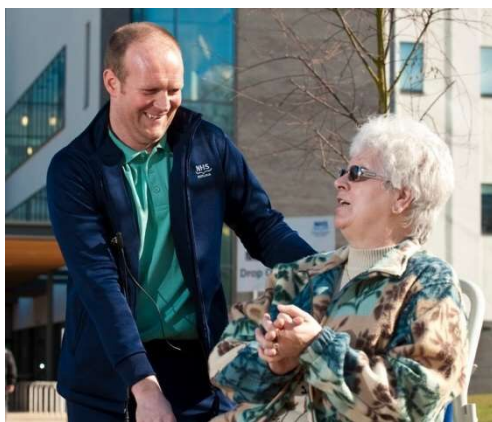
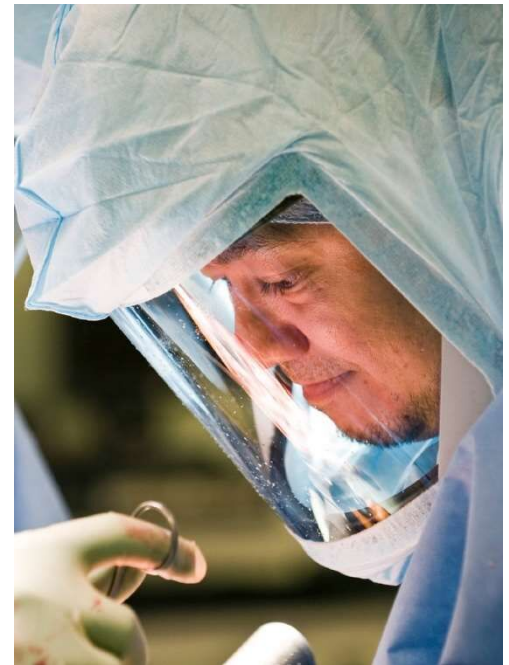


# NHS Lothian Senior Capital Programme Manager Recruitment Pack



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## Message from our Director of Capital Planning and Projects

I would like to take this opportunity to thank you for your interest in the post of Senior Capital Programme Manager. This role is key to maintaining our success as we strive to deliver a healthier future for the people of Lothian.



This is an excellent opportunity for an exceptional individual who can evidence outstanding management qualities. We are seeking a talented, credible manager with vision and enthusiasm for the role.

The Senior Capital Programme Manager will provide senior management within the boards capital planning and projects department and play a key and visible role within its management team. In addition, the post holder will support the effective delivery of a multi-million pound acute healthcare project. Ensuring all safety, compliance and quality standards are met within prescribed delivery timelines and resources identified will be fundamental to achieving success.

Our new Senior Capital Programme Manager will make a significant contribution to the performance management of all capital planning and projects activities across the Board ensuring with others that a robust risk management environment is in place and that corporate governance procedures are complied with.

This is a significant opportunity to play a key management role in an ambitious Health Board alongside a committed and able leadership team, so we are seeking a development/construction professional with proven experience of managing complexity and working at a senior level. You will be a values-driven manager, committed to partnership working and passionate about the equality, diversity and inclusion agenda.

If you believe you can fulfil this role, we look forward to receiving your application.

If you require any additional information which cannot be found within this pack, do not hesitate to contact me by emailing [Iain.Graham@nhslothian.scot.nhs.uk](mailto:Iain.Graham@nhslothian.scot.nhs.uk) or Brian Currie, Senior Programme Director by e-mail on [Brian.Currie@nhslothian.scot.nhs.uk](mailto:Brian.Currie@nhslothian.scot.nhs.uk).

I would draw your attention to the NHS Lothian's website [www.nhslothian.scot.nhs.uk](http://www.nhslothian.scot.nhs.uk) for up to date information.

**Iain Graham**  
**Director of Capital Planning and Projects**  
NHS Lothian



**Senior Capital Programme Manager**  
**Agenda for Change Band 8b**  
**£61,325 - £66,018**

NHS Lothian covers Edinburgh city, East Lothian, Midlothian and West Lothian. We are the second largest health system in NHS Scotland and one of only four teaching Boards. We have strategic partnerships with local Universities, Local Authorities and our four Integration Joint Boards. We serve a population of 900,000, providing a range of primary, community based and acute hospital services. We also provide regional and national services across a range of clinical specialties.

We are looking for a highly motivated, innovative and enthusiastic individual to support the management of a major capital project within NHS Lothian forming part of a £1b development programme. In this key role, you will manage a NHS Lothian Project Team ensuring delivery of a modern, fit for purpose facility. You will be expected to embrace the changes in the delivery of health care and to identify and implement innovative, transformative solutions that support the Boards objectives. This is a real opportunity to be actively involved in shaping the future of the Board's estate to meet the emerging future ways of working and delivering quality care.

You will apply sound judgement and provide advice at senior level on the risks and opportunities the Board faces and the ways these can be addressed. To be successful in this role you will need experience of managing either a large acute healthcare project, with knowledge and understanding of the statutory and compliance requirements applied to the healthcare environment, or other large development project out with the healthcare sector in addition to a proven track record in the delivery of complex programmes of development and construction. You must have successfully managed large multi-disciplinary teams and have significant experience in managing complex stakeholder relationships either within NHS organisations, local government and community groups or the private sector.

For an informal discussion, please contact either [Iain.Graham@nhslothian.scot.nhs.uk](mailto:Iain.Graham@nhslothian.scot.nhs.uk) or [brian.currie@nhslothian.scot.nhs.uk](mailto:brian.currie@nhslothian.scot.nhs.uk).

Interested parties should contact our retained consultant, Iain Atkinson, Associate Director, Eden Scott by phone on 07714 124 033 or by email [iain.atkinson@edenscott.com](mailto:iain.atkinson@edenscott.com) to discuss the recruitment process prior to submitting an application

Closing date for applications is 5 December 2021.

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## **JOB DESCRIPTION**

### **1. JOB IDENTIFICATION**

**Job Title:** Senior Capital Programme Manager

**Responsible to:** Programme Director

**Department(s):** Capital Planning and Projects

**Directorate:** Finance

**Operating Division:** Corporate

**Last Update:** August 2021

### **2. JOB PURPOSE**

To provide Senior Leadership across a portfolio of capital programme(s), delivering assurance, planning, organisation and coordination from concept to handover within the capital strategy for NHS Lothian and the Integration Joint Boards and Scottish Government across an Estate which is both historically and dynamically changing to meet the needs of healthcare services.

Managing key governance aspects of programmes, from business case development, specification of client requirements and technical standards, design, town planning, to procurement and construction, and into the operational phase, ensuring they are delivered within the scope agreed by the Project Board and NHS Lothian.

Ensuring that capital programmes are then built as described in the business case to the required quality, as defined in current policy, standards and guidance, and within the approved budget and timescales.

### **3. DIMENSIONS**

#### **Programme Management**

The postholder leads a number of related and unrelated Capital Projects with a total capital value between £50 million and £75 million from development to delivery. This includes consideration of all options for facilities, development of project costs through the business case process, and then delivering the project within programme, scope and budget.

#### **Commercial and Technical**

The post holder is responsible for construction and facilities commissioning by contractors and handover to NHS Lothian for clinical commissioning. They are responsible, with operational services, for the commissioning of the NHS services in the new facility.



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To appraise service requirements against the existing provision of land, infrastructure, buildings and capital equipment, making acquisitions, undertaking building enhancements, major new developments and instructing disposals.

To procure and manage commercial suppliers (contractors), and specialist technical and legal consultants procured for individual projects, or drawn from long term frameworks and PPP type contracts.

To work with national organisations, such as Health Facilities Scotland and the East Region to manage resources and programme delivery of capital projects to meet National, Regional and Board level needs.

## **6. KEY RESULT AREAS**

1. Manage major programmes through the Scottish Capital Investment Manual (SCIM) processes, including any external assurance required to assure NHS Lothian Board, Integrated Joint Boards and Scottish Government that the project can financially and contractually progress with success.
2. Professionally responsible for construction compliance in major capital programmes and management of construction risks ensuring statutory compliance standards are met.
3. Ensure all risk and health and safety aspects of design, planning and operational functions of building during construction, decant and commissioning are fully managed and professional advice is sought and documented as appropriate.
4. Promote and enable service innovation and performance improvements through the development of new designs and pathways in collaboration with operational colleagues.
5. Lead, manage and motivate multidisciplinary project teams including work allocation, performance and attendance issues, recruitment, training, appraisal and personal development.
6. Manage and be accountable for the capital costs of the portfolio of programmes under development in line with best commercial practice, and deliver the best value for the public interest. Understand, and manage with operational services, the impact of programmes on revenue budgets.
7. Provide assurance to the Programme Director and/or Director of Capital Planning and Projects on the technical content in legal and commercial contracts as part of the construction procurement process.
8. Responsible for interpreting national and local guidance, for example, assess the relevant Scottish Health Technical Memorandum and associated Board policies, in establishing the Programme(s) brief for advisers and contractors to deliver the facility.
9. Plan, manage and work with advisors to ensure facilities are built to the required specification as defined by policy, standards and guidance, and holding contractors accountable for compliance. Leading construction design, planning and execution by using construction software (AutoCAD/Fieldview) to expertly review and amend technical drawings and confirm amongst others, the size, specifications, positioning and clash errors electronically.
10. Lead on the development and delivery of the commissioning strategy for portfolio of programmes, including equipment procurement, ensuring that operational services are

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fully involved to enable facilities to be completed and commissioned in a managed way and that appropriate certification is in place at practical completion.

11. Providing assurance to the Programme Director on building design and town planning. Responsible for the production of the design brief in consultation with operational staff, planning and organisation of all meetings, events, workshops to ensure that all staff and associated personnel are fully engaged throughout the process.
12. Lead on providing a co-ordinated link to good practice in the rest of the public sector and on developing business opportunities with Integration Joint Boards, Health and Social Care Partnerships and other NHS Boards.
13. Lead negotiation on behalf of NHS Lothian with contractors and advisers on capital programmes and ensure quality, cost and programme objectives are met during the construction period through contract management, site inspection and by proactively reviewing and auditing the technical outputs from advisers and contractors.
14. Lead on the planning and organisation of decommissioning existing buildings for successful delivery of contracts within portfolio of programmes, including service decommissioning, equipment transfer, and recycling or disposal in advance of formal/legal hand-over.
15. Deputise for the Programme Director as the need arises as a representative of the Capital Planning and Projects Team and to exercise judgement and advise colleagues as appropriate.

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

The following are examples of equipment used:

Personal/Laptop Computer – writing reports, analysing data, audio/visual presentations.

Mobile and desk telephone.

General office and Site equipment – copier, scanner, projector, cameras etc.

Personal protective equipment required for construction sites – hats, gloves, boots, glasses, high visibility clothing.

Note: New equipment may be introduced as the organisation and technology develops, however training will be provided.

## **7b. SYSTEMS**

The following are examples of systems used:

Internet, intranet and MS applications – Office, Excel, Word, PowerPoint and Project.

Project and Performance Management systems.

Established database and file-sharing systems.

Building Information Management (BIM) systems.

AutoCAD or similar computer aided design systems, potentially including 3D/ Virtual Reality systems.

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Specialist training and use of construction hardware and software, with architectural and engineering detail for reviewing and marking up discrepancies, changes, snagging etc. (Viewpoint & Fieldview).

Note: New systems may be introduced as the organisation and technology develops, however training will be provided.

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

The post holder has a high degree of autonomy and is responsible for the effective use of their time and allocating project resources to deliver objectives.

The post holder is accountable to the Programme Director for leading and driving progress in identified areas of responsibility and self-directs their work to meet these objectives.

Objectives are set annually with 6 monthly formal reviews and monthly management meetings with the Programme Director. Performance and personal development review is undertaken with the Programme Director and reviewed by the Director of Capital Planning and Projects.

The post holder works flexibly in ensuring objectives are delivered.

## **9. DECISIONS AND JUDGEMENTS**

Decisions will be required to be made where no departmental policies and procedures exist., for example a project specific room may not be covered explicitly by Scottish Health Technical Manuals and therefore the post holder will be required to interpret the guidance and establish the appropriate output brief.

Analysis and interpretation of highly complex facts incorporating legal, commercial, technical, construction and clinical Information, for example, the projects procurement contract will require the Senior Capital Programme Manager to ensure no gaps exist between the complex construction contract and clinical brief for the spaces to be constructed.

Analysis of data, development and production of progress reports including risk and cost management for a range of groups across NHS Lothian and IJBs, including Board reports to provide assurance around compliance with NHS construction standards and represent NHS Lothian in commercial negotiations with external organisations to secure contracts.

Determining how healthcare technical standards should be applied in an operational setting and applying these to ensure the case developed is achievable and represents the best option and the best value.

Responsible for interpretation of, and identification of changes to technical specification throughout the programme life cycle to enable assurance to the Programme Director and NHS Lothian on delivery of portfolio of capital programmes as specified.

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

Participating in often contentious and highly complex legal, technical, contractual and commercial negotiations with multiple third parties which could lead to legal action or bankruptcy.

Navigating live construction sites simultaneously taking health and safety and project quality into account.

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Developing and maintaining professional respect from clinical and other colleagues, in order to influence decision making with credibility and from a sound evidence base.

Collating highly complex legal, commercial, technical and construction information to groups and individuals who do not share that expertise in clear and comprehensible language that enables them to make decisions.

Balancing multiple projects simultaneously at varying stages of progress, effectively managing regular changes in priorities within a project and across projects.

Developing a high level of personal and professional respect with stakeholders including senior management and clinicians within NHS Lothian and IJBs.

Mitigating and managing contractual and policy changes and risks throughout the implementation of programmes..

## **11. COMMUNICATIONS AND RELATIONSHIPS**

The post holder will be required to maintain key relationships and effective communication with a range of individuals, contractors and other parties.

Communication will need to be appropriate and flexible to meet the requirements of the audience including written reports, project plans, presentations, informal briefings, large group discussions and 1:1 meetings.

The information being communicated can often be complex, sensitive or contentious information, to be conveyed in a clear and concise manner. It may be communicated to inform and influence key decisions or for formal governance purposes.

Examples of key relationships include:

### **INTERNAL**

NHS Lothian Directors – regular reporting to the Senior Responsible Officer (an Executive Director) either directly in a programme board or in response to questions on assurance. Engagement with chairs of safety committees etc. over detail of project delivery and in response to any incidents.

Capital Planning and Projects – as responsible for Programme Delivery.

Finance team – regular liaison with the nominated finance staff to ensure the programme delivers within budget.

Facilities management team – to engage with the appropriate soft and hard Facilities Management expertise and assurance.

Divisional Management Team – regular reporting either directly in a Programme Board or in response to specific questions regarding Programme Delivery.

Lothian Health Board – regular reporting either directly in a Programme Board or in response to specific questions regarding Programme Delivery.

Management Teams of other NHS Lothian Divisions – regular reporting either directly in a Programme Board or in response to specific questions regarding Programme Delivery.

Medical Directors, Consultants and other clinical staff – to develop Clinical Brief developed and delivered as required.

Technical services departments – to engage with appropriate expertise and obtain assurance as required.

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Capital Projects teams – to engage with appropriate expertise as required.

Ward Managers, Operational managers and Heads of Department – service engagement and minimisation of disruption to Services

Partnership Representatives – either directly in a programme board or in response to specific questions.

Health and Safety staff – to engage with appropriate expertise and sign off as required.

Infection Control staff – to engage with appropriate expertise and sign off as required.

### **EXTERNAL**

Scottish Government Health and Social Care Directorates – in response to external reviews of the project, responding to project specific parliamentary questions, or as part of the business case submissions to the Capital Investment Group at Scottish Government.

External Professional Advisers e.g. contract project manager, supervisor engineer etc.– to appoint and manage the appropriate expertise regarding the technical standards and programme assurance and delivery.

Health Facilities and Health Protection Scotland – to engage with appropriate expertise regarding technical standards etc.

Designers, Contractors and Suppliers – to engage, negotiate, and agree terms for the purchase and supply as required for successful Programme delivery

Statutory Authorities e.g. Health and Safety Executive - to engage with appropriate expertise regarding technical standards etc.

Scottish Futures Trust – to engage with appropriate infrastructure expertise.

Local authorities – for planning permission, traffic controls, building regulations etc.

Emergency services – to engage with the appropriate stakeholders and also to sign off that relevant designs meet required standards.

Patients, carers, voluntary organisations and the wider public – to engage with appropriate stakeholders.

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

### **PHYSICAL**

On a regular basis sit at desk using PC/laptop for long periods of time evaluating data, writing reports, review and adjusting technical drawings/information.

Light physical effort when visiting construction sites.

### **MENTAL**

High degree of concentration required when presenting to large groups.

Requirement for concentration and attention to detail when analysing highly complex information for long periods of time, architectural or construction drawings and formulating reports incorporating information and data from a range of sources including technical and operational data, architectural drawings, plans, computer models, spreadsheets and Gantt charts.

Multitasking is required, with frequent interruptions from telephone, colleagues and email.

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**EMOTIONAL**

High degree of personal resilience, especially in relation to managing legal, contractual and commercial negotiations, often at times of significant organisational change and in a turbulent and politically driven environment.

Required to build trust with senior managers both within and out with the department to be able to challenge actions and negotiate solutions to sometimes difficult situations.

**ENVIRONMENTAL**

In compliance with site safety rules and H&S legislation, visiting construction sites in all weathers to review activities at various stages of completion.

Exposure to machinery, heights, damp, dust or hazardous substances.

Frequent travel between sites.

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

Relevant professional qualification e.g. degree in Architecture, Engineering.

Educated to SCQF Level 11 with two years post graduate Assessment of Professional Competence to practice or equivalent.

Membership of a relevant technical body or equivalent.

Evidence of ongoing personal and professional development.

**Experience**

Significant post qualification experience with evidence of a portfolio of successful delivery of capital projects, including within a public sector environment.

Understanding and evidence of healthcare technical standards in an operational setting.

Team leading across disciplines and functional boundaries.

Evidence of knowledge and understanding of the importance of stakeholder relationships across the healthcare community.

Understanding of health and safety requirements for attending sites under construction and in the general healthcare built environment.

A track record of the successful implementation of changes e.g. redesign of services through engagement with stakeholders and dealing with contentious issues.

**Skills**

Excellent, demonstrable planning and organisational and project management skills.

Strong leadership and management skills.

Excellent communication and presentation skills.

High degree of technical and analytical skills.

Ability to influence and persuade.

Determination and persistence.

Highly motivated with drive, enthusiasm and commitment.

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<b>14. JOB DESCRIPTION AGREEMENT</b>	
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A separate job description will need to be signed off by each job holder to whom the job description applies.	
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Job Holder's Signature:	Date:
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Head of Department Signature:	Date:
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## PERSON SPECIFICATION

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

Criteria	Essential	Desirable
Personal Traits	<ul style="list-style-type: none"> <li>• Demonstrable management qualities including the ability to maintain performance under pressure, attention to detail and logical approach to work</li> <li>• Confidence and resilience</li> <li>• Seeks to add value</li> <li>• Innovative and dynamic</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible approach with the desire to seek out new challenges and opportunities.</li> </ul>
Qualifications and Training	<ul style="list-style-type: none"> <li>• Relevant Degree or equivalent Qualification</li> <li>• Membership of relevant Professional Body or equivalent</li> <li>• Confident IT skills including experience of MSOffice applications</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of healthcare and contractual requirements and documentation</li> </ul>
Experience and Knowledge	<ul style="list-style-type: none"> <li>• Post qualification experience in a relevant large, complex, multidisciplinary environment</li> <li>• Experience of complex operational and change management.</li> <li>• Knowledge of commercial, legal and financial contract management</li> <li>• Experience of dealing with sensitive and challenging situations</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement with NHS governance groups and private sector organisations</li> </ul>
Skills and/or Abilities	<ul style="list-style-type: none"> <li>• Excellent, demonstrable negotiation and strong influencing skills</li> <li>• Ability to manage a challenging workload with conflicting deadlines</li> <li>• Commitment to partnership working.</li> <li>• Ability to identify key priorities</li> <li>• Strong influencing skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicates at a level and in a manner appropriate to the situation.</li> </ul>
Specific Job Requirements	<ul style="list-style-type: none"> <li>• Experience of working with senior management from a range of backgrounds</li> <li>• Excellent written and verbal communication skills</li> </ul>	

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## About NHS Lothian

NHS Lothian provides a comprehensive range of primary community – based and acute hospital services for the populations of Edinburgh, Midlothian, East Lothian and West Lothian.

We also provide some services for patients in the Borders and Fife and are a national centre of expertise for a range of clinical specialities provided to people across Scotland. NHS Lothian has an annual budget of £1.6 billion and employs approximately 26,000 staff.

### Our Vision

Over the course of 2014 – 2024, everyone is able to live longer healthier lives at home, or in a homely setting and, that we will have a healthcare system where:

- We have integrated health and social care
- There is a focus on prevention, anticipation and supported self-management
- When hospital treatment is required, and cannot be provided in a community setting, day case treatment will be the norm
- Whatever the setting, care will be provided to the highest standards of quality and safety, with the person at the centre of all decisions supported through House of Care and Realistic Healthcare approaches.

There will be a focus on ensuring that people get back into their home or community environment as soon as appropriate, with minimal risk of re-admission.

### Our Mission

- improving the health of the population
- improving the quality of healthcare
- improving staff experience
- achieving value and financial sustainability Better health, better care, better value.

### Our Values

- Care and Compassion
- Dignity and Respect
- Quality
- Teamwork
- Openness, Honesty and Responsibility.



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## **Our context and our challenges**

NHS Lothian now serves over 900,000 residents, a number which swells considerably during the Festival and at Hogmanay. We work with 4 Integration Joint Boards in East Lothian, Edinburgh, Midlothian, and West Lothian; with more than 120 GP practices; with 4 major acute hospital campuses and over 26,000 staff, and with multiple higher and further education institutions. We provide local, regional, and national services and believe that we provide these to a high quality. We pride ourselves on the effort and professionalism our staff put into taking care of people.

NHS Lothian has a strategic plan we call Our Health, Our Care, Our Future, which we published in 2014 and which runs for the period to 2024. In this, we laid out our vision for how we intend to develop and deliver services and improve the quality of care, the challenges we face to improve the health of the population, and the choices we would have to make to ensure our system remained sustainable.

Foremost amongst these challenges was the changing demography of our growing population. In 2010 there were just under 837,000 people in Lothian, with about 16% of these being aged 65 or above. Our estimate of population in 2019 is about 916,000, with about 18% of these being aged 65 or above. Although this does not sound much, it is a nearly 10% growth in population, and an additional 30,000 or so people over the age of 65. This is very good news and shows how the NHS, public services, research and people's taking responsibility for their own health are extending lifespans in Lothian. However, people over the age of 65 do tend to have more health conditions and a higher usage of health services than younger people. Meanwhile, our growth in the age group up to the age of 4, who are also high users of health services, has continued to raise the pressure on our services for children and general practices in particular.

This demography also affects our workforce, and so we are acutely conscious that the same issues that affect the general population as they age also affect our workforce, resilient and dedicated as they are. Our workforce plan seeks to lay out how we will develop and support our staff to more productive and rewarding careers, but there is no denying the scale of the challenge the aging demography presents us with – for example, 30% of our mental health nursing workforce are over the age of 50, and we expect 90% of them to retire by the time they reach the age of 50. Meanwhile, only 10% of our workforce in this area is under the age of 30, meaning we need to bolster our workforce and redesign our services in order to continue to provide improved services.

We are also acutely conscious that the lynchpins of our system in the current context often do not work for NHS Lothian, or indeed even for our statutory sector partners. Care workers employed by the independent sector and the third sector carry out essential, and often unseen, roles in our system, and find themselves increasingly under strain, and with their employers likewise under pressure.

We hold out hope that improved use of technology and innovation, in all its forms, will help us close these workforce gaps.

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Finally, there is no avoiding the significant challenge presented to our system by financial pressures. NHS Lothian has managed these financial pressures and is expected to continue to deliver financial break-even.

These factors combine to make the delivery of a truly seamless, patient-centred, sustainable system as envisaged in Our Health, Our Care, Our Future an ever-greater challenge, but one we believe we have plans in place to deliver.

# Our Priorities for Continuous Improvement

Continuous Improvement can be small incremental changes over time, or one-off breakthrough improvements. Every clinical service should pursue continuous improvement in the quality of care with regard to the six dimensions of care (Safe, Effective, Person-Centred, Timely, Efficient, and Equitable). We must put environmental sustainability at the heart of everything we do.

NHS Lothian carries out its role through a wide range of staff, contractors, and partners working together to:

- promote the improvement of the physical and mental health of the population;
- provide primary care to individuals and families within in their communities;
- provide secondary care in hospitals and other facilities; and,
- deliver sustainable and equitable outcomes, with regard to the impact on the environment, service users, staff, carers, volunteers, other stakeholders, and the equitable use of resources.

Our Priorities help all staff understand:

- what the Board's overall priorities are and what it will be focussing on; and
- how their own role fits in with and supports the overall achievement of those priorities.

## Improving the Health of the Population

1. Increase activity aimed at preventing people from developing health issues or becoming unwell. Reduce health inequalities and the burden of avoidable suffering and premature death.
2. Re-design our arrangements to provide sustainable access to primary care services.
3. Increase support for communities and individuals to take care of their own health and health conditions (where this is appropriate).

## Improving the quality of healthcare

1. Improve performance on unscheduled care, and the timely discharge of people from our hospitals to home or a homely environment.
2. Increase the level of care and support provided within the community for adult mental health services, psychological services, and learning disabilities services.
3. Reduce waiting times for scheduled care, cancer services, and Child & Adolescent Mental Health Services.

## Improving Staff Experience

1. Improve our workforce sustainability and widen our workforce supply routes. Maintain an up-to-date 3-year NHS Lothian Board Workforce Plan to support workforce and service sustainability across services, professions, sites, and health & social care partnerships.
2. Implement the Staff Experience and Engagement Programme, to have a workplace which is safe, staff are healthy, fit for their jobs, and feel that their work contributes to their wellbeing.
3. Develop the capacity and capability of leadership at every level of the organisation.

## Achieving Value and Sustainability

1. Cut out avoidable travel and avoidable visits to healthcare premises.
2. Support integrated whole-system working across health and social care.
3. Transfer children's hospital services, the department of clinical neurosciences, and Child & Adolescent Mental Health Services to the new hospital at Little France.
4. Progress the sustainable workforce plan to fully re-open the paediatric inpatient ward at St John's Hospital.
5. Always develop and carry out robust implementation plans, and review their impact on Our Priorities. Learn from all attempts to make improvements, and share that learning with others.

## Appointment Arrangements

The Job Description and Person Specification are designed to inform potential applicants on the essential and desirable personal attributes which are sought in the appointment of a Senior Capital Programme Manager.

Assessment against these attributes will feature throughout the recruitment and selection process for this appointment.

As part of the assessment process shortlisted candidates will participate in the following:

- A Technical Interview
- Presentation or Discussion Topic
- Values Based Competency Interview

Further details of the above will be shared with the shortlisted candidates.

Technical Interviews for the post will take place w/c 13 December and for those successful at this stage, final interviews will take place during January 2022.

### **Medical Assessment**

Any offer of employment is subject to satisfactory Occupational Health clearance. Should you be invited to interview you will be asked to complete a Pre-Employment Health Questionnaire which you should bring to interview. The Occupational Health Service will make an assessment on your fitness to carry out the post based on the information contained within the questionnaire. In certain circumstances, further information may be required before clearance can be given and Occupational Health may contact you by telephone to request that you attend for an appointment. Clearance must be obtained before any new employee commences employment with NHS Lanarkshire. Clearance may be subject to you attending for a Post-Employment appointment and it is vital that you attend this appointment if required to do so.

### **Criminal conviction check**

A criminal convictions check will be required.

## **Immigration, Asylum and Nationality Act 2006 – Prevention of illegal working**

Candidates must be eligible to work in the UK – The successful candidate will be required to provide original evidence of his/her eligibility to work in the UK. Guidance on suitable documentation will be provided.

### **Provision of false information**

Candidates should also note that the provision of false information or the omission of material information in their application or at interview may lead to the offer of employment being withdrawn or summary dismissal.

### **Informal Enquiries**

Informal enquiries are welcomed by My Iain Graham, Director of Capital Planning and Projects, Email – [iain.graham@nhslothian.scot.nhs.uk](mailto:iain.graham@nhslothian.scot.nhs.uk) or Mr Brian Currie, Senior Programme Director, Email - [brian.currie@nhslothian.scot.nhs.uk](mailto:brian.currie@nhslothian.scot.nhs.uk)

## Summary of Terms and Conditions

### Salary

This post is remunerated on Agenda for Change pay scales Band 8B with a salary range of £61,325 - £66,018

The appointment is superannuable under the NHS (Scotland) Superannuation Scheme unless you opt out in favour of some other scheme or are ineligible to join. Your remuneration will be subject to deduction of superannuation contributions in accordance with the scheme. Costs and contributions are available on the SPPA website: [www.sppa.gov.uk](http://www.sppa.gov.uk) NHS Lothian encourages staff to join the scheme.

### Sick Pay

Sick pay entitlements will be in accordance with the provisions of the NHS Staff Council. Sickness allowance depends on the length of continuous service and is on a scale ranging from one month's full pay plus two month's half pay during the first year of service, up to six month's full pay plus six month's half pay after completing five years of service.

### Hours of work

For pay purposes the working week will be deemed to be 37½ hours.

### Holiday entitlement

The annual holiday entitlement is 27 days annual leave per year on commencement, rising to 29 days after 5 years service and 33 days after 10 years service.

There are also 8 fixed public holidays in a year for all staff.

### Relocation

Relocation expenses will be payable to the successful candidate in accordance with the Board's policy. NHS Lothian will pay up to 10% of the employee's basic salary as a grant towards removal expenses. There is scope for this percentage to be increased up to a maximum of 15% in exceptional circumstances subject to agreement from the NHS Lothian's Deputy Director of HR and Employee Director.

### Period of notice

Appointment is subject to termination by either side giving 2 months written notice.