



Principal Lead – Centre for Workforce Supply

About NES

NHS Education for Scotland (NES) is the national health board with statutory responsibilities to effect sustainable change through workforce development, education and training across the health and social care system in Scotland, while working at UK level with partner organisations.

We are the leader in educational design, delivery and quality assurance and provide wide-ranging support to workforce development. We are the official provider of workforce statistics for NHS Scotland and support national workforce planning. We design and develop digital technologies supporting innovation and transformation.

Our purpose is to drive change and improve the quality of care experienced by citizens across Scotland by ensuring that we have the right staff, with the right skills, in the right place, at the right time. NES is integral to improving outcomes for people and in ensuring a skilled and capable workforce underpins the design and delivery of services. As an organisation, we recognise the significant contribution we can make to improving population health, reducing inequalities and economic development.

1. The Centre for Workforce Supply

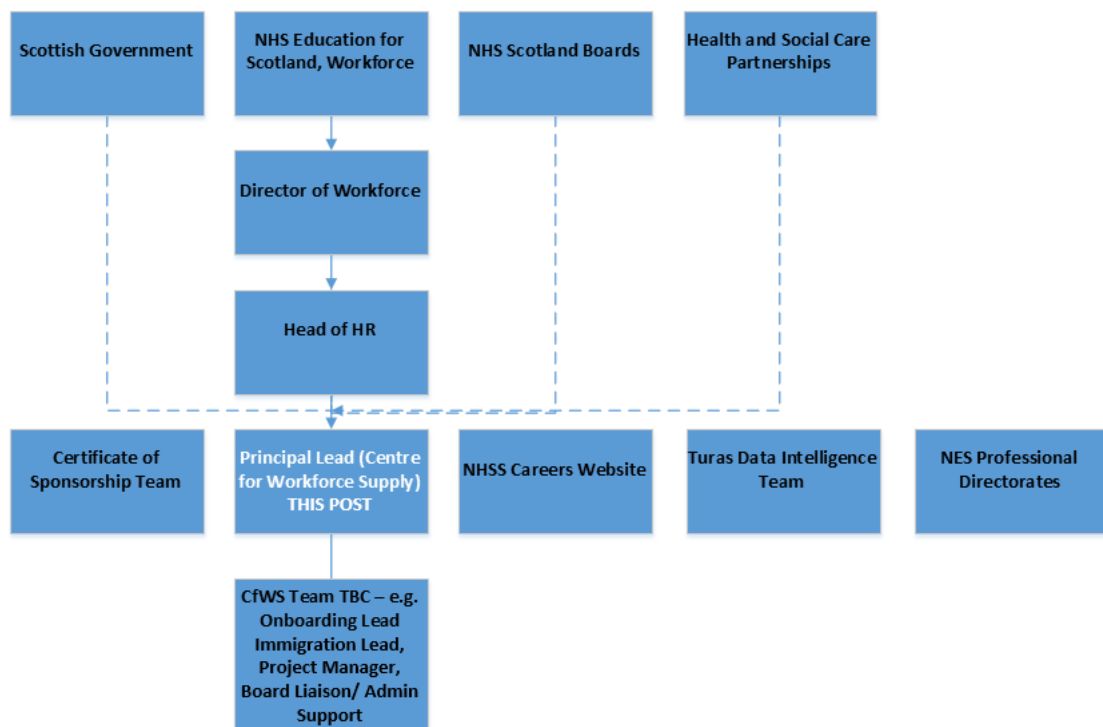
The Centre for Workforce Supply will more closely align some of the national workforce planning functions with new or strengthened functions to support recruitment solutions where increased training numbers or education alone will not deal with predicted short-to-medium term gaps in staffing. This will include a more systematic assessment of UK-wide and international labour market intelligence and opportunities brought through the pursuit of more proactive government to government arrangements for a more consistent workforce supply. The Centre will be driven by existing data in an effective way in order to determine how/where international recruitment, and other UK wide recruitment initiatives can contribute to national objectives.

The Centre is responsible for setting up mechanism/functions to take forward the coordination of recruitment campaigns nationally, whether for UK-wide or international recruitment. Pro-active campaigns will be co-ordinated by the Centre; assessing at each occasion the approach in order to optimise recruitment results as well as agreeing the role for individual Boards or a region and where national support from the Centre for Workforce Supply can be helpful, for instance, in terms of supporting marketing campaigns or the coordination third parties. Boards will manage the on-boarding of successful candidates locally but can seek specialist advice where required from the Centre for Workforce Supply.

The Centre for Workforce Supply will provide the following core functions:

- Labour market analysis using intelligence about workforce supply, to identify areas of medium-term service pressure. The scope of this would be building up on the totality of potential supply, including through training and education, school leavers, career changes, UK-wide and international recruitment.
- Using workforce planning intelligence from existing sources on forthcoming gaps to inform understanding of national and location-specific workforce requirements in NHS Scotland.
- Building relationships with UK government supporting a four nations approach on international training and recruitment schemes.
- Marketing and promotion of NHS Scotland at national and international events, and establishing contact with relevant international agencies; digital marketing and cultivating international links for NHS Health Boards.
- Support for international candidates, providing an interface with Health Boards and SG and the intended design will be to bridge gaps and augment existing service provision.
- Review the practicalities of managing MTI, IMTF, and other programmes, in compliance with recognised code of practice for ethical recruitment and provide central co-ordination of these posts in collaboration with the Royal Colleges.
- Review of regulatory framework around recruitment practice for consultants
- Development of Once for Scotland resources and toolkits.
- Review developments in Global Health Partnerships and associated initiatives and their potential implementation with NHS Scotland.

