



## **1. 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.

## **2. The Centre for Workforce Supply**

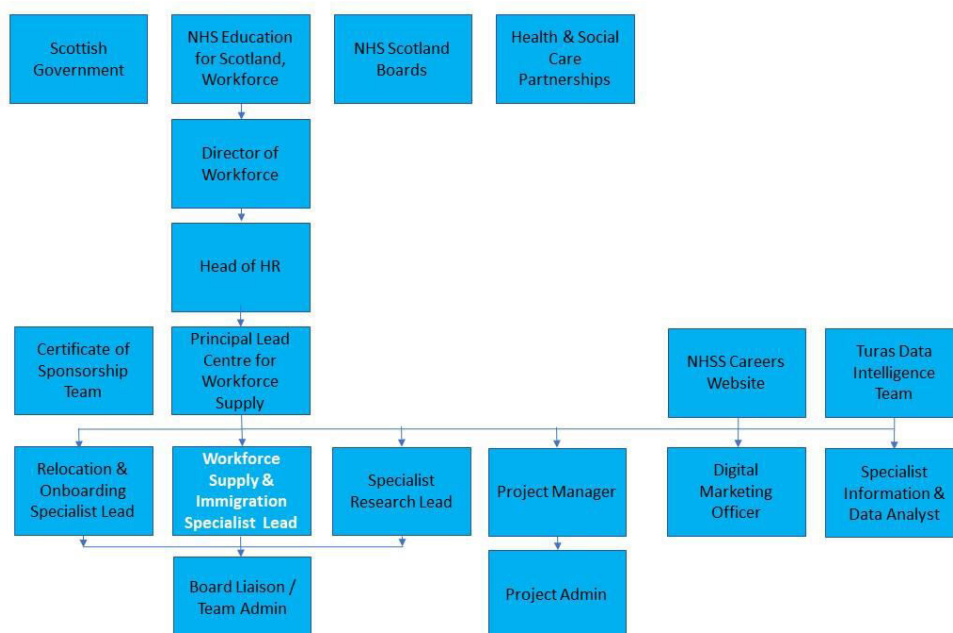
The Centre for Workforce Supply will work with NHS Scotland Health Boards and Scottish Government to support recruitment solutions where increased training numbers or education alone will not deal with predicted short-to-medium term gaps in staffing. This will include the systematic assessment of UK-wide and international labour market intelligence and opportunities brought through proactive government to government arrangements to deliver a more consistent workforce supply.

The Centre will be by data driven, determining how/where international recruitment and other UK wide recruitment initiatives can contribute to national objectives. The Centre is responsible for supporting and co-ordinating recruitment campaigns focused on UK-wide or international recruitment. Pro-active campaigns will be organised by the Centre, designing each campaign to optimise recruitment results and agreeing roles & responsibilities for individual Boards or regions. The Centre for Workforce Supply will also support national marketing campaigns & the coordination any third parties. Boards will manage the interviewing, onboarding, training and pastoral support 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:

- Market analysis, using workforce supply data, to forecast all potential sources of healthcare labour including training and education, school leavers, career changes, UK-wide and international recruitment. Identifying areas of medium-term service pressure where international recruitment could provide a viable solution.
- Using workforce planning intelligence from existing sources to identify hot spot occupations and locations to inform understanding of national and location-specific workforce requirements in NHS Scotland.
- Building relationships with UK government supporting a four nations approach to international training and recruitment schemes.
- Marketing and promoting NHS Scotland at national and international events and establishing contact with relevant international agencies; digital marketing and cultivating international links for NHS Health Boards.
- Working with Health Boards and Scottish Government to ensure international candidates feel fully supported and engaged through all stages of the recruitment and onboarding journey; aspiring to the Vision that “*we will care for you as if you are one of our own family*” (Yeovil District Hospital)
- Wherever possible, identifying opportunities and gaining agreement from all NHS Scotland Boards to develop and share “Once for Scotland” resources and toolkits.
- 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
- Review developments in Global Health Partnerships and associated initiatives and their potential implementation with NHS Scotland.

### 3. Organisation Chart



#### 4. **Job Role**

The role will focus on supporting the development and delivery of an NHS Scotland framework for international recruitment strategy and will work with key stakeholders to support and coordinate recruitment programmes to attract, engage and onboard international candidates into the NHS Scotland workforce. The postholder will use data to measure and improve outcomes of current & future international recruitment activity and workforce supply.

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 recruitment marketing campaigns and engagement programmes which will attract global healthcare professionals into the NHS in Scotland. In addition, the postholder must have a strong working knowledge and understanding of UK's points-based immigration legislation. The postholder will develop proactive approaches to promoting NHS Scotland, for example at events and by utilising online, social and professional networking sites to identify and source international candidates.

The postholder will engage with Health Boards, Scottish Government, third party agencies and candidates to bridge any knowledge gaps and coordinate resources. They will become a point of specialist advice and expertise that augments existing recruitment & immigration services in the Boards. They will advise on complex immigration cases and create online resources to share best practice across NHS Scotland.

The postholder will have an important role in building a strong Centre for Workforce Supply presence at local, regional and national level. The CWS will be instrumental in coordinating, developing and executing engagement activities to access international healthcare professionals to address current and future vacancy levels. This will require engaging with workforce planning activities to identify opportunities where international recruitment, and other UK-wide recruitment initiatives, can contribute to national objectives.

The postholder will work with agencies to understand labour market analysis and international trends affecting the global labour supply for healthcare professionals. They will build knowledge of potential countries to target for recruitment and share this intelligence across NHS Scotland Boards.

The postholder will require a strong working knowledge of [the Code of Practice for ethical international recruitment](#) and will be a key in ensuring the CWS creates guides and other online material to educate all stakeholders in ethical best practice for international recruitment. In addition, the postholder will support the CWS in installing and managing the relevant mechanisms / functions to ensure that all NHS Scotland Boards are adhering to the Code at all times.

The Centre for Workforce Supply (CWS) is a new entity that will have to adapt and evolve in order to stay relevant in the ever-changing international recruitment market. The CWS team will require to be innovative and have a responsibility for developing and changing practice and/or services in what is a complex and ever-changing environment.

The postholder will be recognised as a key specialist who will, as a priority, develop functions that will support Boards to ensure the smooth and effective immigration, relocation and transition for international candidates offered employment within NHS Scotland Health Boards / HSCPs.

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 postholder to effectively manage change in order to deliver successful outcomes.

## 5. Key Tasks

These will include but will not be limited to:

### **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 support 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. Provide input into the analysis of a range of complex situations and provide guidance on the way forward even 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 arrangements to ensure that NHS Scotland can optimise the recruitment potential for new recruitment markets.

## **Operational Project Management**

- The postholder will be a role model for the Centre for Workforce Supply 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.
- 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 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 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.
- Ensure that all activity complies with current legislation and NHS and NES policies, undertaking or instigating appropriate remedial action where necessary.

## **Performance and Service Delivery**

- Provide regular report/ briefing on both domestic and International recruitment activity

- Work with 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.
- With knowledge & experience 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.
- 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.
- Provide expertise to NHS Health Boards in international recruitment and candidate support including: defining job requirements relevant to specific markets, advising on 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.
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- Maintaining up to date mailing lists for candidates, NHS Boards/ HSCPs, agencies/ third parties and other stakeholders.

## Band 7 Specialist Lead *or* Educator

### 1. JOB IDENTIFICATION

Job Title: **Workforce Supply & Immigration Specialist Lead – Centre for Workforce Supply**

Department(s): **Centre for Workforce Supply**

Directorate: **Workforce**

Job Reference: **7047BR**

Responsible to: **Principal Lead – Centre for Workforce Supply**

### 2. JOB PURPOSE

The purpose of this role is to provide overall management for workstreams/projects by supporting, facilitating and monitoring the progress of these within and across sites. The postholder will support performance management whilst leading on a workstream/project area.

The postholder will have highly developed specialist knowledge in their field and at the interface between different fields. They are innovative, and have a responsibility for developing and changing practice and/or services in a complex and unpredictable environment.

The post holder will be required to working with/in consultation with colleagues within NES, NHSS and wider public service.

### 3. DIMENSIONS

The postholder will provide specialist support to their directorate, and where required other boards and NHSS. They will monitor, plan and manage the progress of projects and business investments.

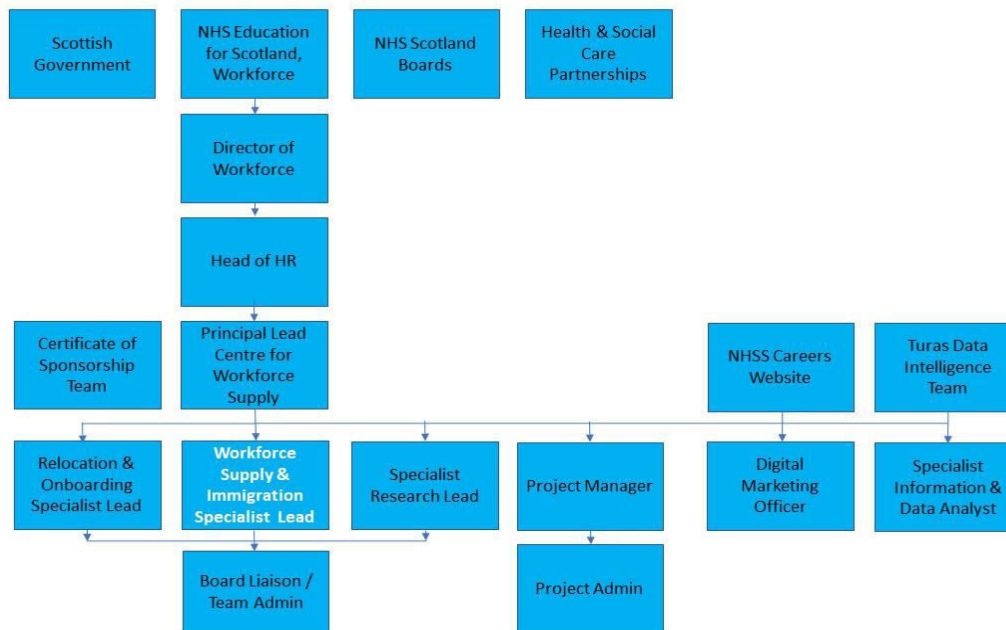
They will communicate business sensitive information/agreement or co-operation from NHS staff at all levels of the organisation as required.

The postholder will lead and develop initiatives in consultation of the key stakeholders, and will be guided by the current policies.

They may manage and develop colleagues and may have line management responsibilities.

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

## 4. ORGANISATIONAL POSITION



## 5. ROLE OF DEPARTMENT

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**6. KEY RESULT AREAS** (Key Result Areas convey **all potential** aspects of a job role. Key result areas will be further developed within the KSF outline with some being more relevant than others dependent on the current requirements for your role.)

- Research information for working groups/projects/services, including current guidance, research evidence, legislation, regulations and information which does not appear in standard published form (including project work, reports and ongoing research).
- Designing research strategies to provide new information to inform decision making by working groups.
- Contribute to NES national work corresponding with the postholder's specific professional expertise establishing project goals, timescales and work plans, collaborating with regional, clinical/non clinical staff and key stakeholders as necessary.
- Writing reports to formally record the achievement of project/service milestones and to plan and promote project/service initiatives.
- Conduct national research, involving designing research tools, collecting data, writing reports and disseminating findings.
- Provide highly specialised support (research and/or information) for senior members of staff.
- Contribute to the securing of internal and external funding where required
- Monitors and reviews financial information for the workstream to ensure that they are consistent with guidelines and to make recommendations for efficiencies and service redesign as an ongoing job responsibility.
- Identify, review/systematically review, critically appraise and interpret information to enable the development of evidence-based guidance.
- Present highly complex, specialist information where a range of options is available in a form that facilitates understanding, discussion and decision-making.
- Liaise with numerous and senior stakeholders from within and out with the organisation in respect to the development of systems and support for the implementation of complex projects.
- Develops and implements changes to policies within own area of expertise as well as proposing changes in conjunction with working groups which have wider impact on other workstreams
- Design, develop and implement various training practices/courses to staff within own area of expertise, as well as external stakeholders and the wider audience throughout the organisation.
- Plan, develop and design programmes at a variety levels within the area of expertise, within a project management structure.
- Support the implementation and review of multidisciplinary education initiatives.
- Line management responsibilities, including providing leadership, work programming, supervision, professional development and appraisal as required.
- Devise and/or collate background papers, briefs, reports and other material as appropriate to disseminate knowledge, experiences and outcomes for external and internal use.
- Demonstrating knowledge of the diversity agenda of NHS Scotland and NES and

being aware of the impact of equality legislation within the training or knowledge management environment and ensuring the diversity agenda is at the core of all appropriate initiatives.

- To liaise with and inform policy makers, professionals and other relevant organisations to further policy and service development.
- Build partnerships with health and social care organisations to support them in embedding knowledge management in their culture, policy and practice – for example, through development of knowledge management strategies and action plans.

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

- A range of office, audio-visual and IT equipment
- PC for design, development and maintenance of IT solutions.
- Multi-function devices : scanners, copiers, printers, fax
- Telephone
- VC facilities
- Portable equipment (e.g. laptop, mobile phone etc)

#### **7b. SYSTEMS**

- Utilisation of current data and information systems relevant to role currently in use throughout the NES organisation.
- Use of complete MS Office suite of programmes.
- Use IT as directed, maintaining confidentiality.

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

- The postholder's activities will be generated by local and national strategies and priorities.
- The postholder has considerable freedom in meeting the requirements of the post.
- It is vital that the postholder is able to take initiative, develop, plan and organise a broad range of complex activities, direct groups within workstreams and make key decisions to contribute to an effective and efficient programme.
- The postholder is responsible for planning, prioritising and allocating their own work and has freedom to initiate implement and deliver outcomes within agreed framework. The postholder is expected to work independently and autonomously maintaining effective time management and prioritising tasks appropriately.
- Line management support is provided through regular meetings. A formal appraisal and personal development plan is agreed annually, with input as appropriate by other senior staff that the postholder will be working with. Annual objectives are agreed and the postholder is responsible for ensuring delivery of these objectives. There will also be ad-hoc meetings with the line manager to discuss issues as they arise.
- The postholder may have line manager responsibility.

## **9. DECISIONS AND JUDGEMENTS**

- The postholder must demonstrate an ability to provide professional leadership in team decisions.
- They must be able to take responsibility for own work area making judgements involving complex facts or situations, which require the analysis, interpretation and comparison of a range of options.
- The postholder must assess, weigh and take steps to minimise and manage risk and be accountable for their own actions and the actions of their group, through effective leadership.

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

- Keeping up to date with changes in legislation and organisational procedures.
- Political awareness to be able to engage strategically and work operationally across organisational boundaries.
- Maintaining a high degree of autonomy and ability to direct own work.
- The requirement to work and manage detailed data.
- The ability to cooperate and collaborate with a range of people.
- Requirement to implement changes to systems and procedures in the face of opposition from some stakeholders.
- Collating, interpreting and reconciling information and opinions from a range of stakeholders, especially where these may be conflicting, analysing the options and producing detailed reports.
- Balancing conflicting priorities, forward planning and the interpretation of relevant complex information.
- Actively promoting the aims and objectives of the workstreams, while maintaining sensitivity to the learning cultures within a variety of NHS services.
- Communicating and negotiating effectively to take forward the diverse and complex range of workstream objectives with both service and NES stakeholders with reference and knowledge that they may have and their diverse objectives and demands.
- Critical analysis of design and methodology. This role will challenge the postholder in terms of reviewing vast sources of educational evidence, linking best practice with feasibility within a highly specific environment, and innovation regarding assessment methodology and implementation strategies.
- Excellent time management, an ability to be flexible in responses to changes, either as rapid advances or delays, in project milestones, working to tight deadlines and being able to anticipate and provide effective solutions to procedural or practical changes to planning in the implementation and evaluation of training/learning and development.

## **11. COMMUNICATIONS AND RELATIONSHIPS**

- Operate to the highest level of impartiality, fairness and confidentiality, while

providing a high degree of support.

- Require a high level of diplomacy, persuasion and influence in order to enable often very senior staff to adopt new or changing practice or overcome resistance to change.
- Excellent verbal, nonverbal, written and presentation skills. There will be frequent requirements to present complex and sensitive information to large groups in formal settings e.g. conferences, workshops and seminars as well as occasional presentation of difficult or controversial information. This may involve formal slide show presentations of facilitating group work.
- The postholder is frequently required to discuss project work effectively with a wide range of senior individuals within and outwith NES, and to communicate with a variety of outside agencies to gather information and material for reports and briefing papers. The postholder will provide and receive highly complex, sensitive and contentious information on a very frequent basis. Research enquiries often require a great deal of tact. Other information of a sensitive nature includes collating workforce data. In these cases, there is a particular requirement for accuracy along with technical justification and rationale to accompany data.
- A particular emphasis of the post is being able to prepare and disseminate written information for a variety of audiences. The provision of advice and interpretation for complex information is a regular requirement of the post. These include the ability to assemble information for briefing reports; translating research data into working documents/writing for publication in academic and practice journals; preparing/advising others in presentations of information for conferences, seminars.
- Listen to, understand and communicate complex information from a range of sources, adopting effective questioning techniques to elicit a range of views
- Respond constructively and confidently to queries and complaints, negotiating with others in a way that suits the situation
- Evaluate a range of texts and write effectively for a range of contexts, situations, maintaining honesty, integrity and transparency
- Select, compare and discuss mathematical information from a range of sources and use appropriate mathematical method and tools to solve identified problems and assist with clinical trials, audits or research projects as required
- Work with others towards sharing goals, ensuring the team's goals are clear and achievable
- Demonstrate honesty, integrity, care and compassion when dealing with others, taking the lead on promoting personal and group health and safety procedures
- Assess the root cause of problems in complex and unpredictable environments
- Seek and evaluate different points of view to inform solutions, maintaining honesty, integrity and transparency
- Show interest in your work, developing, with the team, a clear purpose and work objectives
- Seek and value the contributions of others, managing and resolving conflict when appropriate
- Lead, support, value and motivate other members of the team, sharing information as appropriate to achieve high performance
- Understand your rights and responsibilities in the workplace including promoting equality of opportunity, valuing diversity and maintaining confidentiality, raising

concerns relating to service provisions with more senior staff

- Make best use of resources including time, to achieve agreed goals for service delivery
- Take responsibility for your own actions and the actions of your team, reflecting on own practice and encouraging others to reflect on theirs
- View change as an opportunity and cope with uncertainty, assessing and managing risk.

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

### **Physical skills**

- Require advanced accurate keyboard skills in order to produce regular reports and updates.

### **Physical effort**

- Office conditions - light physical effort required.
- Training and facilitation presentations may require periods of standing.

### **Mental effort**

- Training, facilitation and research requires creativity, knowledge, attention to detail and the requirement to update and maintain knowledge and skills. Working with multi-disciplinary teams can be challenging and can require empathy, tact and negotiation skills.
- Requires extended periods of concentration in analyses of information and preparation of various outputs e.g. reports, training information etc.
- Having to work on different programmes requires an in-depth approach and also understanding the breadth of issues impacting on the particular learning aspect of the programme/initiative.
- Work pattern is unpredictable and postholder will be required to switch tasks with no notice and to answer complex queries. Telephone calls and emails are a frequent cause of interruption and often result in a re-prioritisation of work due to unforeseen circumstances.

### **Emotional effort**

- Negotiation with stakeholders on complex and sensitive matters.
- Communicating on partnership issues across organisational boundaries.
- Communicates complex, sensitive or contentious information to individuals, groups or large audiences.
- Managing change.
- The postholder is occasionally required to deal with emotive circumstances (e.g. highly controversial or complex issues during meetings).

### **Working Conditions**

- Post based mainly within an office environment with long periods of daily use of Visual Display Unit however postholder may be required to visit educational

establishments and practices where the environmental conditions might be different

- The post may demand some travel throughout Scotland.

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

- Degree level in relevant subject or equivalent experience
- Postgraduate qualification in relevant subject, masters or equivalent experience
- Science/Healthcare background
- Expertise in project management
- Demonstrable experience of financial management within a business (or related) environment
- Ability to work in a team
- Experience in drafting and producing papers and publications
- Research and critical appraisal skills with the ability to disseminate complex, highly specialised information
- Experience in collection and analysis of qualitative and quantitative data
- Innovative
- Experience and understanding of group dynamics and organisational change processes
- In depth knowledge of information governance requirements in respect of sensitive personal data
- Commitment to personal and professional development
- Flexible approach to learning and problem solving
- Excellent analytical and numerical skills
- Presentation skills
- Excellent IT and information management skills
- Experience in designing and developing educational programmes
- Management skills/experience in managerial role
- Organisation/administrative skills
- Ability to work with minimal supervision
- Experience of budget management
- Leadership, communication and interpersonal skills to include presentation, influencing, negotiation and complex report writing

### **14. JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:



## BAND 7 Specialist Lead

**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>Inspiring</li> <li>Empowering</li> <li>Adaptive</li> <li>Collaborative</li> <li>Engaged and Engaging</li> </ul>		Application & Interview
<b>Education and Professional Qualifications</b>	<ul style="list-style-type: none"> <li>Degree level in relevant subject or can demonstrate knowledge gained through significant practical experience in a Recruitment / Human Resources / Global Mobility role.</li> </ul>	<ul style="list-style-type: none"> <li>Postgraduate qualification in Recruitment / Human Resources / Global Mobility or equivalent experience</li> </ul>	Application & Pre-Employment checks
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>Full understanding of the International Recruitment and Onboarding lifecycle</li> <li>Hands on experience of International Recruitment and Onboarding or Global Mobility</li> <li>Ability to work with minimal supervision</li> <li>Able to present and influence a range of stakeholders</li> <li>Good knowledge and understanding of employment law, UK Immigration processes and regulations, Disclosure Scotland checks and Equalities Act 2010 as they apply to the NHS Scotland recruitment process.</li> <li>Evidence of continuously improving &amp; streamlining candidate attraction, engagement and onboarding processes in relation to International Recruitment campaigns</li> <li>Experience of engaging with 3<sup>rd</sup> parties to create impactful and successful recruitment campaigns</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of <a href="#">the Code of Practice for ethical international recruitment</a> and the capability to market, share and ensure adherence across the NHS Boards</li> <li>Knowledge of NHS Scotland Pre and Post Employment checks including UK Immigration system</li> <li>International Recruitment experience in large and complex public or private sector organisations</li> <li>Working knowledge of Recruitment ATS</li> </ul>	Application & Interview

Factors	Essential	Desirable	Means of Assessment
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of engaging with 3<sup>rd</sup> parties to create impactful and successful recruitment campaigns</li> <li>• Demonstrable ability to encourage teamwork, motivate and guide/coach staff</li> <li>• Ability to encourage teamwork, motivate and guide/coach staff</li> <li>• Experience in drafting and producing processes &amp; supporting documentation.</li> <li>• Experience in collection and analysis of qualitative and quantitative data to support business cases &amp; decision making</li> <li>• Experience in designing and developing best practice guides and documentation</li> <li>• Delivering to KPIs and deadlines</li> <li>• Well-developed analytical skills to be able to assess and understand issues in order that they are resolved in a pragmatic and timely manner.</li> <li>• Ability to lead on cross organisational project work related to effective workforce resourcing programmes</li> <li>• Ability to advise on a range of recruitment selection assessment processes e.g. Assessment Development Centres/Value Based Recruitment</li> <li>• Good project management</li> <li>• &amp; organisational skills</li> <li>• Ability to work in a team</li> <li>• Innovative approach to problem solving</li> <li>• In depth knowledge of information governance requirements in respect of sensitive personal data</li> <li>• Flexible approach to learning and problem solving</li> <li>• Excellent Presentation &amp; Influencing skills</li> <li>• Excellent IT and information management skills</li> <li>• Management skills/experience in managerial role</li> <li>• Organisation/administrative skills</li> </ul>	<ul style="list-style-type: none"> <li>• Healthcare background</li> <li>• Experience of contributing to designing inclusive recruitment campaigns and acting in a quality assurance role to ensure that campaign activity targets underrepresented groups.</li> <li>• Experience in setting up and managing Preferred Supplier Lists (PSLs)</li> <li>• Experience and understanding of group dynamics and organisational change</li> </ul>	Application & Interview



## CONDITIONS OF SERVICE

<b>TITLE:</b>	Specialist Lead (Immigration and Supply)	<b>LOCATION:</b>	Flexible- your Contractual NES Office location will be agreed upon appointment
<b>REPORTING TO:</b>	Principle Lead		
<b>GRADE:</b>	Agenda for Change Band 7	<b>SALARY SCALE:</b>	£40,872 to £47,846 per annum
<b>HOURS AND DAYS OF WORK:</b>	Full time. Based on a normal working week of 37.5 hours. Office opening hours are 0700 to 1900		
<b>JOB STATUS:</b>	Fixed term/ secondment opportunity until 31 <sup>st</sup> March 2023	<b>NOTICE PERIOD:</b>	4 weeks
<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. Your employer also contributes an amount equal to 20.9% of your pensionable pay into the scheme on your behalf.

<b>Employee contribution rates 2020/2021</b>		
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:

