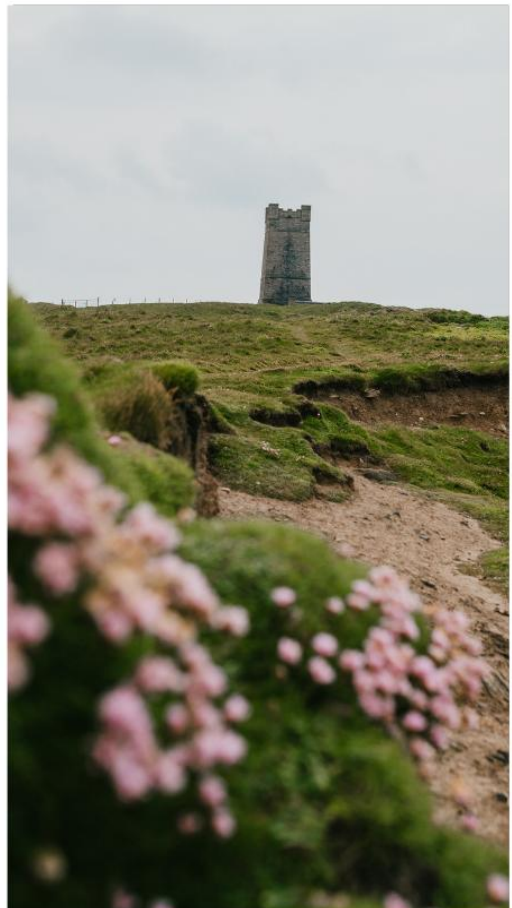


# Join us

## Head of Infection Prevention



Where  
compassion  
meets  
adventure



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## Welcome from James Goodyear, Interim Chief Executive

Thank you for your interest in this exciting position.

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



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

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

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

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

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

Our five strategic objectives, are:

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

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

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

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

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

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

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

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

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

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

**James Goodyear**

**Interim Chief Executive**

**NHS Orkney**





## Job Advert



### **About the Organisation:**

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

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

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

### **About Orkney:**

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

### **The Position:**

NHS Orkney is seeking an exceptional leader to deliver a robust Infection Prevention & Control service that safeguards patients, staff, and visitors across our healthcare system. As the Board's designated Infection Control Manager, you will hold overarching responsibility for infection prevention, medical device decontamination, and organisational cleaning standards.

This senior role provides strategic leadership on Healthcare Associated Infection, ensuring best practice is embedded throughout the organisation and aligned with national policy and regulatory requirements. You will lead the development and delivery of the Board's IPC workplan, oversee outbreak management, and act as the principal clinical advisor on all matters relating to infection prevention and control.

Working closely with the Consultant Microbiologist, Estates and Facilities teams, and external partners, you will ensure NHS Orkney maintains high standards of safety, compliance, and performance. You will also manage the Infection Prevention Service and contribute to Board-level reporting and assurance processes.

### **The Candidate:**

The successful candidate will be a first-level Registered Nurse with current NMC registration, educated to master's level, and ideally holding a post-registration qualification in infection prevention and control. They will bring significant recent NHS experience, including experience in a senior nursing role, alongside proven project management capability, experience in policy and service development, quality improvement methodologies, and strong financial awareness.

They will demonstrate strategic thinking, a thorough working knowledge of infection prevention, and a track record of publications or professional presentations. Essential skills include effective management and leadership, the ability to deliver sustainable change, excellent communication and interpersonal skills, strong negotiation abilities, and competence in team-based and partnership working, supported by sound digital literacy.

Personally, the post holder will show a strong commitment to public health and infection prevention, the ability to prioritise in a rapidly changing environment, pragmatic leadership, independence with collaborative capability, and dedication to ongoing professional development.

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

This post will be based at **The Balfour**

The successful candidate will work: **Full Time 36 hours per week**

This post is **Permanent**

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

### **Benefits and Salary:**

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

The salary for this post is **Band 8b** and if residing on Orkney, you'll also receive a **Distant Islands Allowance of £1,719** pro rata per annum, adding extra value to your rewarding career with us.

