

WELCOME TO NHS GREATER GLASGOW AND CLYDE CANDIDATE INFORMATION PACK

**POST: HEAD OF FINANCE,
CLYDE AND WOMEN & CHILDREN**



Location: Glasgow
Job Reference: 84167
Closing Date: Friday, 21st January 2022

Delivering better health

www.nhsggc.org.uk

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For further details on how to apply and to complete the NHS Scotland Online application form

Please visit <https://apply.jobs.scot.nhs.uk> select Region > Greater Glasgow and Clyde > Job Type Senior Manager Level > Job Reference No: 84167



Dear Candidate

Thank you for expressing an interest in the post of **Head of Finance, Clyde and Women & Children**.

We hope the candidate information pack will help you decide whether you are the right person to meet the key challenges for this opportunity.

This role offers the successful candidate a rewarding career opportunity to work with an already strong team of clinical and non-clinical staff who deliver high quality services that meet the evolving and increasingly complex healthcare needs of the diverse communities we serve across Greater Glasgow and Clyde.

We are seeking candidates who will bring the right blend of skills and experience necessary to lead and develop a team of dedicated professionals. Most importantly you will bring a fresh, forward-thinking and collaborative approach to the role which is central to the continued improvement of the Services we deliver.

We hope you will be inspired by this fantastic career opportunity and look forward to receiving your application should you decide to apply.

The Recruitment Process

Candidates should note that the recruitment process will include for shortlisted candidates a pre-interview assessment stage prior to formal interview. Please note to comply with NHS Greater Glasgow and Clyde's social distancing practices all stages of the recruitment process including interviews may be conducted virtually via Microsoft Teams.

The following is included in this candidate information pack to help you with your application:

- Recruitment Advertisement
- Job Description
- Organisational Chart
- Summary of NHS Greater Glasgow and Clyde Core Leadership Competencies
- Terms and Conditions of Appointment - NHS Greater Glasgow and Clyde
- Recruitment Process and Timetable
- How to Apply

If you have a disability or long-term health problem, the Board are committed to offering reasonable adjustments throughout the recruitment process and employment. If you require further information or support, please contact susan.chisholm@ggc.scot.nhs.uk.

Thank you for your interest in the posts.

Recruitment Services

Recruitment Advertisement

NHS Greater Glasgow and Clyde



Post Title: Head of Finance – Management Accounts
Grade: Agenda for Change Band 8D
Salary range: £86,611 - £90,532 per annum (pro rata)
Tenure: Permanent
Hours: Full time (37.5 hours)
Location: Greater Glasgow and Clyde

Relocation Package where appropriate

Job Reference Number: 84167

NHS Greater Glasgow and Clyde is one of the UK's largest providers of acute hospital, primary, community and mental health care services. With a workforce of around 38,000 staff we deliver healthcare to a population of 1.15 million people plus providing specialist regional and national services to more than half of Scotland's population. The geographical area covered is diverse; encompassing 6 local authority areas within the West of Scotland.

With an annual revenue budget of c £3.2 billion and a capital budget of £50m this represents c24% of the overall Health spend in Scotland.

We are seeking to appoint a new Head of Finance– Clyde Sector and Women & Children Directorate who will be responsible for the strategic and operational accountability for the following key role:

The Head of Finance (HOF) will provide leadership around ensuring the provision of decisive and essential financial management on all strategic and operational financial and governance matters to the Director of Finance, Assistant Director of Finance – Acute Services & Access, Directors of Service and Senior Board management in a tight and complex financial environment in a time critical manner. This requires the initiation and development of cost improvement programmes and short and long term financial recovery plans to achieve financial targets/balance

You will lead the design, implementation, maintenance and ongoing development of the strategic and operational financial management arrangements for the Sector and Directorate to support NHSGGC's agreed single system working arrangements. This will involve ensuring efficient, effective and consistent working practices across the Services.

We are seeking to appoint an engaging and inspiring leader who, can challenge conventional thinking, embrace change and have a genuine desire to continuously improve financial performance. We are looking for a candidate who will bring experience of developing and implementing financial strategy, leading transformation and change, excellent people management skills and the ability to work in partnership with internal and external stakeholders.

You will be a qualified accountant with a recognised Consultative Committee of Accounting Bodies (CCAB), with demonstrable experience in a Senior Finance Manager role including significant budgetary responsibility and expert in the delivery of a quality finance service with a broad range of practical experience in the provision of a modern financial management service, including performance management, project management and strategic financial planning and staff management

If you are inspired by the challenges that this opportunity presents and believe you have the relevant skills, experience and qualities we are seeking then we look forward to receiving your application which will be given careful consideration.

NHS Greater Glasgow and Clyde encourages applications from all sections of the community. We promote a culture of inclusion across the organisation and are proud of the diverse workforce we have. Applications are welcome from UK, EEA and non-EEA candidates.

If you would like to find out more about this role before applying, please contact Jacqueline Carrigan, Assistant Director of Finance, Acute/Access, on 0141 201 4798 or email: Jacqueline.carrigan@ggc.scot.nhs.uk for a confidential discussion

For a Candidate Information Pack and further application information, please visit <https://apply.jobs.scot.nhs.uk> and follow the link to Greater Glasgow & Clyde, look under Senior Manager Level – Job Reference No: 84167.

