complies with all its constitutional and regulatory requirements.

Dimensions

NHS Greater Glasgow and Clyde:

Total Population = 1.3 million
Total Budget - £4.6 billion
Total Staff (headcount) = 42,500

Corporate Services and Governance Directorate:

Budget: £5.9 million
Current Staffing: 60 WTE

As the largest Health Board in Scotland, and one of the largest in the UK, NHSGGC serves a population of 1.3 million with around 620,000 people living within the City of Glasgow and the remainder across towns and communities in Renfrewshire, East Renfrewshire, Inverclyde, West Dunbartonshire and East Dunbartonshire.

The Health Board also provides regional services for the 2.2 million people in the West of Scotland, in addition to 42 national services on behalf of 5.5 million people.

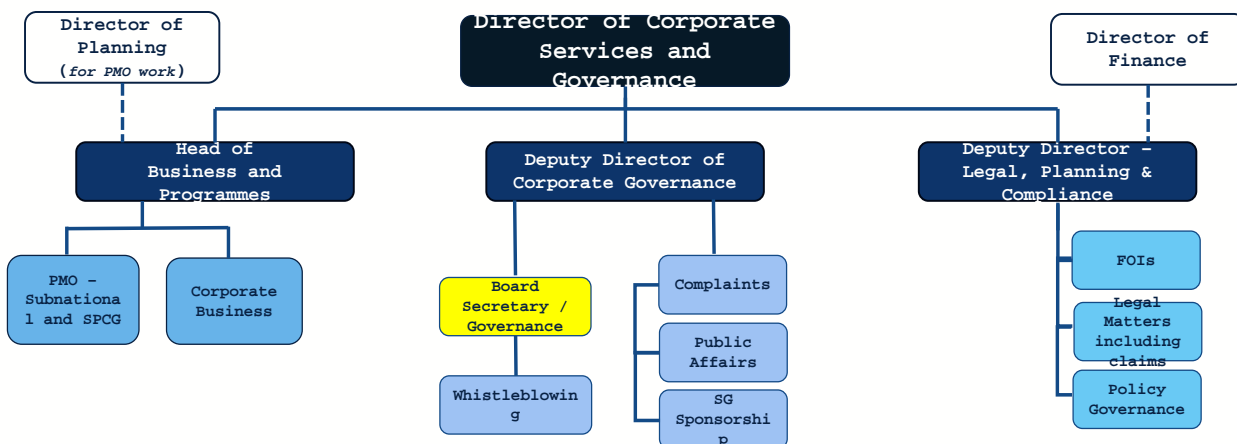
It is responsible for acute district, regional and national services and delivers services in 35 hospitals and more than 50 health centres and clinics, including 10 acute hospitals.

The Health Board has a responsibility for ensuring effective partnerships with a number of local universities and higher education facilities. It plays a vital role in the education and training of doctors, nurses and other health professionals, working closely with local universities and colleges.

NHS Greater Glasgow and Clyde works in close partnership with six health and social care partnerships (City of Glasgow; East Dunbartonshire; West Dunbartonshire, East Renfrewshire; Renfrewshire and Inverclyde) and also provides addictions, learning disabilities and mental health services.

NHS Greater Glasgow and Clyde has six teaching hospital sites with additional teaching and research facilities for medical, nursing and allied health professionals across Acute Services. The Health Board has a responsibility for ensuring effective partnerships with a number of local universities and higher education facilities.

Organisational Position



Role of the Department

The Corporate Governance Service operates under the direction of the NHSGGC Board and Corporate Director Group.

The Service is responsible for all aspects of corporate governance, corporate affairs and board services. The main activities include:

- Corporate Governance Oversight
- Corporate Reporting Systems
- Board and sub-committee governance.
- Secretarial services to the NHSGGC Board.
- Oversight of audit activity including, but not limited, Information
- Commissioner's Officer (ICO) Audits, Network and Information Security Directive (NiSD) Audits
- Governance reporting.
- Whistleblowing and confidential contacts.
- Records Management
- Statutory and regulatory compliance in the areas identified.

The Service has corporate wide responsibility for the provision of assurance to the NHSGGC Governance Committees and external regulatory bodies. It is also responsible for maintaining a high level of awareness and understanding of emerging regulation and policy on behalf of NHSGGC.

Main Tasks, Duties and Responsibilities

Board Governance and Board Support

- Lead the co-ordination and support provided to ensure effective delivery of good corporate governance. Provide technical advice, expertise and practical support to the Board, sub-committees and Executive Director Group in relation to all aspects of corporate governance.
- Lead the provision of professional and effective services to the Board ensuring that the Board and its sub committees are administered appropriately, and that statutory and good practice arrangements are complied with.
- Provide direct support, advice and input to Board and its Standing Committees that have a particular need for the specialist services provided by Corporate Governance – for example, Audit and Risk Committee, Staff Governance and People Committee, and the Clinical Governance Committee.
- Lead the design and provision of reporting to these committees and the Board.

Planning, Performance and Resource Management

- Develop robust financial, workforce and annual operational business plans to ensure agreed service and performance levels are met. Utilise best practice in corporate and operational planning, governance and risk management and business performance management reporting.

Regulatory, Statutory and Policy Compliance

- Lead the establishment and monitoring of procedures to ensure that NHSGGC complies with its regulatory and statutory requirements. This includes, but is not limited to: providing Board members with a focal point of advice and information on their statutory responsibilities, conduct and contribution to Board business, ensuring that they receive appropriate induction training and support to enable them to fulfil their governance role effectively; maintaining and making available for public inspection registers – including interests, gifts and hospitality - and all documents relevant to NHSGGC's Corporate Governance Framework;
- Lead on the development of NHSGGC wide policies for all non-workforce related areas and ensure that these are developed in line with organisational procedures and best practice and implemented in a way that makes them real to NHSGGC staff.

Governance Systems Modernisation and National Collaboration

- Provide NHSGGC wide leadership and oversight for the ongoing development, modernisation and integration of key governance, systems and processes by working with a wide range of stakeholders, thus ensuring that NHSGGC's

services develop to meet the changing needs of NHS Scotland, the Scottish Government and partner organisations.

- Represent NHSGGC as service expert, participating in national policy forums to ensure that relevant information is made available for the development, modernising, policy making and planning of NHS Scotland and partner organisations.
- Contribute to national and local strategy and policy developments by building and maintaining deep partnerships with stakeholders in the Scottish Government, NHS Scotland and partner organisations. Promote and embed evidence-based policy making, evaluation and decision making
- Provide NHSGGC wide leadership for the ongoing development, modernisation and integration of key governance systems by working with a wide range of clinical and managerial stakeholders.

Whistleblowing

- Deliver Ambassador Role for Whistleblowing and Confidential Contacts for NHSGGC ensuring all staff are aware of the arrangements for raising concerns within the organisation and are supported to do so. Promoting a culture of trust, which values the raising of concerns as a route to learning and improvement, and ensuring Standards are functioning at all levels of the organisation.
- Providing a confidential contact service for NHSGGC and being the professional lead and supporting staff who volunteer to be NHSGGC confidential contacts.

Information Governance and Records Management

- Lead the development, implementation and monitoring of system wide functions, including policy development and guidance, for delivering key elements of Information Governance, specifically: Establishing and maintaining a comprehensive system of corporate records management to meet business and legislation requirements including the Public Records (Scotland) Act.

Internal Audit Leadership and Assurance

- Lead the development and implementation of an effective plan covering all internal audit work for NHSGGC, working with Executive Director Group members and members of the Audit and Risk Committee. Manage the relationship with the internal auditors. The scope of this work is broad and requires the post-holder to have a very good understanding of all related developments in those areas subject to audit, so that they can successfully provide leadership in this area.
- Ensure that actions identified through internal audit work are effectively tracked, reported on and completed.

People Leadership

Lead, motivate, develop and performance manage the staff within the function to ensure they have the necessary knowledge, skills and experience to achieve individual and collective objective.

Decisions and Judgements

The post-holder is responsible for providing leadership and line management to the Corporate Governance team and is fully accountable for the delivery of business objectives, management of performance and quality of deliverables in their area.

The post-holder has autonomy to determine strategy, allocate resources and methods for achieving business objectives. Strategic objectives, policy planning and specific projects can be set over varying time frames from annual business planning to 5 year strategic planning. The post-holder ensures appropriate governance is in place for aspects of their business plans, including stakeholder engagement, performance and quality management, and management of risk. The post-holder acts autonomously within their field and must continually make decisions and exercise judgements which have the potential to significantly affect the reputational impact of the organisation. The post-holder will function as a source of expert advice at the highest levels in determining appropriate responses to major issues and initiatives, drawing from their highly specialist knowledge and in-depth experience of corporate governance, legislation and compliance issues and understanding the impact their advice will have on NHSGGC and a complex health and care environment.

Much of the work is self-assigned and generated in accordance with emerging statutory and regulatory needs and government policy. The post-holder participates in the formal performance appraisal scheme with annual objective setting and takes a proactive approach to the formulation of a personal development plan which supports the maintenance of the deep specialist knowledge required. The Chief Executive will undertake evaluation of results and objectives.

The post-holder will be responsible for managing budget in accordance with Standing Financial Instructions and complying with all relevant NHSGGC policies. The post-holder will be expected to work with key stakeholders in NHSGGC, NHS Scotland and Scottish Government to develop policies and strategic plans for their areas of responsibility. The post-holder will be expected to work with other NHSGGC senior managers in developing and agreeing elements of overall NHSGGC strategy.

The post-holder will, as required, be expected to lead the planning of significant service improvement or change initiatives and to participate in other projects. The post-holder will be accountable for progress in these developments. The post-holder will be responsible for chairing NHSGGC groups as required and from time to time the post-holder will be required to lead expert groups working at an NHS Scotland level.

Communications and Relationships

Internally the post-holder will maintain highly effective working relationships with:

- The Chief Executive and Chair of the Board to provide expert advice and guidance on organisational governance matters
- NHSGGC Non-Executives to provide expert advice, guidance and reporting on, for example, matters relating to Board sub-committee business;
- NHSGGC's Whistleblowing board champion and executive lead to ensure all staff are aware of arrangements for raising concerns within NHSGGC.
- Members of the Executive Directors Group and other members of NHSGGC senior management to provide expert advice and guidance on, for example, organisational governance, internal audit matters and on the requirements of Board sub-committees;
- Directors, senior managers and staff across NHSGGC on specific programmes and projects;
- Trade union colleagues formally and informally on general staff governance issues and specific staff concerns.

The post-holder will be responsible for communicating major policy and process developments and very complex and sensitive information which will require them to overcome barriers to acceptance when delivering presentations and engaging with stakeholders. These may be conducted in a challenging environment where a high level of communication skills will be required.

Excellent interpersonal and communication skills are required as a major focus of communication is to persuade others and to negotiate the development and implementation of change. The post-holder is expected to have strong presentational skills and to be able to express views convincingly and compellingly, verbally and in writing.

Both externally and internally, the post-holder collaborates to establish and maintain effective relationships with a wide range of stakeholders and organisations, including:

- NHS Board colleagues in areas of shared expertise and interest;

- Regulatory authorities, such as the Independent National Whistleblowing Officer, to address specific cases;
- Internal auditors for the development and oversight of internal audit plans;
- The Scottish Government Health and Social Care Directorate regarding corporate affairs and governance.

The post-holder is expected to manage highly complex and sensitive matters, including issues that may arise through whistleblowing.

Most Challenging/Difficult Parts of the Job

Leading the development, creation of strategy for and delivery of cohesive, corporate governance and executive support functions to a diverse audience across the Board and wider stakeholders. To ensure these functions and services are delivering to the required quality and in line with current and emerging statutory and legislative requirements, the post-holder must be customer focused, innovative, flexible and forward looking. Combined, these skills will ensure the needs of a complex and diverse customer base are balanced appropriately. Remaining abreast of the complex and diverse nature of activities across NHSGGC to ensure that, for example, audit plans are focused on priority areas in line with Executive and Board Committee priorities.

Engaging with senior leaders both inside and outside the organisation requires balancing their varied and often urgent demands, sometimes involving the management of highly confidential information shared only on a limited basis. Navigating day-to-day priorities in a complex environment is essential, all while keeping the organisation's long-term strategic goals in focus. Additionally, formulating and executing effective workforce, succession, and continuous improvement plans ensures the Corporate Governance Team is well-equipped to address future challenges.

Achieve financial savings to address both present and future financial challenges, while continuing to uphold high standards in our governance and service delivery.

Systems and Equipment

Systems

In addition to office-based systems, the post-holder is responsible and accountable for the utilisation of several types of information systems employed for corporate compliance and assured governance. These include but are not limited to: PECOS, Datix, financial reporting systems to monitor budgets and determine costing for new services, Microsoft Teams.

The post-holder requires advanced knowledge of use and practical application of Microsoft Office 365, and other bespoke software tools used for capturing a wide range of corporate data and information which inform the production of business plans and performance reports and undertaking management responsibilities. Initiate, lead and manage the design and development of new, co-ordinated data collection systems, championing the use of innovative technology to support effective governance across the organisation. Ensure staff work, store and transmit data in accordance with data protection, freedom of information and confidentiality principles.

Equipment

The post-holder works with normal office equipment such as computer, printer, photocopier and fax machine, in an open plan office environment. The post-holder is required to travel between NHS GGC and other NHS Scotland sites to lead their team and support the Board and NHS Scotland in delivery of its governance functions. This travel might be by road, rail or air as required by the particular circumstances

Physical, Mental and Emotional Effort

Physical Effort

Frequent requirement for prolonged use of computer terminal and keyboard
Travel between NHS GGC sites which may involve transporting paperwork and equipment.

Mental Effort

Intense concentration is frequently required to research and analyse information and prepare communications, briefing papers and responses which may relate to Board, media or government enquiries, ensuring accuracy and quality at all times. Considerable care and thought will be required in preparing communications in order to ensure that information is provided in a manner which is clear, meaningful, easily understood and will not be open to misrepresentation. Ability to sustain the mental effort and attention required to chair a number of strategic working groups, ensuring discussions remain focused and a balance of views is extracted.

The ability to make sound judgements and meet deadlines using own initiative often surrounding contentious issues in a high-profile environment. The post-holder will be required to manage multiple important and sensitive tasks simultaneously and to be flexible to changing situations and priorities. The post-holder will receive queries from various internal and external sources which require a response either immediately or within a very tight timescale. Regular requirement for sustained concentration and mental effort in the development and delivery of presentations to senior management and to Board.

Emotional Effort

Managing high pressure issues knowing that NHSGGC Directors require a positive outcome. The post-holder is required to demonstrate negotiation and diplomacy skills in communications and to choose the most appropriate format to ensure that the position of NHSGGC is robustly portrayed. Required to handle and resolve conflict and challenging behaviour during meetings or discussions. The post-holder must uphold standards on a range of important governance matters and be prepared to argue the case robustly and diplomatically for others at all levels to do so as well.

Occasional exposure to distressing or emotional circumstances in relation to staff discipline and grievance matters and from patients and the public in relation to complaints.

Knowledge, Training, Experience and Qualifications

Qualifications

- Educated to a Masters' degree level or with extensive equivalent experience and knowledge in a relevant area is essential with evidence of continued personal development.
- A postgraduate qualification in a relevant subject is desirable, for example, member of the Institute of Chartered Secretaries and Administrators or equivalent.

Knowledge and Experience

- Strong evidence of knowledge and understanding of best practice in corporate governance, Scottish Government NHS policy and procedures, risk management and legislation and regulations pertinent to the public sector.
- Evidence of providing professional advice to Boards and senior managers in a public sector organisation.
- Possess a demonstrable track record of success in a senior operational leadership role within a complex environment.
- Significant evidence of the application of expertise in good corporate governance, internal control and risk and resilience management, through initiating, leading, facilitating and evaluating the development of systems and practices in an organisation.
- Possess a portfolio of successful leadership and delivery of quality improvement and innovative initiatives.
- Extensive experience in financial management including costing and budget holding for specific projects
- Knowledge of PRINCE-2 project management
- Knowledge of National Programme Management Tools

- Evidence of team leadership and management skills with the ability to influence and negotiate with all levels of management and staff, external organisations, and other stakeholders.
- Possess ability to contribute to and influence the strategic agenda and translate strategy into operational deliverables and evidence of strategic working in a complex environment.
- Evidence of being able to produce written reports to a professional standard
- Sound and creative problem solving ability.
- Evidence of excellent communication skills including oral and presentational communication, combined with good listening skills.
- Evidence of highly developed influencing, negotiating and facilitation skills.
- Possess high levels of interpersonal and strategic skills, combined with a supportive and visible leadership style which demonstrates competencies in the critical leadership behaviours identified as crucial to achieving success within NHS Scotland:
 - Working in partnership
 - Learning and development
 - Caring for staff
 - Improving performance through team-working
 - Communicating effectively
 - Improving quality
 - Achieving innovative results.

NHS Greater Glasgow and Clyde Core Leadership Competencies

This post requires an individual who demonstrates a high level of competency in the leadership behaviours identified as essential to this post:

1. **Strategic focus**
Identifying long-term goals and championing their implementation
2. **Collaborative/partnership working**
Effective working and collaborating with others towards a common purpose or goal
3. **Achieving results and making decisions**
Challenging, pushing the organisation and themselves to excel and achieve and make good decisions in a timely and confident manner
4. **Influencing and persuading**
Convincing others to adopt a course of action
5. **Managing change**
Taking action to support and implement change and improvement initiatives effectively
6. **In-depth problem solving and analysis**
Solving difficult problems through careful and systematic evaluation of information, possible alternatives and consequences
7. **Quality improvement**
Seeking opportunities to improve current processes, systems and methods to promote reliability, quality and efficiency of output
8. **Managing self, others and resources**
Developing, directing and leading others to accomplish organisational goals and objectives
9. **Leadership insight and impact**
The ability to acknowledge and understand feelings in ourselves and others to discriminate among them to guide ones thinking and actions
10. **Relationship management**
Developing and maintaining positive relationships with individuals both inside and outside their work group

NHSGGC VALUES

Purpose	To protect and improve population health and wellbeing while providing a safe, accessible, affordable, integrated, person centred and high quality health service			
Values	Care & Compassion ↔ Dignity & Respect ↔ Openness, Honesty & Responsibility ↔ Quality & Teamwork			
Aims	Better Health	Better Care	Better Value	Better Workplace
	Improving the health and wellbeing of the population	Improving individual experience of care	Reducing the cost of delivering healthcare	Creating a great place to work
Corporate Objectives	<ul style="list-style-type: none"> To reduce the burden of disease on the population through health improvement programmes that deliver a measurable shift to prevention rather than treatment. To reduce health inequalities through advocacy and community planning. To reduce the premature mortality rate of the population and the variance in this between communities. To ensure the best start for children with a focus on developing good health and wellbeing in their early years. To promote and support good mental health and wellbeing at all ages. 	<ul style="list-style-type: none"> To provide a safe environment and appropriate working practices that minimise the risk of injury or harm to our patients and our people. To ensure services are timely and accessible to all parts of the community we serve. To deliver person centred care through a partnership approach built on respect, compassion and shared decision making. To continuously improve the quality of care, engaging with our patients and our people to ensure healthcare services meet their needs. To shift the reliance on hospital care towards proactive and co-ordinated care and support in the community. 	<ul style="list-style-type: none"> To ensure effective financial planning across the healthcare system that supports financial sustainability and balanced budgets. To reduce cost variation, improve productivity and eliminate waste through a robust system of efficiency savings management. To exploit the potential for research, digital technology and innovation to reform service delivery and reduce costs. To utilise and improve our capital assets to support the reform of healthcare. 	<ul style="list-style-type: none"> To ensure our people are treated fairly and consistently, with dignity and respect, and work in an environment where diversity is valued. To ensure our people are well informed. To ensure our people are appropriately trained and developed. To ensure our people are involved in decisions that affect them. To promote the health and wellbeing of our people. To provide a continuously improving and safe working environment.