2. Organisation Chart



3. Job Role

This is a new post hosted by NHS Education for Scotland to lead the implementation of the newly created NHS Scotland Centre for Workforce Supply. The postholder will work closely with NHS Scotland Health Boards / Health and Social Care Partnerships (HSCP), the Scottish Government, Professional and Regulatory bodies and a range of other key stakeholders and influencers.

Leading the development and delivery of an NHS Scotland framework for international recruitment strategy, the role will focus on coordinating recruitment programmes to attract and successfully onboard candidates from outside of the UK to the NHS Scotland workforce and improve outcomes in regards current international recruitment activity and workforce supply.

In order to fulfil this remit, the postholder will need to establish themselves as a credible subject matter expert with expertise in the design and development of candidate marketing and engagement programmes which will attract global healthcare professionals into the NHS in Scotland, and with a robust knowledge and thorough understanding of immigration legislation. The postholder will develop proactive approaches to promoting NHS Scotland, for example at events and also by utilising online, social and professional networking sites to identify and source international candidates.

The postholder will provide an interface with Health Boards, Scottish Government, third party agencies and candidates to bridge any gaps and build a central point for coordination, becoming a recognised point of specialist advice and expertise that augments existing recruitment services in Boards, for example in relation to advice on complex immigration cases and on development of educational induction support for NHS Scotland.

The postholder will have an important role in building a strong Centre for Workforce Supply presence at a local, regional and national level. The Centre for Workforce Supply will be instrumental in coordinating, developing and executing activities to access international healthcare professionals to meet current and future vacancy activity. This will require connecting with workforce planning activity to identify opportunities where international recruitment, and other UK-wide recruitment initiatives, can contribute to national objectives. This will require labour market analysis into international trends affecting the global labour supply for healthcare professionals, building knowledge of potential countries to target for recruitment and communicating this intelligence across NHS Scotland Boards.

The postholder will be recognised as the driving force in developing functions that support Boards to ensure smooth and effective relocation and transition for international candidates offered employment within NHS Scotland Health Boards / HSCPs which will be a key priority of the role.

The Centre for Workforce Supply will support the key strategic themes of NES, developing educational infrastructure and building workforce capacity for service improvement across NHS Scotland, requiring the post holder to effectively manage change in order to deliver successful outcomes.

Key Tasks

Strategic focus and Leadership

- Develop strategies and policies which will have a positive impact on workforce supply by leading the coordination of agreed international recruitment programmes on behalf of NHS Scotland Health Boards / HSCPs. Ensuring that all international recruitment is ethical and complies with the Health and social care personnel - international recruitment: code of practice.
- Engage in the sharing of knowledge gained from organisations both public and private sector engaged in international recruitment programmes and transition of candidates into the Scotland / UK.
- The postholder, through the development of the Centre for Workforce Supply, will be a positive influencer of change for NHS Scotland through coordinating recruitment and on-boarding support services that attract high calibre international candidates and deliver the best possible candidate experience in their transition to working in NHS Scotland's Health Boards / HSCPs.
- Collate, devise and implement effective Once for Scotland resources that support NHS Boards/ HSCPs with international recruitment and onboarding activity, taking ownership of problems and contributing to strategies to resolve them.
- Provide expertise in developing a strong identity for NHS Scotland across international healthcare candidate markets striving to enhance the reputation of NHS Scotland in global health care systems, including the design of targeted multi-channel recruitment campaigns using innovative media technologies, traditional methods and professional networking sites/ at events.
- Undertaking labour market analysis to identify potential recruitment markets and channels for healthcare professionals, linked to workforce planning data at Board and national levels in order to inform strategic discussions (HRDs, SEND, SAMD, SG) on where to focus coordinated international recruitment activity.
- Represent the Centre for Workforce Supply on appropriate key national, regional and board level workforce groups, contributing to the development of international recruitment policy at all levels.
- Develop and deliver regular briefings in regards international recruitment policy and programmes to for example NHS Scotland's Human Resource Directors, Chief Executives, Medical, Nursing & Midwifery and Allied Health Professions Directors and the Scottish Government.
- Using knowledge of international recruitment and working with external and internal stakeholders, develop educational support that underpins successful onboarding for international candidates to NHS Scotland.
- Design and facilitate the implementation of improvement programmes that seek to advance NHS Scotland in the international recruitment area, this will require analysis of a range of complex situations which require the post holder to decide on the way forward where no precedent exists or options conflict.
- Providing professional advice and consultancy on a range of international recruitment and workforce supply issues including best practice, legislation, regulators, quality assurance and enhancement, methodology, evaluation and development.
- Working closely with NHS Health Boards/ HSCPs to support collation, presentation and marketing of local information for candidates/ agencies (e.g. as online content, brochures, social media) on accommodation, relocation policy, local Health Board/ HSCP sites, transport, local area, schools, community integration, local services (e.g. banking, shopping, eating out, doctors, dentists, leisure activities), careers support for family members, buddying arrangements.