Closing date for returning applications: Friday, 21st January 2022

Interview are expected to take place February 2022.

The recruitment process will include a pre interview assessment stage and a formal panel interview. Please note to comply with NHS Greater Glasgow and Clyde's social distancing practices we may carry out all stages of the recruitment process including interviews virtually via Microsoft Teams.

Find out more about NHS Greater Glasgow and Clyde at www.nhsggc.org.uk

Additional Information

NHS Greater Glasgow and Clyde is the largest health organisation in Scotland providing acute hospital, primary, community and mental health care services. With a total budget of £3.2 billion and a workforce of around 39,000 staff it serves an immediate population of 1.15 million plus provides specialist regional services to more than half of Scotland's population. The geographical area covered is diverse; encompassing 6 local authority areas within the West of Scotland.

With around 21,000 staff and a budget of c£1.3b our Acute Services are delivered currently from three Sectors covering North and East Glasgow, South and West Glasgow and Clyde (Renfrewshire, Inverclyde and West Dunbartonshire). In addition there are three Directorates with cross site responsibilities covering Women and Children's Services, Regional Services and Diagnostics and Imaging. Inpatient and outpatient Acute and Medicine for the Elderly services are delivered across 9 Acute sites which include Acute teaching hospitals.

EU Settlement Scheme - EU, EEA or Swiss nationals are strongly encouraged to join the EU Settlement Scheme prior to 30th June 2021. As part of the recruitment process, you will be required to produce proof of your EU Settlement status from 1st July 2021 to demonstrate your Right to Work in the United Kingdom. Further information: <https://www.gov.uk/settled-status-eu-citizens-families>.

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NHS GREATER GLASGOW & CLYDE

| JOB DESCRIPTION | |
|------------------------|--|
| Job Title: | Head of Finance – Clyde Sector & Women & Children’s Directorate |
| Responsible to: | Directors of the Clyde Sector & Women & Children’s Directorate |
| Department: | Finance |
| Directorate: | Clyde and Women & Children’s |
| Location: | Dykebar Hospital |

| JOB PURPOSE |
|--|
| <ul style="list-style-type: none"> • The Head of Finance (HOF) is responsible for the overall management and performance of the Sector and Directorates finance provision. In this role, the HOF will lead the implementation, maintenance and ongoing development of the Short, Medium and Long-Term Finance strategy and operational financial management arrangements for the Sector and Directorate. • Ensure the provision of decisive financial management and advice on all strategic and operational financial and governance matters to the Director of the Clyde Sector, the Director of Women & Children’s Directorate, and other key sector stakeholders within a tight and complex financial environment, in a time critical manner. • Initiate and develop clear outcomes for the business critical issues facing the Sector and Directorate, and participate fully in financial and operational performance management to enable informed strategic financial decision-making including capital planning, service redesign and financial risk management. As well as the Sector and Directorate specific key performance indicators and HEAT targets. • Effectively lead the provision of a robust and effective Sector and Directorate management accounting service including clear and easily understood financial reporting (on highly complex, sensitive and sometimes contentious issues), budget setting, budgetary control, forecasting, governance, and financial modelling to support business case development, specific initiatives and saving plans which are integral to the sector and Directorate development plans and how they link in to other Sectors and Board objectives. • Lead the implementation, maintenance and ongoing development of the strategic and operational financial management arrangements for the Sector and Directorate to support NHS Greater Glasgow and Clyde’s joint working arrangements with the Integrated Joint Boards (IJB’s) of the Health and Social Care Partnerships and other strategic partners. |

- Lead the financial implications for the winter planning for the Sector/ Directorate, co-ordinating with the Assistant DOF Acute/Access and the other Acute HOF's to produce a consolidated financial plan.
- Work with the CFO's of the IJB's linked to the Sector and Directorate to evaluate, implement and monitor the financial implications of the IJB's strategic plans.
- Lead the development of the financial impact of the Sector and Directorate capacity plans for each specialty and highlight financial risks, linking in with other sector/directorate regarding all requirements.
- To ensure regular audits are carried out of the financial services being provided to the Sector and Directorate confirming it is efficient and effective to meet the needs of the stakeholders and that where weaknesses are identified to ensure that corrective improvement are made.
- To ensure the Sector and Directorate responds appropriately to the outputs of internal and external audit reviews and plans are developed to meet the recommendations.
- To ensure there is robust management of all income associated with the Sector and Directorate. This includes attending meetings and negotiating funding with SGHD, NSD, other Health Boards and external agencies and ensuring that all Cost per Case and High Cost Low Volume activity is captured and appropriately charged.
- Support the Directors in communications and negotiations with Staff Partners through each Directorate/Sectors Staff Partnership Forum.

ROLE OF THE DEPARTMENT

Responsible operationally to the Director of the South Clyde Sector and to the Director of the Women and Children's Directorate and professionally to the Board Director of Finance/ Acute Deputy Director of Finance.

Financial Planning/Analysis - all aspects of strategic financial planning including service redesign, financial analysis and financial management of the Sector and Directorate including the provision of timely financial reporting and advice to ensure that the Sector and Directorate's financial objectives, targets and statutory requirements are achieved and that financial plans are inextricably linked to the Sector and Directorate's Development Plans which support the Acute Services and overall Board wide Strategies.

Performance Management – lead the financial contribution towards achieving the key performance targets for the Sector and Directorate incorporating local, Board-wide and national performance priorities and including achieving value for money in the use of all resources. Coordinate preparation for and responding to Board performance management requirements such as Organisational Performance Reviews and Exception Reports. Prepare and issue benchmarking and key performance indicators to the Sector and Directorates senior managers

Governance - ensuring effective financial governance arrangements is in place in the Sector and Directorate.

Joint Working - to seek and maintain effective links with corporate finance functions and with the Acute HOF's and with the IJB's CFO's to ensure best practice and seek economies of joint workings.

- Paediatrics
- Neo-natology
- Assisted Conception

Responsible for full line management and full functional responsibility of several teams, including the two Directorate/ Sector business support functions and the two Directorate/ Sector management accounting teams. This spans 8-12 staff.

MAIN DUTIES/RESPONSIBILITIES

1. Lead the development and implementation of robust financial frameworks for the Sector and Directorate in line with the corporate strategy and key performance targets to achieve the effective and efficient utilisation of resources and strongly influence financial balance. Ensure achievement of value for money without compromising the quality of patient care.
2. Lead in the allocation of budgets and the budget setting process to reflect local requirements and lead in reporting of financial information against budgets and other key performance targets for all operating financial dimensions of the Sector and Directorate, including development projects and service redesign.
3. To provide leadership, expertise and advice in the financial planning process for the Sector and Directorate creating long-term strategic financial plans to meet the fiscal challenges faced by the NHS.
4. Effectively manage the provision of business support services and management accounting services to the Sector and Directorate to ensure that potential cost pressures, service developments, activity changes and service redesign/changes are identified and quantified appropriately and proactively reported within agreed timescales. Ensure that income is maximised through negotiations with external agencies, etc. Ensure these issues are taken forward to achieve the Sector and Directorate and corporate strategic objectives as set.
5. The HoF is the prime and expert source for financial information, guidance and advice to the two Directors and the senior managers on all financial management and financial planning matters in respect of the Directorate and Sector. This support will be provided in a time critical manner.
6. The HoF is also responsible for providing specialist/expert advice to the Director of Finance/Assistant Director of Finance, who as part of their roles will rely on the specialist knowledge of the HoF to directly support the core delivery and achievement of the Board's Financial Plan and local, regional and national planning priorities.
7. Responsible for the implementation, maintenance, management, updating and review of the full range of financial and accounting management practices across the Sector and Directorate, ensuring compliance with reporting deadlines, quality requirements and accounting standards.
8. Develop and lead the implementation of a staff development programme (including coaching mentoring, guidance and providing support and direction to PDPs through the Board's policies under eKSF) to ensure the highest quality operational performance standards and operating performance targets for finance staff involved in the Sector and Directorate.

9. Responsible for full line management and functional responsibility of several teams, including the Sector business support function, the Directorate business support function and the Sector and Directorate management accounting teams. This includes setting operational priorities, managing workload, managing performance, undertaking/ monitoring appraisals, managing sickness absence, disciplinary and any grievance matters, managing recruitment and selection and personal development advice.
10. Ensure high-level contribution to the overall performance management of the Sector and Directorate including the efficient and effective use of financial and physical resources and ensure that all projects/redesign work, both capital and revenue, have been through a robust financial process to ensure that financial implications are considered and understood before any commitments to proceed are made.
11. Design and develop critical systems for managing financial information and non-financial information to meet the specifications of the local key stakeholders. This requires interrogation and consolidation of several data sources including, Pecos system, clinical activity data, ascribe system data and e-financials data and the Integrated Resource Framework which interlink and allow robust decision making.
12. Review all financial reporting systems and information on an ongoing basis to ensure that robust and effective financial and accounting systems are in place for all services, adapting and revising systems and specifications as necessary to ensure maximum efficiency and effectiveness and that they continue to meet the needs of the key stakeholders.
13. Directly lead the prime financial business imperative to fully maximise and secure all available contract income for the Sector and Directorate to achieve financial balance and statutory financial requirements.
14. Implementation, management and pro-active monitoring of effective governance arrangements within the sector for achieving financial probity and superior standards of operational performance at all levels.
15. Lead the critical finance imperative, to report on a regular basis the performance of financial plans, including savings plans and income analysis and to recommend and implement corrective decisive action to avert any potential financial problems.
16. Take full responsibility for all financial performance management, reporting and controls, for the Sector and Directorate to enable achievement of financial and performance targets/standards, including implementation of business developments and cost saving initiatives for the delivery of the Financial Strategy, utilising as appropriate benchmarking and best practice initiatives.
17. Design and conduct regular performance audits (including benchmarking of services) to assess and identify improvements in the financial and accounting service provision and in line with financial governance arrangements, ensure any necessary audit arrangements are put in place where corrective action or issues have been identified. On an ongoing basis retain responsibility for meeting the year-end audit requirements for the Sector and the Directorate.
18. Represent/ deputise for the Assistant Director of Finance on Regional and National planning and service groups in all delegated financial matters.

SYSTEMS AND EQUIPMENT

Responsible for overseeing the design and continued development of reporting processes and within Financial and Performance Management to ensure efficient and effective Sector and Directorate reporting.

Utilise a range of financial and other reporting software products to ensure the timely and accurate provision of complex financial and supporting information to the Sector and Directorate e.g.:

- Advanced reporting software (Business Objects XI)
- Interrogation and reporting facilities within the main financial system
- MS Office packages (Word, Excel, PowerPoint, Access and Outlook)
- Supplementary systems such as the National Payroll Data Query
- Use of a computer for analysis, interrogation, preparation of financial reports and controls and communication/emails. Laptop, mobile phone, projector

DECISIONS AND JUDGEMENTS

The post-holder is expected to demonstrate the highest level of professional integrity and will specifically:

- work autonomously using a high degree of initiative and is required to interpret overall Health Service policies and strategies to ensure that all resource implications are taken into account within the strategic planning of the Sector and Directorate
- provide critical input to the financial management processes in the Board which will require the establishment of strong communication links and utilisation of influencing and negotiation skills with all HoFs and both Finance and Sector/Directorate Management Teams. Will include advice, support and guidance on all financial matters in line with corporate financial frameworks and governance arrangements.
- provide critical advice, support and guidance on all financial matters to the Clyde Sector management team and the Women & Children's Directorate management team and play a key role in overall strategic planning in line with corporate financial frameworks and governance arrangements including the setting, monitoring and reporting of performance against targets.
- Fully utilise analytical and judgemental skills to deal with highly complex facts or situations, which require the analysis, interpretation and comparison of a range of options. Examples include:
 - The need to take financial decisions where there is no precedent and where leading opinions may conflict.
 - The setting and monitoring of multiple targets and objectives.
- undertake review of plans for projects that impact across the Sector, Directorate, Acute Division and the Board, considering the consequences on other parts of the organisation. This will include the impact of major service redesign and the implementation of cost efficiency and savings programmes.
- plan activities and prioritise workload of self and supporting resources to ensure that monthly, quarterly and annual financial deadlines are met. This post holder will be required to operate flexibly and be reactive to constant change.
- develop operational, medium and long term financial strategy, through future cost modelling and incorporation of costing for future service developments, taking into account uncertainty and risk factors.

- undertake option appraisals (where appropriate in accordance with the requirements of the Scottish Capital Investment Manual) and produce business cases to support financial and operational decision making associated with investment and disinvestment.

COMMUNICATIONS AND RELATIONSHIPS

Clear and persuasive communication will be required within a range of settings from contentious information communicated on a one to one basis to presentations of highly complex information to large groups (internal and external). This will be through a range of different media, including verbal, written reports, presentations (using Power Point and other tools as appropriate).

The post requires excellent relationship skills to enable highly complex information to be shared and courses of action to be agreed with group members/senior managers.

Review of performance is undertaken through annual agreement of performance objectives and individual performance appraisal both informally and formally by the Assistant Director of Finance Acute/Access

INTERNAL

- The Board Director of Finance and the Assistant Director of Finance Acute/Access to ensure effective communication with Corporate Finance, Performance and Planning and Health Information and Technology functions.
- Director of the Clyde Sector and Director of the Women & Children's Directorate together with the Sector / Directorate Management Teams (including the GM'S, Chief Nurse and Chief medical officer as well as Clinical Directors) to advise and where necessary persuade senior managers on highly complex and sensitive financial issues. To ensure that robust financial systems and the required level of support are available to them in order to achieve required financial targets and to provide guidance on financial issues and ensure financial objectives are being met.
- Business Support and Management Accountancy Teams to provide guidance and support to ensure that all operational teams are provided with the required level of financial reporting and additional information as required.
- Internal Audit - respond to and address issues raised and agree action plans.
- All HoF's/ CFO's across GG&C, including Governance, Financial Planning, Financial Services, and Facilities & Capital Planning, Acute Directorates and Sectors.
- HR
- FOI Team

EXTERNAL

- Scottish Government & NHS National Services Scotland to negotiate specialist regional/ national care group services
- Other Health Board Directors/HoFs,
- External Auditors
- Local Authorities
- Other Bodies as required e.g. Independent Health Providers

PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical

- Advanced keyboard skills are required for manipulation of complex financial data, the creation of reports and financial analysis.
- Computer skills required for using standard MS Office software including email, etc.

Mental

- Frequent requirement for multi-tasking as part of this role and ability to work flexibly often at different locations with assistance of mobile technology.
- In addition to strict deadlines, the work is often unpredictable and reactive with numerous interruptions and including requirements for concentration to deal with matters such as complex/urgent issues arising simultaneously alongside regular tasks.
- There is an occasional requirement for prolonged concentration when, for example, analysing complex data, statistics and during the preparation of financial returns.

Emotional

- High degree of personal resilience, especially in relation to the interpretation and application of complex policies and decisions, often at times of significant organisational change and in a turbulent and politically driven environment.
- Required to deal with distressing circumstances, primarily due to pressure of timetables and staff management responsibilities: Staff performance, disciplinary and sickness management within own team. Required to provide objective financial guidance in times of service redesign and financial pressures that may conflict with ability of service to meet perceived patient needs.

Environmental

- Compliance with health & safety/risk management policies both within normal office environment and when travelling to and attending meetings within various Hospitals. There is a frequent requirement to travel between sites to attend meetings/meet with individual managers.

MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

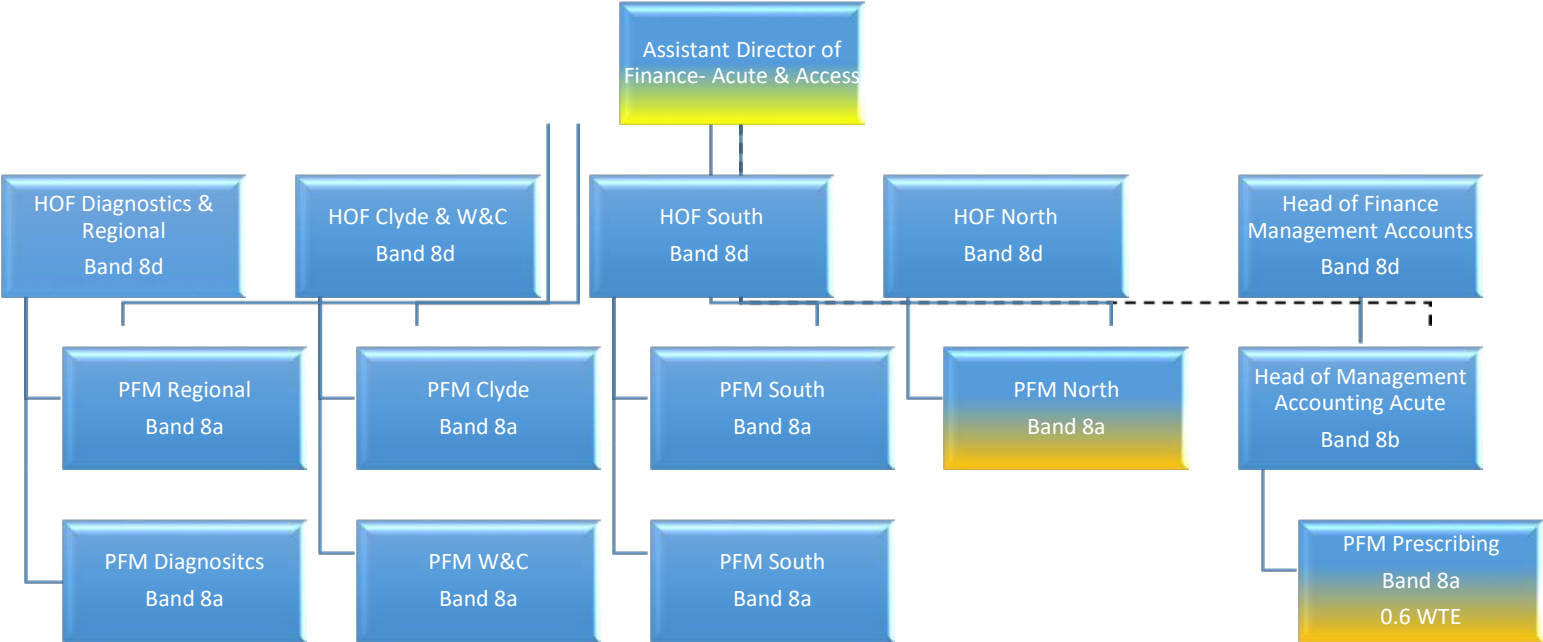
- The initial implementation and development of the Sector's management accountancy provision through a period of change and re-engineering. Thereafter, maximising efficiency and effectiveness of the management accountancy service in a dynamic operational environment, organisational change; systems, procedures, circulars and regulations.
- Playing a key role in the influencing and challenging of Regional and National developments in difficult financial times. This involves influencing WoS Board Directors of Finance around regional pressures/service developments and National Services Division/Board Chief Execs around national pressures/service developments.
- Positively influence and motivate operational managers and staff in climate of year on year challenges to provide efficient and effective financial management through very demanding times requiring substantial cost efficiencies with increased risk during the transition periods.

- Developing and implementing joint financial frameworks/planning across the Sectors/ Directorates and necessary arrangements with the Integrated Joint Boards of the Health and Social Care Partnerships to provide the foundation for financial planning and reporting.
- Seeking new and innovative ways to support the Sector and Directorate in reducing costs, increasing income whilst achieving required performance targets and achieving other efficiencies whilst maintaining equitable service provision across the Sector and Directorate areas.
- Provision of complex, accurate and timely financial information to a diverse range of stakeholders, with varying degrees of financial expertise and understanding.
- Managing ad hoc requests for complex, strategic and sensitive financial information/advice in an extremely challenging financial environment against a background of multiple competing priorities.
- Anticipating future Acute Division, Health Board and National requirements to ensure the Sector and Directorate is well positioned to contribute and respond in a positive manner.
- Ensure the finance provision is continually focussed on delivering the most efficient and effective services to facilitate the ongoing achievement of financial balance and value for money.

KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- A full professional accountancy qualification and a member in good standing with a nationally/internationally recognised professional accountancy institute (CCAB) with clear evidence of continuing professional development.
- Has expert specialist knowledge of financial and accounting procedures and advanced proficiency and expertise in leading an accountancy provision within a large highly complex business environment covering both strategic and staff leadership roles.
- A minimum of at least 10 years post qualification experience with a full understanding of financial and other aspects of NHS legislation and NHS finance policies.
- Able to demonstrate knowledge gained through additional specialist training and practical experience required providing leadership in the implementation of financial strategy across the Sector and Directorate.
- A high level of experience in dealing with a variety of senior people and the ability to negotiate and influence in a complex, time pressurised and politically sensitive environment.
- A Proven track record on reaching targets and achieving results with competence in financial management, financial reporting, financial and business analysis, governance arrangements, budget setting processes, budgetary control processes and the provision of financial advisory services to multi-disciplinary operational services.
- An expertise in the role of performance management in driving improvement and an ability to create a clear set of performance management arrangements.

APPENDIX 1 – ORGANISATIONAL CHART



NHS GREATER GLASGOW AND CLYDE SUMMARY OF CORE LEADERSHIP COMPETENCIES



| CORE COMPETENCY | EXAMPLE PERFORMANCE CRITERIA/RELATED BEHAVIOURS |
|--|---|
| <p>1. Strategic Focus</p> <p>Identifying long-term goals and championing their implementation.</p> <p>Those effective in this competency generate creative and strategic solutions that can be successfully implemented. Think in innovative ways and support similar thinking in others. They challenge and push the organisation to constantly improve and grow.</p> | <ol style="list-style-type: none"> 1. Understands how their role contributes to achieving the organisations vision 2. Establishes longer term plans and is clear on how these will be delivered 3. Has a strong understanding of how the external environment and key national and local initiatives impact the service 4. Aligns resources, processes and systems to deliver strategic problems |
| <p>2. Collaborative/Partnership Approach</p> <p>Effective working and collaborating with others towards a common purpose or goal.</p> <p>People who are competent at working in collaboration and partnership build and maintain co-operative work relationships with others. They complete their own tasks for group projects in a timely and responsible manner and directly contribute to reaching the group goal.</p> | <ol style="list-style-type: none"> 1. Actively promotes collaboration and teamwork as a key success factor for NHSGGC 2. Cultivates an active cross directorate/sector or agency network of relationships 3. Understands current power and political relationships in NHSGGC and partner agencies 4. Takes a systematic approach to the development and maintenance of effective partnership processes and working 5. Has a sound understanding of how multi-agency decision making takes place. |

| CORE COMPETENCY | EXAMPLE PERFORMANCE CRITERIA/RELATED BEHAVIOURS |
|--|---|
| <p>3. Achieving results and making decisions</p> <p>Challenging, pushing the organisation and themselves to excel and achieve and make good decisions in a timely and confident manner.</p> <p>People who exhibit a drive for results make decisions in a timely manner and create or help establish objectives and contribute to their success. They assume personal responsibility for the success of the organisation and persist, even when faced with obstacles, to achieve results. After they have considered alternatives and possible consequences, they can decide upon a course of action and assume responsibility for their decisions.</p> | <ol style="list-style-type: none"> 1. Key accountabilities and decisions are accepted and acted upon 2. Sets and pursues appropriate goals for self and service to deliver excellence in patient care 3. Makes decisions needed to achieve effective financial, clinical and employee results 4. Ensures compliance with statutory or policy obligations 5. Establishes effective performance management and reporting processes |
| <p>4. Influencing and Persuading</p> <p>Convincing others to adopt a course of action</p> <p>People who display this competency influence others using appropriate interpersonal skills without being excessively aggressive or pushy. They understand their audience and modify their method of persuasion accordingly. They are confident and do not give up easily</p> | <ol style="list-style-type: none"> 1. Has the courage or strength of purpose needed to convince others of ideas, points of view or desired outcomes 2. Establishes information necessary to effectively persuade and influence others 3. Concedes on less important issues in order to maximise their influence on important issues 4. Is clear on focus of influence with key decision makers or stakeholders |

| CORE COMPETENCY | EXAMPLE PERFORMANCE CRITERIA/RELATED BEHAVIOURS |
|---|--|
| <p>5. Managing Change</p> <p>Taking action to support and implement change and improvement initiatives effectively.</p> <p>People who display this competency actively lead change and improvement efforts through their words as well as their actions. They build the support of those affected by the change initiative and take personal responsibility to ensure that changes are successfully implemented.</p> | <ol style="list-style-type: none"> 1. Readily adapts and adjusts to new or changing circumstances and ways of working 2. Anticipates the need for change 3. Actively promotes change initiatives in their group or in the organisation as a whole 4. Assumes personal responsibility to see that necessary changes are adopted and effectively implemented |
| <p>6. In-depth Problem Solving and Analysis</p> <p>Solving difficult problems through careful and systematic evaluation of information, possible alternatives and consequences.</p> <p>People who are competent at in-depth problem solving and analysis are capable of generating good solutions to difficult problems. They consider many sources of information, systematically process and evaluate the information against possible courses of action and carefully deliberate before a final decision is made.</p> | <ol style="list-style-type: none"> 1. Evaluates information and possible courses of action objectively 2. Consults with stakeholders and decision makers as needed 3. Applies appropriate level of analysis to identify key issues and reflect their complexity or importance 4. Assesses and quantifies risks and opportunities (level and likelihood) 5. Applies creativity to identify alternative solutions to complex or wicked issues |

| CORE COMPETENCY | EXAMPLE PERFORMANCE CRITERIA/RELATED BEHAVIOURS |
|--|---|
| <p>7. Quality Improvement</p> <p>Seeking opportunities to improve current processes, systems and methods to promote reliability, quality and efficiency of output.</p> <p>People who display this competency are dedicated to the improvement of current work processes. They apply discipline and a detail orientation to their own work activities and constantly look for ways to help improve the quality, efficiency or effectiveness of specific and general work processes. They encourage others to apply similar discipline to achieve continuous improvement.</p> | <ol style="list-style-type: none"> 1. Seeks opportunities to improve current work processes, methods and systems 2. Develops others to understand and apply the discipline of continuous improvement 3. Is personally committed to improving the overall quality, efficiency and effectiveness of their own work and service area 4. Ensures all improvements are aligned to improved patient experience |
| <p>8. Managing Self, Others and Resources</p> <p>Developing, directing and leading others to accomplish organisational goals and objectives.</p> <p>People who display this competency effectively manage and direct the activities of others. They work through other people to accomplish objectives, and they encourage performance through motivation and feedback. They hold people accountable. They provide honest feedback and guidance in a supportive manner and assist others in meeting individual goals and challenges. In all, they are positive, objective and fair.</p> | <ol style="list-style-type: none"> 1. Sets clear objectives for self and service 2. Proactively and effectively challenges under performance 3. Values and manages all aspects of diversity and treats other with respect 4. Engages staff in understanding all decisions affecting them 5. Acts as an exemplar inspiring others to perform, develop and grow 6. Exemplifies the values and behaviours of Facing the Future Together particularly when under pressure |

| CORE COMPETENCY | EXAMPLE PERFORMANCE CRITERIA/RELATED BEHAVIOURS |
|---|---|
| <p>9. Leadership Insight and Impact</p> <p>The ability to acknowledge and understand feelings in ourselves and others to discriminate among them to guide ones thinking and actions.</p> <p>People who display this competency effectively understand others; their concerns, feelings, strengths and weaknesses. They consider this to lead and influence and use it to create a sense of inclusiveness required in a diverse workplace. Through understanding they discover what others need and work with them for the success of the business.</p> | <ol style="list-style-type: none"> 1. Works to understand intent, concerns and feelings of others, even when not clearly expressed 2. Understands the impact of their own behaviour on others 3. Capitalise on the values, skills and knowledge of others 4. Demonstrates and encourages resilience |
| <p>10. Relationship Management</p> <p>Developing and maintaining positive relationships with individuals both inside and outside their work group.</p> <p>People who are competent at relationship management actively seek opportunities to build relations important to their service. They are in regular contact with internal or external colleagues, they consider how their actions or decisions may impact on other groups and their objectives.</p> | <ol style="list-style-type: none"> 1. Values relationships within, across and outside the organisation 2. Actively builds and maintains networks and relationships that support service objectives 3. Develops work relationships to facilitate smooth operations 4. Allocates time and effort to understanding and meeting the needs of the internal or external clients 5. Displays good social skills |

Summary of Terms and Conditions



The terms and conditions of service are those approved and amended from time to time by the National Agenda for Change Terms and Conditions Agreement

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| Job title | Head of Finance, Clyde and Women & Children |
| Job reference number | 84167 |
| Closing date | Friday, 21 st January 2022 |
| Vacancy enquiries to | If you would like to find out more about this role before applying, please contact for a confidential discussion:- Jacqueline Carrigan, Assistant Director of Finance, Acute/Access, on 0141 201 4798 or email: Jacqueline.carrigan@ggc.scot.nhs.uk |
| Agenda for Change band: | Band 8D |
| Salary | £88,385 - £92,424 per annum (pro rata) |
| Hours | 37.5 hours per week |
| Base | Dykebar Hospital |
| Contract type | Permanent |
| Annual leave | The basic annual leave entitlement in a full year commencing 1st April to 31st March is 27 Days on appointment, rising to 29 days after five years and 33 days after 10 years. Leave entitlement is pro rata where applicable. |
| Superannuation | All employees are automatically enrolled in the Scottish Public Pensions Agency . |
| Healthcare Support Workers | All NHS Scotland post holders that are not governed by a regulatory or professional body are considered to be healthcare support workers. On appointment, you will be expected to comply with the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers . Healthcare Support Workers are expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues. |

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| | Whether in a clinical or non-clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team. |
| Smokefree policy | NHS Greater Glasgow and Clyde operates a smokefree policy on all premises and grounds. |
| Equal Opportunities | NHS Greater Glasgow and Clyde is as an equal opportunities employer . |

RECRUITMENT PROCESS AND TIMETABLE



The closing date for applications for these posts is Friday, 21st January 2022

NHS Greater Glasgow and Clyde's Recruitment team will coordinate candidate communications including application confirmation and the scheduling of each stage of the recruitment and selection activity. Outlined below are key note timescales within this recruitment campaign. All candidate applications will be acknowledged and treated in the strictest of confidence.

Candidates should note that the recruitment process will include for shortlisted candidates a pre-interview assessment stage prior to formal interview. The results of this stage and subsequent stages of the recruitment process will be kept confidential and restricted to only those who have direct responsibility for the decision making in the recruitment to this post.

| Recruitment Stage | Planned Date |
|--|---------------------------------------|
| Recruitment Advertising Campaign opens | Friday, 7 th January 2022 |
| Closing date for return of applications | Friday, 21 st January 2022 |
| Shortlisted candidates advised of outcome of application | Late January 2022 |
| Preliminary Assessment Stage: Shortlisted applicants will be invited to participate in a preliminary assessment stage. The arrangements will be discussed with candidates selected for shortlist. | Late January 2022 |
| Final Panel interview | Early February 2022 |

Special Requirements for Selection Events

Where appropriate we are fully supportive in discussing making any reasonable adjustments to the recruitment process to ensure no candidate is disadvantaged as a result of a disability or any other health condition.

If you require any special arrangements to be made in regards your participation in selection event, please indicate this by contacting separately **Susan Chisholm, Recruitment Lead, Recruitment Services, NHS Greater Glasgow and Clyde on 07866 795409 or email: susan.chisholm@ggc.scot.nhs.uk**

If you have a disability or long-term health problem, the Board is committed to offering reasonable adjustments throughout the recruitment process and employment.

If you require further information on any stage of the recruitment process the please contact Susan Chisholm as detailed above

HOW TO APPLY

NHS Greater Glasgow and Clyde's Recruitment team will coordinate candidate communications including application confirmation and the scheduling of each stage of the recruitment and selection activity.

Please note the Closing Date for returning applications: **Friday 21st January 2022**

Candidates will be unable to submit applications after the closing date

If you would like to find out more about this role before applying, please contact for a confidential discussion:- Jacqueline Carrigan, Assistant Director of Finance, Acute/Access, on 0141 201 4798 or email: Jacqueline.carrigan@ggc.scot.nhs.uk

Please refer to Job Description and Person Specification for details of the role.

To apply for the post of **Head of Finance, Clyde and Women & Children, NHS Greater Glasgow and Clyde** please complete the following:-

- All applications are invited via the NHS Scotland Recruitment system – Jobtrain and therefore will need to be completed and submitted online via Jobtrain. You will be able to access the Jobtrain system, and complete your application, via devices with an internet connection. The application will include a supporting statement describing how your skills, knowledge and experience meet the Person Specification.
- You can use the following link that will take you to the Recruitment advert on JobTrain: www.apply.jobs.scot.nhs.uk look under Region > Greater Glasgow and Clyde then Job Type > Senior Manager Level and then in Keyword section insert > job reference **84167** to access and complete the online application form.
- On clicking “Apply for Job” button you will be prompted to register for a new Jobtrain user account if you haven't already done so before, and you just need to then follow the instructions.
- Your application is the key document that will determine whether you will be shortlisted. You must, therefore, be able to demonstrate within your application how you meet the essential requirements being tested at this stage. You should provide clear and succinct information about yourself and how you meet the criteria that are being tested at this application stage.
- It is important you complete the online application form in full. This is to ensure the selection panel can easily find the information they require, and can review the responses from all candidates equally and transparently. For this reason, applications from candidates who have not completed the online application form and provided a CV will not be considered, unless there are reasonable adjustments required. Linking to websites for information (such as LinkedIn) is not acceptable.
- Please note you will be asked to complete a Supporting Statement which is in the form of 3 Assessment Questions.

- The interview panel will not make assumptions about your evidence so it is important that you take the time to ensure that you are comfortable with the information you are providing in your application.
- Be clear and succinct in your answers as there are word limits for each section, The Personal Information and Equalities Monitoring Information sections of the application form are never seen by the interview panel and are not used to assess your suitability for appointment.
- Please include details of 2 Referees, one of which must be your current or most recent employer. Referees will not be approached without obtaining your prior consent.
- All offers of employment will be subject to completion of pre-employment compliance checks.
- If you have any questions or require any support regarding the application process, details of any unavailability over February 2022 or any other information in support of your application, please do not hesitate to contact **Susan Chisholm, Recruitment Lead, Recruitment Service, NHS Greater Glasgow & Clyde to request a candidate information pack at susan.chisholm@ggc.scot.nhs.uk or by calling 07866 795409.**
- Candidates are also requested to complete the Equal Opportunities Monitoring Section of the Application Form. This section of your application will not be made available to anyone responsible for shortlisting and interviewing for the post.

All applications will be acknowledged and treated in the strictest of confidence.

Special Requirements for the Recruitment and Selection process

To ensure prospective candidates are not disadvantaged in the recruitment and selection process we are fully supportive in making reasonable adjustments in order to support disabled job applicants or applicants with other health conditions. Reasonable adjustments for example may include allowing extra time during assessment exercises or ensuring information is provided in an alternative format such as audio, Braille or large font. If you require any special arrangements to be made in regards your participation in the recruitment selection process, please indicate this by contacting separately: **Susan Chisholm, Recruitment Lead, Recruitment Service, NHS Greater Glasgow & Clyde to request a candidate information pack at susan.chisholm@ggc.scot.nhs.uk or by calling 07866 795409.**

Data Protection Legislation

The information supplied by your application will only be processed by those authorised personnel involved in relevant stages of the recruitment process. Applications submitted via the NHS Scotland Recruitment system JobTrain will be retained by NHS Greater Glasgow and Clyde and will be used for the purpose of processing your application and for statistical and audit purposes.

NHS Greater Glasgow and Clyde will process the information for the stated purposes in regards your application for employment. If your application is unsuccessful your information will be retained securely for 12 months from the completion of the recruitment process and then confidentially destroyed.

Further Information

If you have any further queries regarding the recruitment and selection process, please do not hesitate to contact **Susan Chisholm, Recruitment Lead – Recruitment Services, NHS Greater Glasgow and Clyde on 07866 795409 or email:**
susan.chisholm@ggc.scot.nhs.uk

All applications will be acknowledged and treated in the strictest of confidence.