Terms and Conditions

The terms and conditions of service are those approved and amended from time to time by the National Agenda for Change Terms and Conditions Agreement

Job title	Board Secretary
Job reference number	247839
Closing date	Sunday, 24 th May 2026
Vacancy enquiries to	For further information or to arrange an informal discussion about the role, please contact: Michael Breen, Director of Finance and Deputy Chief Executive on email: michael.breen2@nhs.scot
Agenda for Change band:	Band 8C
Salary	£90,808 - £97,338 per annum (pro rata for part time)
Hours	36 hours per week
Base	JB Russell House
Contract type	Permanent
Annual leave	The basic annual leave entitlement in a full year commencing 1st April to 31st March is 27 Days on appointment, rising to 29 days after five years and 33 days after 10 years. Leave entitlement is pro rata where applicable.
Superannuation	All employees are automatically enrolled in the Scottish Public Pensions Agency .
Healthcare Support Workers	All NHS Scotland post holders that are not governed by a regulatory or professional body are considered to be healthcare support workers. On appointment, you will be expected to comply with the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers . Healthcare Support Workers are expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues.

	Whether in a clinical or non-clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team.
Smokefree policy	NHS Greater Glasgow and Clyde operates a smokefree policy on all premises and grounds.
Equal Opportunities	NHS Greater Glasgow and Clyde is as an equal opportunities employer .

Recruitment Process

The NHS Greater Glasgow and Clyde Recruitment Team will coordinate all candidate communications, including confirmation of applications and the scheduling of each stage of the recruitment and selection process. Key timescales for this recruitment campaign are outlined below. All applications will be acknowledged and treated in the strictest confidence.

Information gathered throughout the recruitment process will be managed confidentially and will be accessible only to those directly involved in the decision-making process for this appointment.

Recruitment Stage	Planned Date
Recruitment Advertising Campaign opens	Friday 8 th May 2026
Closing date for return of applications	Sunday, 24 th May 2026
Shortlisted candidates advised of outcome of application	w/c 25 th May 2026
Panel Interview	To be confirmed

Where appropriate we are fully supportive in discussing making any reasonable adjustments to the recruitment process to ensure no candidate is disadvantaged as a result of a disability or any other health condition.

If you require any special arrangements to be made in regards your participation in selection event, please indicate this by contacting separately Heather Silvester, Recruitment Services Manager, NHS Greater Glasgow and Clyde on 07305 542501 or email: heather.silvester@nhs.scot

If you have a disability or long-term health problem, the Board is committed to offering reasonable adjustments throughout the recruitment process and employment.

If you require further information on any stage of the recruitment process then please contact Heather Silvester as detailed above

Data Protection legislation

The information supplied by your application will only be processed by authorised NHS Greater Glasgow and Clyde personnel involved in relevant stages of the recruitment process.

Applications submitted via the NHS Scotland Recruitment system Job Train will be retained by NHS Greater Glasgow and Clyde and will be used for the purpose of processing your application and for statistical and audit purposes. NHS Greater Glasgow and Clyde will process the information for the stated purposes in regards your application for employment. If your application is unsuccessful your information will be retained securely for 12 months from the completion of the recruitment process and then confidentially destroyed.

How to Apply

The NHS Greater Glasgow and Clyde Recruitment Team will coordinate all candidate communications, including confirmation of receipt of applications and the scheduling of each stage of the recruitment and selection process.

Applications must be submitted via the NHS Scotland Careers Portal. Please note that CVs are not accepted as part of this recruitment process.

Applicants are strongly encouraged to review the Job Description and Person Specification carefully prior to submitting an application.

Application Requirements

To apply for the post of Board Secretary please ensure that your application includes:

- Details of two referees, one of whom must be your current or most recent employer. Referees will not be contacted without your prior consent.
- Completion of the Equal Opportunities Monitoring Section of the application form. This information is held separately and will not be made available to those involved in shortlisting or interviewing.

If you have any queries regarding the recruitment and selection process, please contact:

Heather Silvester, Recruitment Services Manager, NHS Greater Glasgow and Clyde, Telephone: 07305 542501. Email: heather.silvester@nhs.scot

All applications will be acknowledged and treated in the strictest confidence

About NHS Greater Glasgow and Clyde

Greater Glasgow Health Board (“the Board”) was established on 1 April 1974, under the National Health Service (Scotland) Act 1972, with responsibility for providing health care services for the residents of Greater Glasgow. On 1 April 2006 the area covered by the Board was enlarged to include the Clyde area of the former Argyll and Clyde Health Board. NHSGGC serves a population of approximately 1.3m. The Board also provides a wide range of regional West of Scotland Services and National services. The image below shows the geographical area covered by the Board.



NHSGGC has a statutory duty to plan, commission, and deliver, healthcare for the residents of the local authority areas of Glasgow City, Inverclyde, Renfrewshire, East Dunbartonshire, East Renfrewshire and West Dunbartonshire. In delivering this NHSGGC works with the Scottish Government, our 6 Integrated Joint Board (IJB) partners, community planning partnerships, other NHS bodies, and other organisations in the public sector such as local authorities, the police, and the fire and rescue service. This partnership approach supports the implementation and delivery of the strategies and plans of NHSGGC, our 6 IJB partners, and the Scottish Government.

Our six IJB partners are:

[Glasgow City Health and Social Care Partnership](#)

[Inverclyde Health and Social Care Partnership](#)

[Renfrewshire Health and Social Care Partnership](#)

[East Dunbartonshire Health and Social Care Partnership](#)

[East Renfrewshire Health and Social Care Partnership](#)
[West Dunbartonshire Health and Social Care Partnership](#)

The overall purpose of the Board is to protect and improve population health and wellbeing whilst providing safe, accessible, affordable, integrated, person centred and high quality health services. To realise the overall purpose, the Board has developed a suite of values (based on those of NHS Scotland), aims and corporate objectives described as the [Corporate Statements](#). In addition, Annual Operating Priorities are created in line with the Corporate Objectives and the Annual Delivery Plan which is submitted to the Scottish Government.

NHSGGC works to the 4 NHS Scotland key values:

Care and compassion

Dignity and respect

Openness, honesty and responsibility

Quality and teamwork

With these values at the forefront, the Board aims to improve health and individual care, whilst also reducing the cost of delivering healthcare. It is important that in doing so, the Board also creates a great place to work for all staff.

The Board has 4 corporate aims which each align to a set of corporate objectives:



Each of these corporate aims is underpinned by the following corporate objectives:

Better Health

To reduce the burden of disease on the population through health improvement programmes that deliver a measurable shift to prevention rather than treatment.

To reduce health inequalities through advocacy and community planning.

To reduce the premature mortality rate of the population and the variance in this between communities.

To ensure the best start for children with a focus on developing good health and

wellbeing in their early years.

To promote and support good mental health and wellbeing at all ages.

Better Care

To provide a safe environment and appropriate working practices that minimise the risk of injury or harm to our patients and our people.

To ensure services are timely and accessible to all parts of the community we serve.

To deliver person centred care through a partnership approach built on respect, compassion and shared decision making.

To continuously improve the quality of care, engaging with our patients and our people to ensure healthcare services meet their needs.

To shift the reliance on hospital care towards proactive and co-ordinated care and support in the community.

Better Value

To ensure effective financial planning across the healthcare system that supports financial sustainability and balanced budgets.

To reduce cost variation, improve productivity and eliminate waste through a robust system of efficiency savings management.

To exploit the potential for research, digital technology and innovation to reform service delivery and reduce costs.

To utilise and improve our capital assets to support the reform of healthcare.

Better Workplace

To ensure our people are treated fairly and consistently, with dignity and respect, and work in an environment where diversity is valued.

To ensure our people are well informed.

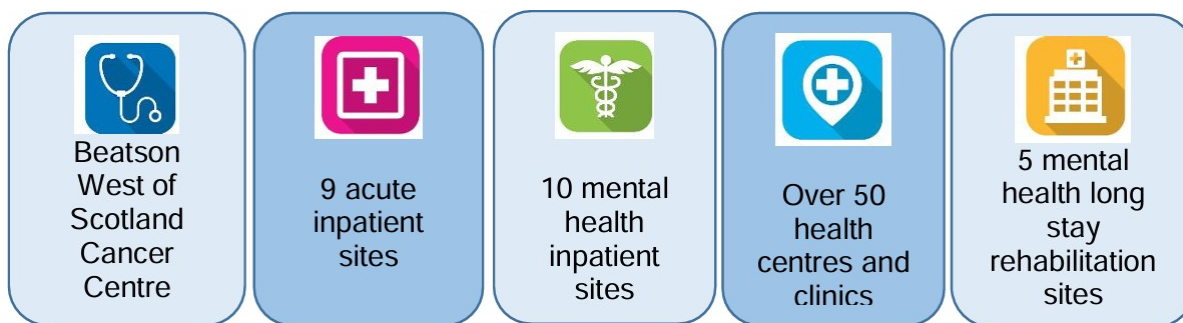
To ensure our people are appropriately trained and developed.

To ensure our people are involved in decisions that affect them.

To promote the health and wellbeing of our people.

To provide a continuously improving and safe working environment.

The Board provides services through approximately 6,000 beds across:



The Board monitors its performance against a range of quality and performance measures and submits performance information to the Scottish Government and other bodies throughout the year. You can find up-to-date information on health matters via the [Public Health Scotland](#) website.

There are 6 teaching hospital sites with additional teaching and research facilities for Medical, Nursing and Allied Health Professionals across Acute Services, which have responsibility for ensuring effective partnerships with 4 universities and local colleges who play a vital role in the education and training of all our health care professionals:

- [University of Glasgow](#)
- [Glasgow Caledonian University](#)
- [University of Strathclyde](#)
- [The University of the West of Scotland](#)

In addition we are supported by our Board wide Corporate Service’s directorates including Public Health, Estates and Facilities, eHealth, as well as corporate teams in Finance, Planning and Human Resources and Organisational Development and other specialist services.

We are committed to delivering high quality, innovative health and social care that is person-centred. Our ambition is to be a quality-driven organisation that cares about people - patients, their relatives and carers and our staff - and is focused on achieving a healthier life for all.

When you work with NHSGGC, you will have access to an attractive benefits package with training and support to expand your skills and progress your career. For roles which demand it, we also offer pay enhancements on top of your basic salary for out-of-hours, shift and overtime working.

We also offer comprehensive maternity, paternity and adoption leave schemes with benefits in excess of the statutory schemes.

We recognise that many employees have caring responsibilities outside of work and that from time to time, emergency leave may be required.

We offer a number of schemes to help staff combine work and home life. Colleagues within NHSGGC are currently taking advantage of a large range of flexible working opportunities, including part-time working, job sharing, compressed hours, unpaid employment breaks and flexible working.

Visit the NHSGGC [Staff Benefits](#) website for more information on what is on offer, including:

- | | |
|---------------------------------------------------|---------------------------------|
| Annual leave | Gym membership |
| Continuing professional development opportunities | Pensions |
| Flexible working | Cycle to Work scheme |
| High street discounts | Library network |
| Personal qualifications | Staff flu vaccination programme |
| Staff bursary scheme | Employee assistance |
| Travel to work assistance | Volunteering |
| NHS Credit Union | Career Ambassador |

Useful publications

The following publications and websites will provide an overview of the current priorities, strategies and Board members.

NHSGGC Board

[Meet the Board](#)

[NHSGGC Board Meeting Agendas, Papers & Minutes](#)

NHSGGC Strategies

[Workforce Strategy 2025-2030](#)

[Quality Strategy 2024-2029](#)

[Stakeholder Communications and Engagement Strategy 2024-2027](#)

[Public Health Strategy 2018-2028](#)

[Digital Health & Care Strategy – Digital on Demand 2023-2028](#)

[Equalities Strategy: A Fairer NHSGGC 2020-2024](#)

[Transforming Together](#)

NHSGGC Finance

[Annual Report and Consolidated Account for year ended 31 March 2025](#)

About Greater Glasgow and Clyde

[Living and working in Greater Glasgow and Clyde](#)