### **Further Information:**

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

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

**To find out more about this opportunity please contact Samantha Thomas, Executive Director of Nursing, Midwifery, Allied Health Professions & Chief Officer Acute Services on [samantha.thomas2@nhs.scot](mailto:samantha.thomas2@nhs.scot) or Sarah Walker, Head of Infection Prevention by email on [sarah.walker@nhs.scot](mailto:sarah.walker@nhs.scot)**

This post is subject to a Disclosure Scotland check.

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

**Artificial Intelligence (AI)** - Candidates should provide original and authentic responses to all questions within the application form. The use of artificial intelligence (AI), automated tools, or other third-party assistance to generate, draft, or significantly modify responses is strongly discouraged. By submitting your application, you confirm that all answers are your own work, reflect your personal knowledge, skills and experience, and have not been solely produced or altered by AI or similar technologies.

**Failure to comply with this requirement may result in your application being withdrawn from the application process.**

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

***This post is eligible for relocation assistance of up to £8,000 dependant on candidate eligibility***

**Interviews will be held in person at The Balfour Thursday 25<sup>th</sup> of June 2026**

# Job Description

1. JOB DETAILS	
<b>JOB TITLE</b>	Head of Infection Prevention
<b>SERVICE</b>	NHS Orkney
<b>DEPARTMENT</b>	Infection Prevention
<b>GRADE</b>	Band 8b
<b>LOCATION</b>	The Balfour
<b>REPORTING TO</b>	Director of Nursing Midwifery, AHP's & Chief Officer Acute

## 2. JOB PURPOSE

To deliver a robust prevention and control of infection service across NHS Orkney that minimises the risk of infection to patients, visitors, and staff.

The post holder:

1. Is the designated Lead and will have overall responsibility for the management processes and risk assessment related to the prevention and control of infection, medical devices decontamination and management and cleaning services. This post will fulfil the role of the designated Infection Control Manager required under NHS Scotland Infection prevention and Control (IPC) roles and responsibilities, including IPC team and specialist IPC role descriptors (Department Letter (2024) 11), which has superseded Health Department Letter (2001)10 and Health Department Letter (2005) 8 and reinforced by Chief Nursing Officer letter in 2016.
2. Will provide strategic leadership in matters related to Healthcare Associated Infection across NHS Orkney and will have overall responsibility for creating a positive culture of effective practice to ensure that infection prevention and control is embedded in staff practice and the organisation.
3. Is required to be an expert practitioner and will lead and oversee the Boards compliance with contribution to the local and national developments in HA Healthcare Associated Infection I Policy and guidance.
4. Will co-ordinate, develop and ensure delivery of the Infection Prevention and Control workplan as agreed by the Healthcare Associated Infection Executive lead.
5. Lead and manage the organisation response to Healthcare Associated Infection Outbreak from identification to oversight and management of the incident.
6. Represent or provide expert advice to the Nurse Director on matters related to the prevention & control of infection in the operational delivery of care.
7. Will be responsible for ensuring adherence to the requirements of the Scottish Government Health Department and other specialist agencies, such as NHS Healthcare Improvement Scotland. This includes working with relevant agencies including the local authority to facilitate improved infection prevention practice.

8. Works with and liaises with the Consultant Microbiologist/ Infection Control Doctor as per service level agreement with NHS Grampian.
9. Will participate in the Board performance management process providing reportable detail, exception reporting and leading the discussion to ensure the IPC strategic aims and goals filter through all levels and is measured, reported and addressed through Healthcare Associated Infection Reporting Template
10. Will directly manage NHS Orkney Infection Prevention Service.
11. To support the Central Decontamination Unit with clinical advice related to infection prevention & control.
12. To liaise with the Estates and Facilities Leads, to offer clinical support into IPC risks related to the healthcare-built environment, in collaboration with other stakeholders.

### 3. DIMENSIONS

It is a key dimension of the post that the remit covers all areas of NHS Orkney responsibility, specifically all primary and secondary care, as well as with all partners in healthcare delivery.

The relational dimensions of the post are wide. The post holder will engage with a diverse range of local and national agencies within and out with the NHS. Key local relationships will be with the Acute Services, Primary and Community Services including independent contractors undertaking NHS work, Community Health & Care Partnership, Mental Health Services, and the Public Health Department. National agencies include the Scottish Government Health Department, NHS Healthcare Improvement Scotland, Antimicrobial Resistance and Healthcare Associated Infection (ARHAI) Scotland, NHS Education Scotland, and Health Facilities Scotland.

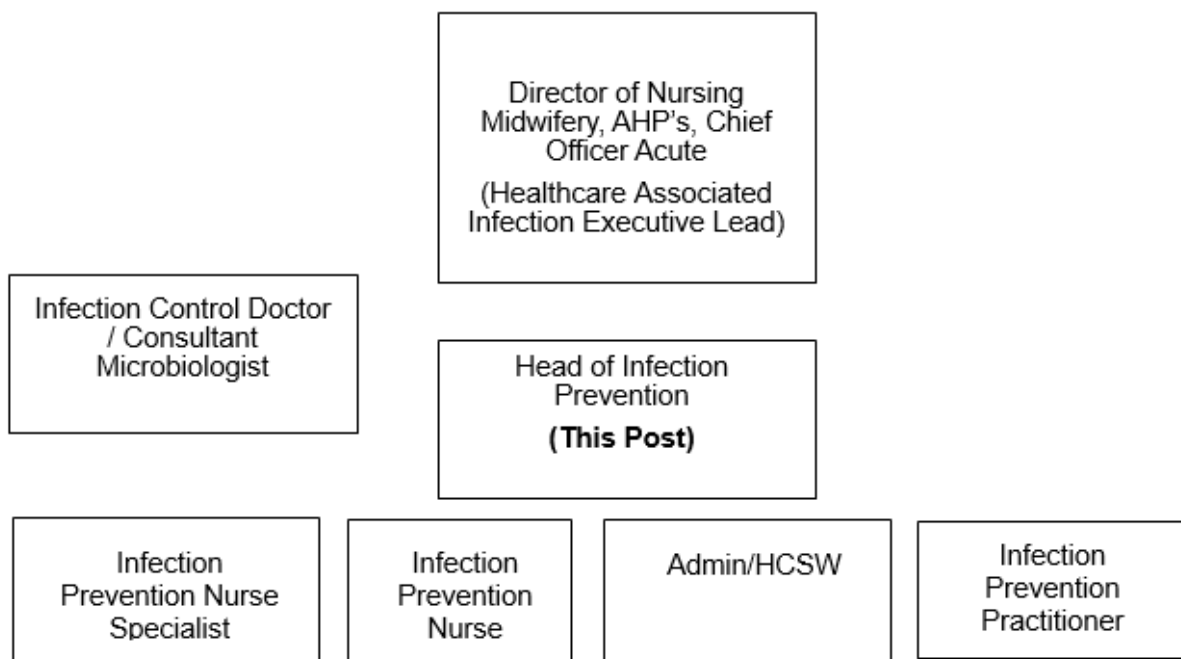
This post will provide the key point of contact and liaison between the Scottish Government, ARHAI Scotland, and NHS Orkney.

#### **This post is responsible for:**

- The day-to-day line management of the Infection Prevention & Control Team (IPCT).
- Responsible for the Infection Prevention Service budget, maintaining balance of finances and to include any cost savings where appropriate.
- Ensuring effective relationships with the Laboratory Manager, Consultant in Public Health and the Infection Control Doctor and other stakeholders
- Leading and co-ordinating the prevention and control of infection service across NHS Orkney ensuring compliance with relevant Health Department Letter's and standards.
- Providing leadership to ensure the delivery of NHS Orkney Infection Control Annual Programme and production of the Healthcare Associated Infection Annual Report
- Working independently and will have the autonomy to make decisions that directly influence the management and direction of all aspects of the prevention and control of infection, within the scope of role and professional accountability.
- Ensuring relevant infection control policies and guidance relevant to decontamination and cleaning services are in place, and processes exist for implementation.
- Providing strategic leadership to staff and directly manage the Infection Prevention Service.

