



## **JOB SUMMARY - Scottish GDP Future Leadership Fellows (SGDPFLFs)**

### **Overview of Scheme**

We are delighted to offer an exciting and unique opportunity for 2 Dentists to develop their leadership skills at a strategic level. This will involve learning with other healthcare professionals, led by NHS Education for Scotland, to explore all aspects of leadership. The programme will also involve the delivery of a project aligned to Scottish Government's Oral Health Improvement Plan in conjunction with spending a proportion of time with supporting host organisations.

### **Who is the scheme open to?**

- The scheme will be open to General Dental Practitioners, currently working in NHS General Dental Practice in Scotland wishing to expand their knowledge, experience, and future career potential. The Dentists must have an excellent working knowledge of NHS dental services having had a minimum of 5 years post VT experience in NHS General Dental Practice in Scotland. Applicants will negotiate their arrangements to take time out of their current clinical practice commitment to undertake the Fellowship. The post is part-time (2.5 days /0.5 WTE) with a short-term contractual arrangement for a 12-month period (August 21-July 2022)

### **What will the scheme offer you?**

- Most importantly this is a chance to develop your leadership skills and raise the profile of the profession.
- You will get a fantastic opportunity to lead on a project, work with teams across the profession, learn about and understand the sector from different perspectives and remits
- Opportunity to influence national initiatives to contribute to aspects of a modern Dentistry and healthcare related services.
- You will also be joining a network of other fellows from both the Scottish and English Schemes with a chance to build a professional network for the future, starting with a joint induction programme in London in September 2021
- The part-time nature of the post will allow you to continue to develop your current skills in practice, whilst undertaking a tailored programme of experience and development
- You will also be given the opportunity to be supported within national leadership training and mentorship programmes.



### **Who would you report to?**

- The Chief Dental Officer will have oversight on progress indirectly through updates from the NES and the host organisations.
- The Host organisations will provide lead individuals to direct and support the participant during their time within their organisation
- NHS Education Dental Directorate will provide general support and mentorship for the participants

### **Where will you be based?**

- You will be based in a NES office or postgraduate centre in Scotland (to be negotiated in relation to your home base) as well as sites related to the Host organisation. There is also likely to be ad hoc travel required when attending meetings, which might also include some travel across Scotland and the UK.

## **Scottish Government**

### **Context**

This is the second year of the Scottish Chief Dental Officer's GDP Future Leadership Fellows Scheme. It has proved to be an excellent opportunity enabling General Dental Practitioners to gain knowledge, skills and experience that will help them to look towards leading their profession into the future in Scotland.

This opportunity has been driven by The Oral Health Improvement Plan which states that:

'It is important that GDPs are able to undertake more strategic leadership roles for the profession with NHS Boards and will require on-going training and skills to allow this to happen'

This dental cohort will provide a unique opportunity for the appointment of two GDS dentists (these posts) to spend a 12month secondment working with the support of Scottish Government and NHS Scotland leaders, as well as other senior stakeholders. There will be opportunity to observe leadership at a strategic level, to be involved in aspects of the Oral Health Improvement Plan and gain a wider overall view of dentistry in Scotland.

It offers a unique opportunity and experience to develop a range of personal transferable skills in leadership, management, strategy, project management and health policy.



As detailed in the Scottish Government Oral Health improvement plan there are several commitments linked to service redesign and improvement, much of which requires a robust and highly skilled Dental workforce. The intention of this initiative is to increase that capacity.

### **Our offer to you**

These two Scottish posts will take forward some of the key priority activities detailed within the new Scottish Government Oral Health Improvement Plan (OHIP)2018. These posts will be linked to key strategic groups and organisations within NHS Scotland and the profession to receive guidance and review, and will focus on the following topics and other possible areas:

- A New Model of Care
- Quality Assurance and Improvement
- Improving information for patients

### **What support will be available to you?**

Internal support will be integral to the success of the Scottish GDPs Future Leadership Fellows – and will consist as follows:

1. NHS Education will facilitate, oversee, and deliver the education component of the Fellowship. The Dental Dean will be the Executive sponsor for NHS Education
2. A **Leadership mentor**— not necessarily from the same host organisation but focusing on the development of leadership and management skills. This may be a director of dentistry
3. **Project mentors** – whose focus will be the practicalities of delivering a project within the relevant Host organisation.
4. A **Supervisor from the National Leadership Unit** - providing closer generic support, advice and coaching



5. **Peers** both in and with experience of the programme within Scotland – Scottish Dental Clinical Leadership Fellows (SPCLFs)

### **Key areas of responsibility**

Throughout the 12 months, the Scottish Dental Leadership Fellows will contribute creatively to the key high-profile areas identified by the Scottish Government and Host organisations, to deliver a report on the work achieved in the specific projects while forming a network to develop their own personal leadership and management capabilities. They will actively engage with their assigned mentors to develop a tailored programme of objectives and to plan and undertake a project that supports these objectives.

### **Evaluation**

Whilst there will be no formal assessment of the Scottish GDP Future Leadership Fellows there is an expectation that they will be highly motivated to achieve tangible outcomes that will enhance their personal portfolios and make a meaningful contribution to NHS Scotland on behalf of the SG and ultimately to the profession and health care delivery for the benefit of patients. The Scottish Dental Clinical Leadership Fellows will also be expected to ensure well-evidenced and robust processes are in place to document their achievement.

### **Key links**

- NES Dental– Scottish Dental Clinical Leadership Fellows
- Scottish Government
- BDA
- DPAs
- Healthcare improvement Scotland
- Territorial Boards and Directors of Dentistry
- Faculty of Medical Leadership and Management
- The Faculty of GDPs
- Defence Organisations

### **How do I apply?**

Candidates may apply during the recruitment period from 8<sup>th</sup> – 18<sup>th</sup> March 2021. Shortlisted candidates will be invited to interview, via MS Teams, on 15<sup>th</sup> April 2021. Successful



applicants will be appointed to commence their fellowship role for 12 months from August 2021.



Applications close on 18th March 2021

For further information on this post please contact [Irene.Black@nhs.scot](mailto:Irene.Black@nhs.scot).

**If you have any queries or encounter any difficulties with your application, please contact [recruitment.hr@nes.scot.nhs.uk](mailto:recruitment.hr@nes.scot.nhs.uk).**



## General Dental Practice Leaders Fellowship 2021-2022 – Person Specification

**Essential Criteria** – these are attributes without which a candidate would not be able to undertake the full remit of the role. Applicants who do not clearly demonstrate in their application that they possess the essential requirements will normally be eliminated at the short-listing stage.

**Desirable Criteria** – these are attributes which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant **meets the essential criteria**.

**Means of Assessment** – please note that candidates invited for interview will be notified if there will be a requirement to undertake a test or presentation. These additional assessments may be used to judge one or more criteria within the factor.

Factors	Essential	Desirable	Means of Assessment
<b>Key Leadership Behaviours</b>	<ul style="list-style-type: none"> <li>• Collaborative</li> <li>• Adaptive</li> <li>• Engaged and engaging</li> <li>• Empowering</li> <li>• Inspiring</li> </ul>		Application & Interview
<b>Education and Professional Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Dentist registered with the GDC</li> <li>• BDS</li> <li>• 5 years post VT experience in NHS Scotland General Dental Services.</li> <li>• Currently working in GDS in Scotland</li> </ul>	<ul style="list-style-type: none"> <li>• MFDS</li> <li>• Additional related qualification or working towards other relevant activity.</li> </ul>	Application & Pre-Employment checks
<b>Experience/Training</b>	<ul style="list-style-type: none"> <li>• Experience of significant breadth and depth of clinical, managerial and leadership experience in services is essential, together with some insight of the Scottish policy context</li> <li>• Experience of service development/management of change at operational level.</li> <li>• Evidence of involvement in quality improvement work</li> <li>• Evidence of leadership skills e.g. in engaging, motivating and influencing others at senior levels</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of interest in/experience of coaching and mentoring</li> </ul>	Application & Interview

<p><b>Specific Skills and Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Evidence of leadership skills and ability to influence at all levels using self-management ability and analytical, prioritisation and judgement skills to influence services</li> <li>• Core management skills applied within NHS settings, negotiation, project management, facilitation, budget and relevant IT skills</li> <li>• Proven and demonstrable ability to function and support others within the context of a rapidly changing environment</li> <li>• The post holder must have the skills necessary to develop professional network of contacts and relationships with dental stakeholders</li> <li>• Ability to work in complex environments where the parameters of the job are not necessarily clearly defined</li> <li>• A good understanding of NHS and professional structures and processes</li> <li>• Highly developed written and verbal communication skills</li> <li>• Good problem solving and decision-making skills</li> <li>• Shows initiative, drive, and enthusiasm</li> <li>• Coping with pressure and managing uncertainty</li> </ul>		<p>Application &amp; Interview</p>
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# Leadership Behaviours

NHS Education for Scotland (NES) assesses and selects employees based on our leadership behaviours which are expected at all levels in the organisations. These leadership behaviours support the NES ways of working and NHS Scotland values.

These leadership behaviours describe how we work, and what is expected of everyone who works in NES. A number of methods may be used to assess these behaviours as part of our recruitment and selection processes. Our leadership behaviours are:





## CONDITIONS OF SERVICE

<b>TITLE:</b>	General Dental Practice Leaders Fellowship 2021-2022 (x2)	<b>LOCATION:</b>	Flexible (NHS Education for Scotland offices or Host organisation in Scotland)
<b>REPORTING TO:</b>	GDP Leaders Fellowship Lead in Host organisation and NES Dental Directorate		
<b>GRADE:</b>	Agenda for Change Band 8C	<b>SALARY SCALE:</b>	£72,079 to £77,683 pro-rata
<b>HOURS AND DAYS OF WORK:</b>	Part time – 0.5 WTE each (flexible).		
<b>JOB STATUS:</b>	Fixed term/ Secondment opportunity for up to 12months: August 2021- July 2022 <i>*SLA and Secondment only in the first instance for NHS Staff</i>	<b>NOTICE PERIOD:</b>	3 months
<b>ANNUAL HOLIDAYS:</b>	27 days rising to 29 days after 5 years service, rising to 33 days after 10 years service	<b>PUBLIC HOLIDAYS:</b>	8 local/ Public Holidays per annum
<b>REHABILITATION OF OFFENDERS CLASSIFICATION:</b>	The 'exemption' status of posts within NES may change in the future and all successful candidates should be aware that they may be asked to obtain a further Disclosure from Disclosure Scotland at a later date, should a post's status change, or if they are transferred or promoted into a post that is exempt.		

### SUPERANNUATION:

Please note under changes to workplace pension arrangements introduced by the UK Government, NHS Education for Scotland along with other employers requires to ensure all staff are automatically enrolled in a pension scheme. Consequently, all new starts from 1 October 2013 will be automatically enrolled into the NHS Superannuation Scheme (Scotland). Contributions are based on whole time pensionable earnings as set out in the table below;

Employee contribution rates 2020/2021		
Tier	Annual Pensionable Pay (Full Time Equivalent)	Contribution
1	Up to £18,936	5.2%
2	£18,937 to £23,228	5.8%
3	£23,229 to £28,891	7.3%
4	£28,892 to £56,266	9.5%
5	£56,267 to £79,801	12.7%
6	£79,802 to £117,960	13.7%
7	£117,961 and above	14.7%

Sessional workers who work more than 10 sessions per week under NHS condition may be unable to contribute further to the superannuation scheme.



## CONDITIONS OF SERVICE

*The conditions above are for information purposes only and may be subject to variation. They do not form the basis of a legal contract.*