- Develop relationships with Department of Health and Social Care to understand developments and status of government to government to ensure that NHS Scotland can optimise the recruitment potential for new recruitment markets.

Operational Project Management

- Lead, motivate, develop and inspire the Centre for Workforce Supply team, structure their activity and performance to deliver results in-line with the operational and project budgets, providing clear objectives and managing performance against these. The postholder will be a role model for the team in terms of delivery of high performance within the team and develops the ability in others to manage time effectively and responds positively and flexibly to differing workloads and priorities aligned to the unit.
- Manage the delivery of recruitment activity in a portfolio of countries and regions in order to meet recruitment performance objectives and targets. This portfolio will include current and emerging candidate markets. Establishing a programme of international recruitment campaigns and ongoing evaluation of effectiveness.
- Responsible for budget setting and monitoring for the services delivered. Responsible for scoping costs for individual recruitment programmes and allocation of costs across multiple NHS Scotland campaigns. Ensure campaign budgets are forecasted, tracked and managed in-line with NHS Scotland financial management processes.
- Facilitate, where appropriate to current/future demand for healthcare professionals, representation for NHS Scotland at appropriate recruitment fairs, healthcare conferences and exhibitions and other events both overseas and within the UK. This includes establishing a database of global health care conferences and establishing linkage with NHS Scotland staff scheduled to attend to provide contact points for any candidates identified from delegate networking. Representing NES, and at times NHS Scotland, at appropriate seminars and conferences and present papers as required.
- When required, coordinate and monitor, through relevant procurement processes, a network of international recruitment agency providers appointed to support access to 'hard to reach' international candidates.
- Through collaborative working with NHS Health Boards / HSCPs, other key stakeholders and influencers identify emerging risks to NHS Scotland's non-UK recruitment activity and formulate recommendations and plans to mitigate risk by ensuring appropriate breadth of international recruitment programmes is delivered within the resources available to the Centre for Workforce Supply.
- Advise on and manage risks and issues in regards international recruitment programmes.
- Responsible for ensuring that all NES corporate policies in relation to the operational aspects of business management such as risk management, financial procedures, procurement and contracting procedures, HR procedures and Health and Safety policies are consistently implemented for all activity.
- Accurate and regular monitoring and reporting on planned and actual spend against the budget allocation.
- Employ project management tools and identify risks to ensure successful management and development of workstream(s) and future initiatives, establishing project goals, timescales and a work plan which meet the requirements of NES and service delivery.
- Maintain and develop own professional knowledge and expertise in relation to areas of responsibility, maintain awareness of professional education, good practice and innovation through attendance at seminars, conferences, study days, networking and professional contacts.
- Set long-term planning objectives for Centre for Workforce Supply, these will have a national impact and should be reflected in the NES Strategic Workplan.

- Chair and coordinate steering group meetings with professionals at all levels to ensure progress and communication to all stakeholders.
- Plan and organise a broad range of complex activities and programmes, most of which are ongoing and involve the formulation and adjustment of plans or strategies.
- Ensure that all activity complies with current legislation and NHS and NES policies, undertaking or instigating appropriate remedial action where necessary.
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- Provide regular report/ briefing on efficacy of recruitment activity both domestic and International

Performance and Service Delivery

- Provision of high-quality market analysis based on quantitative and qualitative market intelligence for the countries / regions relevant to NHS healthcare professionals. This may be in relation to a range of priorities from support of overall international resourcing strategy to delivering against specific NHS Scotland / NHS Board / HSCP's international recruitment programmes.
- Work with highly complex data, facts and situations requiring analysis, interpretation and comparisons to make decisions on the most appropriate approach in regards international recruitment campaign activity or for an international candidate's circumstances.
- As a subject matter expert in international recruitment, mobility of healthcare professionals and immigration support NHS Scotland Health Boards / HSCPs in applying the legislative guidance in employing EEA / non-EEA nationals, the UK's Immigration points-based system, Shortage occupation list and any future changes to the UK's immigration system.
- Ensure all international recruitment campaigns and programmes comply with the Health and social care personnel - international recruitment: code of practice
- Deliver on reporting requirements as outlined in the Health and social care personnel - international recruitment: code of practice
- Support Boards in making arrangements to coordinate joint campaigns e.g, identifying a lead Board which would take forward recruiting candidates and supporting coordination across the other stakeholder Boards.
- Establish best practice international recruitment guidance frameworks for NHS Scotland Health Boards based on international candidate market expertise, equivalency of qualifications and training, compensation and benefits, local market recruitment advertising media channels and UK Immigration legislation (EEA / non-EEA). Develop and measure KPIs for the services provided, including mechanisms for candidate feedback on experience and expectations.
- The postholder will be responsible for critically assessing and evaluating recruitment activity, including use of agencies/ third parties, in respect to value for money; analysis of data on the numbers of staff requested by Boards; actual number recruited and how many stayed longer term; achieving performance metrics and improvements to current practice in this area of workforce resourcing for NHS Scotland.
- The postholder is responsible for commissioning media suppliers via either NHS Scotland's Recruitment Advertising and Marketing Framework Supplier and directly to in-country media suppliers including validation and approval of invoices and ensuring quality of media supplier services.
- Design, develop and implement a full range of cost-effective recruitment online / social media marketing communication channels to ensure NHS Scotland as a potential employer for international health care professionals is actively promoted to both active and passive jobseekers.