- Producing local /external reports including the Healthcare Associated Infection Reporting Template (HAIRT) and nationally formulated Healthcare infection incidents and outbreaks using the Reporting Tool (HIIORT) to ARHAI Scotland and Scottish Government Policy Unit, action plans for submission on a regular basis.
- Ensuring NHS Orkney is prepared and operating to appropriate standards to meet the criteria set by the Infection Prevention and Control Standards 2022, the Healthcare Environment Inspectorate and Healthcare Associated Infection Policy Unit at Scottish Government.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

The Infection Prevention Service provides comprehensive infection prevention service across NHS Orkney, ensuring the risk of infection to patients, visitors and staff is minimised. This includes:

- Developing and maintaining strategies for the prevention and control of healthcare associated infection in line with National requirements. Complying with national infection prevention and control standards.
- Identify and investigate outbreaks or incidents of infection, advising on corrective actions and monitoring to ensure that the incident or outbreak is effectively resolved and appropriately reviewed to inform improved or future practice.
- Surveillance of healthcare associated and other notifiable or reportable infections.
- Development of strategic and operational policy/guidance.
- To identify, manage and escalate Healthcare Associated Infection related risk through the recognised organisational structures for Health and Social Care settings.
- Facilitate the provision of education on the prevention of infection for all staff.

- Offer and provide advice to other professionals on best practice in the management of patients and/or clients, relating to the prevention and control of infection. The team provide programmed and reactive support, education, advice and guidance to staff and others on how to manage outbreak situations, and how to prevent the spread of infection by good infection control practice.
- To co-ordinate the prevention and control of Infection service throughout NHS Orkney.
- To challenge non-compliance with local and national protocols and guidance.

## **6. KEY RESULT AREAS**

### **STRATEGIC**

To work in close collaboration with, and under the management of, the Executive Lead for Healthcare Associated Infection, taking decisions that influence the prevention and management of healthcare associated infection across NHS Orkney.

Lead and co-ordinate the infection prevention & control service in NHS Orkney ensure adherence to Department Letters/Chief Nursing Officer letters and standards.

Plan, implement and measure against the NHS Orkney Infection Prevention Plan of Work, aligned to the National Strategic Plan, directives, and priorities from the Healthcare Associated Infection Policy Unit. Antimicrobial Resistance and Healthcare Associated Infection (ARHAI) Scotland and production of the Healthcare Associated Infection reporting Template bi-monthly and annual report to the Board.

Develop and maintain relationships with a range of local and national agencies, such as Public Health Department, Primary and Secondary Care, Local Authority, Antimicrobial Resistance Healthcare Associated Infections Scotland, National Education Scotland and Healthcare Improvement Scotland.

Ensure that the Annual Delivery Plan is aligned to the Board priorities, measuring progress.

Assist the Executive Director for Healthcare Associated Infection to meet the Infection Prevention Workforce Strategic Plan.

Lead the annual Infection Prevention Service audit programme, to ensure all areas of NHS Orkney are included and audited on a regular basis.

Lead on the preparation and completion of national self-assessments and scrutiny, such as Healthcare Environment Inspections.

Provide strategic leadership and management to the Infection Prevention Team ensuring the development of a robust infection prevention & control service and providing support, direction and development of Infection Prevention staff in NHS Orkney, linking with NHS Grampian as appropriate.

Provide strategic leadership to the Infection Prevention Service, including improvement work.

Produce external reports and action plans for submission where required.

Establish and maintain effective working relationships with all Executive Directors, Clinical Teams, and other key stakeholders.

Ensure the organisation is prepared and operating to appropriate standards to meet the criteria within the Healthcare Improvement Scotland Infection Prevention & Control Standards.

Liaise and seek advice and guidance from the Consultant Microbiologist/Infection Control Doctor in relation to HAI medical management and IP&C aspects of the built environment.

Lead on the IP service workforce planning, training and development, recruitment, and retention of staff.

### **STANDARDS**

To act as a specialist resource on infection prevention and control issues as a first line of contact for staff or via targeted Committees, e.g. Water Safety Group.

As member of NHS Orkney Infection Control Committee, ensure relevant strategic and operational policies and guidance on the prevention and control of infection, as part of a collaborative organisational approach. This includes support for the antimicrobial stewardship agenda and ensuring support for clinical infection prevention and control implications for decontamination and cleaning services as relevant to their scope of work.

### **SURVEILLANCE AND MONITORING**

To provide expert advice and support in the investigation and management of incidents and outbreaks of healthcare associated infection

To initiate the monitoring and surveillance of infection trends and promote and undertake audit and research.

The infection prevention role requires a robust evidence base for undertaking everyday work, through national networking, literature reviews, deeper analysis of practice. The post also leads on research for improvement, particularly within the built environment and leads on local work and participates in any national work.

### **EDUCATION AND TRAINING**

Advise on the infection prevention & control educational strategy for all health and social care staff and ensure delivery of this, including evaluation e.g. Medical, (Primary and Secondary care), Nursing, Allied Health Professionals, non-clinical staff, social care staff. Education delivery is ongoing at every opportunity and touch point in the organisation (daily basis, ad hoc and formally).

Ensuring, in collaboration with other key stakeholders, that NHS staff, and the wider community care service have appropriate infection prevention knowledge and skill and access to educational packages.

To mentor infection prevention nurses undertaking specialist practitioner education

### **RELATIONSHIPS AND COMMUNICATION**

Have the highest level of interpersonal and communication skills including strengths in persuasion, motivation, negotiation, and empathy.

Attend relevant meetings and committees locally and nationally.

Produce written reports.

### **CLINICAL SUPPORT FOR DECONTAMINATION**

As clinical support for decontamination for NHS Orkney in partnership with Central Decontamination Unit Manager and Head of Estates to:

Ensure the dissemination of information and guidance in relation to decontamination processes for the use of patient care equipment.

Provide specialist infection prevention and control knowledge in relation to decontamination and liaise with national agencies where their specialist knowledge is required.

Provide clinical support to decontamination auditors in relation to accreditation for decontamination of medical devices.

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

Regular use of mobile telephone

Use of scanner, printer, photocopier

Car driver

### **7b. SYSTEMS**

The post holder is expected to use computer software regularly for routine work activities and in the preparation of advice, reports, guidance, and other documents. This includes:

Microsoft Office 0365, Microsoft teams and any laboratory systems for surveillance.

MS Teams/video conferencing.

TakCare and Sci store through TrakCare

C-Cube

National and Local database systems

Audit and surveillance tools.

Turas appraisal system

SSTS/Optima and SafeCare

Advanced use of PowerPoint for presentations

Advanced use of the internet

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

Work is generating both locally and nationally. The post responds to nationally driven standards, deadlines and any horizon scanning that may impact on local systems, such as, pandemic preparedness/future planning, nationally driven initiatives, High Consequence Infectious Disease preparedness.

This post reports to the Healthcare Associated Infection Executive Lead and is the route of escalation, and in conjunction with Infection Prevention and Control Committee.

The post holder reports on a bi-monthly basis to the Board through the locally adapted Healthcare Associated Infection Reporting Template, which is a mandatory requirement from Scottish Government Healthcare Associated Infection Policy Unit, utilising a local adaptation to the national tool.

This post also sends outbreak reports as and when required to Antimicrobial Resistance and Healthcare Associated Infection (Scotland)

## **9. DECISIONS AND JUDGEMENTS**

The post holder:

As appropriate, represent the Director of Nursing & Midwifery in relation to matters related to the control and prevention of infection.

Will work independently and make decisions that directly influence the management and direction of all aspects of the prevention and control of infection.

Anticipate problems, changing needs and emerging issues, identifying, and initiating actions to resolve the situation.

Is managed by the Healthcare Associated Infection Executive Lead who will agree annual objectives.

Prioritise and organise own workload and that of the department to meet the ever-changing demands of the service and organisation at any time.

Analyse and risk assess and act upon technical and scientific information and provide advice on infection prevention and control.

Is governed by professional ethics, guidance issued by the Scottish Government, professional and expert bodies and the clinical governance framework

Will have a high degree of autonomy working within NHS Orkney strategic and operational framework.

Will independently liaise with relevant agencies, such as the Scottish Government Healthcare Associated Infection Policy Unit, NHS Education Scotland, Healthcare Improvement Scotland to ensure development of the prevention and control of infection service.

Liaise and take advice from the Consultant Microbiologist/Infection Control Doctor

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

Responding to high pressure situations such as the containment of outbreaks.

Responding to demands for advice, briefs, and reports within a short time frame by the Senior Management team, Antimicrobial Resistance and Healthcare Associated Infection Scotland, Scottish Government Healthcare Associated Infection Policy Unit and other external agencies.

Obtaining the co-operation of healthcare staff to comply with infection prevention and control policy and procedures.

Pressure of delivery of the national Healthcare Associated Infection Standards

To participate in delivering a cost-effective infection prevention and control service.

Dealing with the repercussions from both local and national media, any public enquiries, or other direct scrutiny as directed by government or other public bodies.

Emotional, mental, and physical challenges created by the diversity and unpredictability of workload.

## **10. COMMUNICATIONS AND RELATIONSHIPS**

A key function of the post is the ability to influence and persuade a wide range of people and groups through collaborative and partnership working, through developing relationships with senior colleagues within and out with the NHS at a regional and national level.

The post holder will demonstrate a wide range of skills including tact, sensitivity, and empathy to:

Understand and interpret and communicate complex information to a wide audience.

Give presentations to a variety of groups using a variety of methods.

Communicate at times in an antagonistic or highly emotive atmosphere.

Overcome barriers to understanding of issues related to the prevention and control of infection.

Membership of a variety of operational meetings and strategic assurance and governance meetings.

### **INTERNAL**

Communicate throughout the NHS Orkney Board using various methods, such as:

NHS Board

Nursing, Midwifery and Allied Health Professionals

Medical Directorate

Public Health Department

Finance Directorate

All Service Managers

Estates & Facilities Directorate

Head of Laboratory Services

Decontamination Service

Pharmacy department

Clinical Governance

Corporate Communications

Talent and Culture team

### **EXTERNAL**

Scottish Government Healthcare Associated Infection Policy Unit

Antimicrobial Resistance and Healthcare Associated Infection Scotland

NHS National Education Scotland (NES)

NHS Healthcare Improvement Scotland (HIS)

Integrated Joint Board (IJB) / Orkney Health and Care

3rd sector agencies

Other NHS Boards

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

### **PHYSICAL**

There is a requirement to sit in a restricted position for long periods for day-to-day work activity. Length of time sitting at the PC increases when compilation of reports is required and day to day communication via email.

Commute between base and outlying sites by car, plane or boat for medium periods if required.

### **MENTAL**

Frequent intense concentration on highly specialised issues and must be able to understand and interpret complex information, such as water results and validation results, ventilation validation reports etc.

To manage the Infection Prevention service, ensuring appropriate resources are in place to meet service demands.

Must analyse, interpret, compare, and make judgements on options which may be conflicting, or where the information is incomplete and then summarise and present information in a manner easily understood by the target audience which may include NHS and non-NHS staff at any level.

High level concentration is required frequently, analysing and interpreting data and communicating complex information.

The work pattern may be unpredictable, and the post holder must be able to respond to constantly changing and developing situations, maintaining accuracy.

Assess and continually improve Healthcare Associated Infection systems and practice to ensure best practice and service delivery.

Expected to meet tight deadlines at short notice set by internal and external stakeholders, such as Directors, committees, Antimicrobial Resistance and Healthcare Associated Infection Scotland and the Scottish Government Healthcare Associated Infection Unit.

Preparation for, chair and follow up on meetings, including production of detailed reports and briefings.

### **EMOTIONAL**

Required to make and be accountable for decisions which could directly impact the appropriate delivery of the Infection Prevention Service (level 2c).

Frequently working to tight timescales, controlled by external factors or agencies, including the production of last-minute briefings, such as responses/consultations.

Dealing with conflict between public / media perceptions and realistic expectations, usually related to outbreak management or Duty of Candour (level 2c).

Sometimes communicating in antagonistic situations to overcome barriers and reconciling conflicting view to achieve acceptance of proposals, e.g. reinforcing infection Prevention best practice with teams, outbreak management, changes in guidance, relocation of services (level 2a).

Frequently, addressing and supporting the emotional needs of staff when under stress e.g. personal issues, clinical pressures, and conflict situations, (level 2a).

Communicating and managing poor team or individual performance and being open about areas for improvement (level 2a)

#### **ENVIRONMENTAL**

Occasional exposure to unpleasant working conditions, this is usually in the form of verbal remarks or aggression from staff (level 2a)

This post is predominately office based, (level 2e), this environment is noisy with frequent interruption and distractions from colleagues.

Occasionally also supports clinical work where required, which can be staff and patient facing, undertaking patient and environmental audit surveillance of infections, and outbreak management (level 1)

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

#### **EDUCATION**

First level Registered Nurse (current registration with NMC)

Educated to master's degree level.

Post registration clinical qualification in infection prevention & control – desirable.

#### **EXPERIENCE**

Significant post graduate experience working in the NHS within the last 3 years.

Relevant experience as a senior nurse.

Experience in project management.

Publications, conference / seminar presentation experience

Evidence of an ability to think strategically.

Evidence of directing policy, and service development

Financial awareness and budget management

Thorough working knowledge of infection prevention.

Experience of quality improvement methodologies.

#### **SKILLS**

Demonstrate management and leadership skills.

Proven leadership in introducing and implementing sustainable change.

Experience and ability to lead and work in a team environment which encourages flexibility, inclusion and partnership working.

Excellent oral and written communications skills, including high level reporting.

Excellent interpersonal skills with the ability to work with individuals from a range of backgrounds and disciplines.

Sensible negotiator with practical expectation of what can be achieved.

Computer literate

#### **PERSONAL QUALITIES**

Strong commitment to public health principles in particular prevention and control of infection  
Ability to prioritise work against a background of rapid change.  
Strong leadership qualities and pragmatic thinker  
Capable of functioning both independently and within a team  
Commitment to own personal development.  
Car Driver

**KNOWLEDGE**

Detailed knowledge of the NHS and priorities of NHSScotland  
Detailed understanding of the healthcare issues related to control and prevention of infection.  
Understanding of the social and political environment

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

## Person Specification

**Job Title:** Head of Infection Prevention

**Department:** Infection Prevention

**Location:** The Balfour

FACTOR	ESSENTIAL	DESIRABLE
<b>EXPERIENCE</b>	<p>Significant post graduate experience working in the NHS within the last 3 years.</p> <p>Relevant experience as a senior nurse.</p> <p>Experience in project management.</p> <p>Publications, conference / seminar presentation experience</p> <p>Evidence of an ability to think strategically.</p> <p>Evidence of directing policy, and service development</p> <p>Financial awareness and budget management</p> <p>Thorough working knowledge of infection prevention.</p> <p>Experience of quality improvement methodologies.</p>	
<b>QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS</b>	<p>First level Registered Nurse (current registration with NMC)</p> <p>Educated to master's degree level.</p>	<p>Post registration clinical qualification in infection prevention &amp; control –</p>
<b>KNOWLEDGE AND SKILLS</b>	<p>Demonstrate management and leadership skills.</p> <p>Proven leadership in introducing and implementing sustainable change.</p> <p>Experience and ability to lead and work in a team environment which encourages</p>	

	<p>flexibility, inclusion and partnership working.</p> <p>Excellent oral and written communications skills, including high level reporting.</p> <p>Excellent interpersonal skills with the ability to work with individuals from a range of backgrounds and disciplines.</p> <p>Sensible negotiator with practical expectation of what can be achieved.</p> <p>Computer literate</p> <p>Detailed knowledge of the NHS and priorities of NHSScotland</p> <p>Detailed understanding of the healthcare issues related to control and prevention of infection.</p> <p>Understanding of the social and political environment</p>	
<p><b>DISPOSITION</b></p>	<p>Strong commitment to public health principles in particular prevention and control of infection</p> <p>Ability to prioritise work against a background of rapid change.</p> <p>Strong leadership qualities and pragmatic thinker</p> <p>Capable of functioning both independently and within a team</p> <p>Commitment to own personal development.</p> <p>Car Driver</p>	

## Introduction to Orkney and NHS Orkney



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

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

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

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



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

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

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



## Recruitment Process

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

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

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

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

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

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

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

Our selection process will consist of the following assessments:

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

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

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

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

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

## Equality and Diversity

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