- Develop a detailed knowledge of the provision of international recruitment services provided to NHS Scotland Health Boards / HSCPs. Undertake research activity to recommend access to funding and resource for specific international recruitment initiatives.
- Provide expertise to NHS Health Boards in international recruitment and candidate support including: defining job requirements relevant to specific markets, writing recruitment advertising and marketing communications, pre employment compliance checking, candidate on-boarding and transition etc. Develop Once for Scotland templates for use across NHSS Boards to support the arrival of overseas candidates in Scotland, including local Induction Programmes and supporting cultural/organisational differences.
- Conduct presentations in international recruitment activity across NHS Scotland Human Resource / Recruitment teams to ensure there is a clear understanding of international recruitment policies, practices and priorities at both a local, regional and national level and to support building on the existing skills and expertise contained within these teams.
- Maintaining up to date mailing lists for candidates, NHS Boards/ HSCPs, agencies/ third parties and other stakeholders.
- Ensure queries from candidates, Boards/ HSCPs, Scottish Government, agencies and other stakeholders are responded to timeously through robust service delivery including service desk, mailboxes and helplines as appropriate.

Human Resources

- Manage staff in line with NES policy and procedures, responsible for the training, development and appraisal of staff that are directly accountable to the postholder, negotiating, agreeing and reviewing personal and professional development activities annually at performance appraisal

JOB DESCRIPTION

Job Details

Job Title: Principal Lead (Workforce Supply)

Department: Centre for Workforce Supply

Division: Workforce

Grade: Agenda for Change Band 8B

Job Purpose

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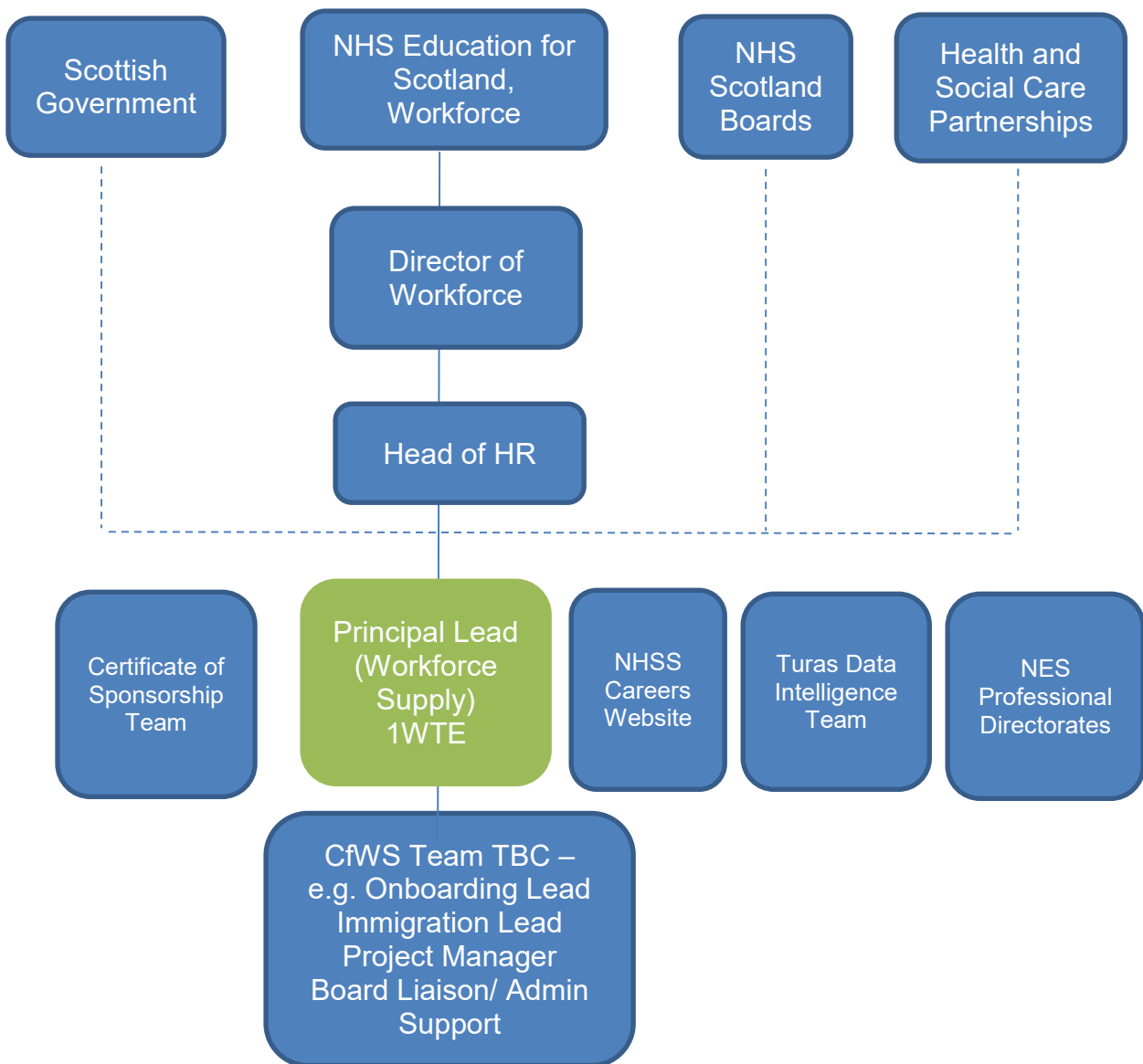
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Organisational Position



Dimensions

The Centre for Workforce Supply is hosted within NHS Education for Scotland in the Workforce Directorate, with close links to the Certificate of Sponsorship and the NHSS Careers Website teams in the Workforce Directorate, also working closely with NES Digital Turas Data Intelligence Team and NES Professional Directorates on workforce planning, supply and development of educational resources to support onboarding of healthcare professionals.

Working collaboratively to provide advice and expertise, sharing best practice with NHS Scotland Boards / HSCPs, Human Resources and Recruitment functions, operational service management and clinician teams the postholder will provide a wraparound service to international recruitment campaigns, particularly in relation to labour market analysis, workforce supply data, coordination of campaigns, provision of highly specialist expertise on immigration requirements, expertise to Boards with other onboarding requirements e.g. providing templates for relocation packs, and development of NHS Scottish resources to support education requirements during onboarding.

The postholder will effectively plan and budget resources on a short, medium and long term planning basis to drive improvements to current international recruitment practice and activity to

ensure a streamlined effective and high quality recruitment service is delivered on behalf of NHS Scotland including recruitment lifecycles from workforce planning stages to on-boarding and transitioning successful candidates and their families from their home country into Scotland.

Recognised as a subject matter expert for international / global resourcing and recruitment activity the postholder will be the local, regional and national contact for programmes related to overseas resourcing. This will require the postholder to have highly specialist expertise in immigration legislation, ensuring policies are developed as required and implemented appropriately.

The postholder will identify emerging strategic imperatives likely to impact NHS Scotland's capabilities to attract and retain international healthcare professionals in both the short- and medium-term e.g. competition from other global international healthcare systems.

Building strong relationships with Scottish Government colleagues; networking to share best practice within NHS Scotland Health Boards / HSCPs and maximising the coordination of internal networks in NES to build a strong presence for the Centre for Workforce Supply and services available will be a key priority for the postholder and their team.

Line management responsibilities for the Centre for Workforce Supply:

Total Staff:- to be confirmed

- Band 8B Principal Lead
- Band 7 Specialist Lead for Immigration and Supply
- Band 7 Specialist Lead for Onboarding and Relocation
- Band 7 Specialist Research Lead
- Band 7 Specialist Lead
- Band 6 Project Officer
- Band 6 Digital Marketing Officer
- Band 5 Admin x 2

The postholder will be required to assist in any other duties which are deemed reasonable to their role and band.

Key Result Areas

Strategic focus and Leadership

- Develop strategies and policies which will have a positive impact on workforce supply by leading the coordination of agreed international recruitment programmes on behalf of NHS Scotland Health Boards / HSCPs. Ensuring that all international recruitment is ethical and complies with the Health and social care personnel - international recruitment: code of practice.
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- Collate, devise and implement effective Once for Scotland resources that support NHS Boards/ HSCPs with international recruitment and onboarding activity, taking ownership of problems and contributing to strategies to resolve them.

- Provide expertise in developing a strong identity for NHS Scotland across international healthcare candidate markets striving to enhance the reputation of NHS Scotland in global health care systems, including the design of targeted multi-channel recruitment campaigns using innovative media technologies, traditional methods and professional networking sites/ at events.
- Undertaking labour market analysis to identify potential recruitment markets and channels for healthcare professionals, linked to workforce planning data at Board and national levels in order to inform strategic discussions (HRDs, SEND, SAMD, SG) on where to focus coordinated international recruitment activity.
- Represent the Centre for Workforce Supply on appropriate key national, regional and board level workforce groups, contributing to the development of international recruitment policy at all levels.
- Develop and deliver regular briefings in regards international recruitment policy and programmes to for example NHS Scotland's Human Resource Directors, Chief Executives, Medical, Nursing & Midwifery and Allied Health Professions Directors and the Scottish Government.
- Using knowledge of international recruitment and working with external and internal stakeholders, develop educational support that underpins successful onboarding for international candidates to NHS Scotland.
- Design and facilitate the implementation of improvement programmes that seek to advance NHS Scotland in the international recruitment area, this will require analysis of a range of complex situations which require the post holder to decide on the way forward where no precedent exists or options conflict.
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- Facilitate, where appropriate to current/future demand for healthcare professionals, representation for NHS Scotland at appropriate recruitment fairs, healthcare conferences and exhibitions and other events both overseas and within the UK. This includes establishing a

database of global health care conferences and establishing linkage with NHS Scotland staff scheduled to attend to provide contact points for any candidates identified from delegate networking. Representing NES, and at times NHS Scotland, at appropriate seminars and conferences and present papers as required.

- When required, coordinate and monitor, through relevant procurement processes, a network of international recruitment agency providers appointed to support access to 'hard to reach' international candidates.
- Through collaborative working with NHS Health Boards / HSCPs, other key stakeholders and influencers identify emerging risks to NHS Scotland's non-UK recruitment activity and formulate recommendations and plans to mitigate risk by ensuring appropriate breadth of international recruitment programmes is delivered within the resources available to the Centre for Workforce Supply.
- Advise on and manage risks and issues in regards international recruitment programmes.
- Responsible for ensuring that all NES corporate policies in relation to the operational aspects of business management such as risk management, financial procedures, procurement and contracting procedures, HR procedures and Health and Safety policies are consistently implemented for all activity.
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- Set long-term planning objectives for Centre for Workforce Supply, these will have a national impact and should be reflected in the NES Strategic Workplan.
- Chair and coordinate steering group meetings with professionals at all levels to ensure progress and communication to all stakeholders.
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Performance and Service Delivery

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- Ensure all international recruitment campaigns and programmes comply with the Health and social care personnel - international recruitment: code of practice
- Deliver on reporting requirements as outlined in the Health and social care personnel - international recruitment: code of practice
- Support Boards in making arrangements to coordinate joint campaigns e.g, identifying a lead

Board which would take forward recruiting candidates and supporting coordination across the other stakeholder Boards.

- Establish best practice international recruitment guidance frameworks for NHS Scotland Health Boards based on international candidate market expertise, equivalency of qualifications and training, compensation and benefits, local market recruitment advertising media channels and UK Immigration legislation (EEA / non-EEA). Develop and measure KPIs for the services provided, including mechanisms for candidate feedback on experience and expectations.
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- Develop a detailed knowledge of the provision of international recruitment services provided to NHS Scotland Health Boards / HSCPs. Undertake research activity to recommend access to funding and resource for specific international recruitment initiatives.
- Provide expertise to NHS Health Boards in international recruitment and candidate support including: defining job requirements relevant to specific markets, writing recruitment advertising and marketing communications, pre employment compliance checking, candidate on-boarding and transition etc. Develop Once for Scotland templates for use across NHSS Boards to support the arrival of overseas candidates in Scotland, including local Induction Programmes and supporting cultural/organisational differences.
- Conduct presentations in international recruitment activity across NHS Scotland Human Resource / Recruitment teams to ensure there is a clear understanding of international recruitment policies, practices and priorities at both a local, regional and national level and to support building on the existing skills and expertise contained within these teams.
- Maintaining up to date mailing lists for candidates, NHS Boards/ HSCPs, agencies/ third parties and other stakeholders.
- Ensure queries from candidates, Boards/ HSCPs, Scottish Government, agencies and other stakeholders are responded to timeously through robust service delivery including service desk, mailboxes and helplines as appropriate.

Human Resources

- Manage staff in line with NES policy and procedures, responsible for the training, development and appraisal of staff that are directly accountable to the postholder, negotiating, agreeing and reviewing personal and professional development activities annually at performance appraisal

Systems and Equipment

The postholder will need to work with and extract / source workforce information from a series of local, regional and national NHS information systems / databases and have keyboard skills and ability to use a range of IT equipment and will use a range of information and operating systems:

- Human Resources/Recruitment Information systems (Empower, eESS, HR portals etc)
- Scottish Workforce Information Standard System (SWISS)
- Turas Data Intelligence

- Turas NES based training programme system
- Website development and maintenance (Umbraco)

It is expected that the postholder will be able to obtain and utilise information from these sources to produce reports on a variety of international recruitment initiatives where required.

Maintain excellent information systems to ensure reliable management reporting in regards all aspects of international recruitment campaigns managed by the Centre including factors such as progress against recruitment campaign objectives and performance metrics.

The postholder will be expected to utilise a range of information technology systems e.g:

- Microsoft Office
- Microsoft Teams
- SSTS
- Turas
- Performance Management Systems
- Internet / Intranet

The postholder will be responsible for ensuring all workforce data is updated and maintained effectively within their Service area.

Assignment and Review of Work

Decisions about initiating both UK wide and international recruitment campaigns will come from a Commissioning Group informed by a variety of agents including the HR Directors group (HRDs), the Scottish Executive Nurse Directors (SEND), the Scottish Association of Medical Directors (SAMD), Directors of Public health, the NTC Workforce Group. Objectives for the postholder are agreed annually with the postholder's line manager.

Performance is subject to informal and formal appraisal through the postholder's line manager but within a broad remit the postholder is responsible for planning the delivery of objectives and targets. Much of the work is self-directed and requires a high level of initiative and self motivation.

The postholder is guided in the main by NHS Scotland Pre- and Post-Employment Partnership Information Network (PIN), Employment Legislation and NHS Health Board organisational policies. The postholder will be expected to advise on international recruitment issues where no precedent exists or where there may be conflicts of opinion e.g. when advising on required levels of experience and qualifications relevant to UK trained candidates.

Decisions and Judgements

The postholder will provide specialist advice on international recruitment within NHS Scotland, anticipating problems or needs and where appropriate takes steps to identify solutions without being asked.

The postholder will be informed by a range of strategic aims and policy drivers in regards to international recruitment and must be able to provide a range of solutions and interventions to achieve this for Centre for Workforce Supply. The postholder will be accountable for short-, medium- and long-term planning for the delivery of international recruitment support from a central unit on behalf of NHS Scotland Health Boards / HSCPs.

The postholder will play an integral part in analysing workforce data and will be expected to influence the development of plans to meet service challenges including workforce change

initiatives, efficiency savings plans, succession planning etc.

The postholder will identify improvement opportunities for their area of responsibility and on behalf of NHS Scotland. This requires researching best-practice in the field of international recruitment, in the NHS and other sectors, and conducting regular activity audits to gather evidence of current practice and performance against operational standards. HR Analytics and workforce information reports will be commissioned by the postholder and used in these reviews to support service improvements.

Most Challenging/Difficult Parts of the Job

Identifying and ensuring provision of innovative international recruitment solutions which meet the current and future workforce needs of NHS Scotland Health Boards / HSCPs particularly given the range of geographical locations which impact candidate attraction to the smaller and more remote Health Boards / HSCPs. This is in the context of increasing financial pressure and rising public and patient expectation.

The role requires constant assessment and re-assessment of priorities while managing a wide range of activities that present considerable demands on time management, problem solving and decision-making skills for the postholder. Many of the problems encountered are unprecedented and therefore will require unique strategies for their management if objectives are to be met

Engaging and maintaining effective communication with senior staff within NES, health boards, Scottish Government, professional and statutory bodies and other organisations. Collating, interpreting and reconciling information and opinions from a range of stakeholders, especially where these may be conflicting, and analysing these to enable a compromise to be brokered or judgement made between the options.

Considering the feasibility of initiatives in practice and developing flexible approaches that enable goals/implementation to be successfully achieved.

The postholder will be required to develop significant expertise in all of the legislative requirements in regards the recruitment of international health care professionals e.g. The UK's Points Based Immigration System / Visas, English Language testing requirements as well as regulatory requirements e.g. General Medical Council (GMC), Nursing Midwifery Council (NMC), Health and Care Professions Council (HCPC) entry routes as well as the changing requirements of e.g. Medical Royal Colleges in the recognition of overseas qualifications and their equivalency to UK training standards in the NHS.

Dealing with candidates from a wide range of countries and regions will require the postholder to develop a strong insight into cultural awareness to ensure candidates are treated with dignity and respect. A high degree of patience is required as the postholder will experience differing levels of English language competence.

Communications and Relationships

The postholder is the key focus for international recruitment planning activity and will therefore relate to a wide range of individuals. The purpose is to ensure clarity of dialogue to deliver objectives of the post.

This will involve communications that will be highly complex, at times highly contentious and highly sensitive and confidential.

Consequently, the postholder will require to be a skilled diplomat, experienced in the use of tact and empathy to achieve objectives. Highly developed interpersonal skills and well-honed emotional intelligence will ensure the postholder maintains a consistently professional approach

when handling the differencing perspectives of all stakeholders and influences in regards international recruitment.

The credibility and visibility of the Centre for Workforce Supply and the postholder will be developed and maintained through expert communication, presentation, facilitation, consultation and project management skills. The ability to communicate in a way which inspires, motivates and engage colleagues, staff, job applicants and a wide range of stakeholders is critical to the success of this role.

The highest level of negotiation, persuasion and influencing skills will be needed to promote and develop NHS Scotland Boards / HSCP's participation with the Centre for Workforce Supply to develop new ways of working. The postholder will be expected to show leadership and a behavioural approach which will promote the principles of dignity and respect for all.

The postholder will be required to communicate effectively with a wide range of stakeholders internal and external to NHS Scotland Health Boards / HSCPs:

International Candidates

- The postholder and his / her team will have significant engagement with healthcare professionals from a wide range of international countries / regions.

Internal to NHS Health Boards /HSCPs

- Senior Officers in NHS Scotland Health Boards / HSCPs including Executive and non-Executive Directors
- Directors of Human Resources (HRDs) and Human Resources / Recruitment colleagues
- Clinical Leaders (Medical, Nursing & Midwifery and AHP Directors)
- Senior Clinical and non-clinical staff (Service Managers, Clinical Leads / Directors, Chiefs of Medicine etc.)
- Directors of Nursing (SEND), Nursing colleagues (or equivalent)
- Medical Directors (SAMD)
- Senior Members of service management teams
- Local and Regional workforce planning representatives

External to NHS Health Boards/HSCPs

- Senior Officers in Scottish Government
- Senior Officers in partner organisations (e.g. Regulatory and Professional Bodies, Medical Royal Colleges, UK Visa and Immigration)
- Third party organisations involved in recruitment campaigns
- MPs / MSPs
- Overseas Professional and Regulatory organisations
- Members of the Public
- Department of Health and Social Care
- Devolved Administrations
- World Health Organisation

Communication will be face to face, electronic or in writing and range from individual to workshops and large groups.

Demands of the Job (Physical, Mental, Emotional and Environmental)

Physical Skills and Effort

- The postholder will use a computer for the production of documents, emails and for research for extended periods of time.

- Transportation of IT / presentation equipment.
- Due to the nature of international recruitment programmes, the postholder will be required to schedule communication with candidates living in countries and regions where local times zones differ from the UK (GMT) this may require flexibility to operate outside of core hours when required.

Mental

- The postholder will be involved in meetings where intense concentration and significant attention to detail is required.
- The postholder often encounters frequent interruptions where advice is required to resolve emerging issues.
- Prolonged periods of concentration when taking forward the planning and delivery of international recruitment campaigns that will require input and influence from participating NHS Scotland Boards and other stakeholders. It is recognised that not all NHS Scotland Health Boards will have the same workforce pressures and the requirements and outcomes for one NHS Health Board may differ significantly to others and therefore careful consideration of the contentious nature of this work is required.
- The postholder will frequently be required to produce reports, often involving analysis of a range of complex data where a high level of concentration is required e.g. analysing workforce / recruitment activity data.
- High level of concentration required in dealing with producing written reports e.g. Scottish Government briefings, ensuring the development of consistent approaches to recruitment information and the development of international candidate databases.

Emotional

- Presenting information to different groups and to be able to defend the methodologies used to arrive at a range of outcomes (e.g. identifying where efficiencies may lie and the implications for the NHS Boards supporting international health care professionals).
- The postholder is required to be resilient to meet the range of demands.

Environmental

- Work within a general office environment.
- Required to undertake regular travel to other locations across the region for meetings and events.
- The postholder will be required to work flexibly and be agile.

Knowledge, Training and Experience Required to do the Job

The postholder must be able to demonstrate a level of knowledge, training and experience that reflects the ability to deliver to the key duties and responsibilities of the role.

- Educated to Masters degree level with a postgraduate management qualification and equivalent demonstrable senior management experience within a large complex organisation.
- Membership of CIPD or relevant professional body and evidence of continuing professional development
- In depth knowledge and experience of delivering people based services at a senior managerial level in Recruitment or other related Human Resources operation within the NHS or equivalent large complex health care organisation.
- Experience of delivering successful services or projects within NHS organisations or other large and complex health care organisations
- Extensive experience designing targeted, multi-channel recruitment campaigns using innovative media technologies as well as traditional methods and professional networking sites in order to identify and engage job applicants nationally and internationally.
- Significant experience of design, implementation and delivery of high volume candidate resourcing in the NHS or other large, complex multi-professional health care organisation.
- High level understanding of NHS compliance / pre-employment checks.
- Significant knowledge of employment legislation as relevant to recruitment, including UK and

other jurisdictions immigration requirements.

- A proven track record of developing and delivering recruitment strategy and policy
- Demonstrate experience of supporting candidate on boarding /relocation into the UK
- Excellent organisation and project management skills including the ability to organise and run high quality recruitment events for senior staffing grades.
- Proven ability to build highly effective relations internally and externally is key as well as excellent facilitation, presentation and strategic thinking and analysis skills.
- Ability to demonstrate exceptional customer service orientation/attitude.
- Demonstrate experience of producing well written reports and polished presentation and oral communication skills
- Ability to convey and present complex and detailed issues concisely and clearly at a senior level.
- Demonstrate strong appreciation, knowledge and understanding of confidentiality /information governance within NHS
- Demonstrate a good understanding of current and future workforce planning issues within the NHS.
- Critical analysis and decision making, constructive thinking.
- Focus on delivery – effective planning, delivering with impact, focus on learning and improvement, communicating with impact.
- Ability to analyse, assess and synthesise information from multiple sources and communicate the results effectively, orally and on paper.
- Strong influencing and leadership skills and experience of bringing together competing demands and requirements and generating consensus around priorities.
- The confidence and presence to operate at a senior level and to engage with the NES Board and senior staff.
- Experience of successful implementation of change.
- Strategic thinking, planning and analysis skills, with the ability to develop creative solutions to support the management of change.
- Highly organized and able to manage a broad portfolio of activities.
- Competent in financial and budget management.



CONDITIONS OF SERVICE

| | | | |
|--|---|-------------------------|--|
| TITLE: | Principle Lead – Centre of Workforce Supply | LOCATION: | Flexible- your Contractual NES Office location will be agreed upon appointment |
| REPORTING TO: | Head of HR | | |
| GRADE: | Agenda for Change Band 8B | SALARY SCALE: | £60,730 to £65,377 per annum |
| HOURS AND DAYS OF WORK: | Full time. Based on a normal working week of 37.5 hours. Office opening hours are 0700 to 1900 | | |
| JOB STATUS: | Fixed term/ secondment opportunity until 31 st March 2023. | NOTICE PERIOD: | 4 weeks |
| ANNUAL HOLIDAYS: | 27 days rising to 29 days after 5 years service, rising to 33 days after 10 years service | PUBLIC HOLIDAYS: | 8 local/ Public Holidays per annum |
| REHABILITATION OF OFFENDERS CLASSIFICATION: | 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 £20,605 | 5.2% |
| 2 | £20,606 to £24,972 | 5.8% |
| 3 | £24,973 to £31,648 | 7.3% |
| 4 | £31,649 to £64,094 | 9.5% |
| 5 | £64,095 to £89,731 | 12.7% |
| 6 | £89,732 to £119,560 | 13.7% |
| 7 | £119,561 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.

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

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:

