

Our Purpose

Patient Safety is the number one priority for everyone in NHS Borders



Director of Public Health

Candidate Information Pack



Visit our website: www.nhsborders.scot.nhs.uk
Find us on Facebook at www.facebook.com/NHSBorders
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OUR VALUES IN ACTION

Dignity and Respect

Care and Compassion

Quality and Teamwork

Openness, Honesty and Responsibility

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WELCOME

I would like to take this opportunity to thank you for your interest in the post of Director of Public Health with NHS Borders.

The Director of Public Health role is pivotal in leading change across the NHS and public sector in the Scottish Borders as we strive to deliver a healthier future for our communities. As an Executive Director of the Board, you will need to live and exhibit the values of NHS Borders and work with local clinical leaders, senior managers and external partners to ensure that we collectively work to improve the health of our population and optimise healthcare delivery.

Never before have the roles and responsibilities of Public Health come so sharply into focus, with the response to the global Covid-19 pandemic and the need to protect our communities, reduce transmission and support the most vulnerable. Health matters to everyone and touches on every part of our society and the communities we serve, and its impact can have far reaching consequences not just for the current population, but for future generations.

We are seeking a compassionate and inspiring individual who has the ability to lead wide ranging and sustained and community focused service development. You will be committed to collaboration and partnership working, demonstrating outstanding people and engagement skills to forge new relationships with public and partner organisations.

You will play a key role in the planning and evaluation of health services across the Scottish Borders to make sure they properly meet the needs of the public and that they use the best and most up to date research evidence on what works best to treat and manage illness.

As with other health and social care providers, we are delivering our services in challenging times. Demographic changes, increasing demand and wider socio-economic factors all impact on service delivery. We are committed to working together with the Integration Joint Board and our Community Planning Partnership in Scottish Borders to reform services to meet those challenges and fulfil our purpose.

Delivering high quality, safe, person-centred care to every person first time, every time is our clear aim. This can only be achieved when our staff feel valued and fully engaged. Our aim is to create an organisation with a positive culture, where people want to work and strive for excellence each day; where staff wellbeing and personal resilience is supported; where careers are interesting and developed; where staff are encouraged to reach their full potential; and where everyone feels that their contribution is recognised and valued.

I hope that the information in this pack is helpful and encourages you to apply for this post.

If you require any additional information or wish to discuss the role, informal enquiries are welcomed in confidence by me on Tel: 01896 825515 or via email:

ralph.roberts@borders.scot.nhs.uk

Kind regards



Ralph Roberts
Chief Executive

JOB ADVERT

DIRECTOR OF PUBLIC HEALTH

Salary: Agreement on Pay and Conditions of Service is as per the Scottish Government, Executive and Senior Management Pay and Conditions of Service.

- Non-Medical Appointment – £85,996 - £112,402 per annum, Executive Grade E.
- Medical Appointment –£87,534 - £116,313 per annum basic, plus DPH supplement and Discretionary Points if applicable, Consultant Salary Scale

Base: Melrose, Scottish Borders, Scotland TD6 9BS.

Closing Date for Applications: **Monday 6 June 2022**

Assessment Centre will take place on: **Tuesday 12 July 2022**

Interviews will take place on: **Wednesday 13 July 2022**

The venue will be NHS Borders HQ/Education Centre MELROSE TD6 9BS.

Do you have the passion to make a difference in a Health Board dedicated to improving the health and wellbeing of people living in the Scottish Borders?

We are looking for a driven and experienced public health professional to provide strategic direction and embrace partnership working and to lead us through this demanding and challenging period and beyond.

The vital role of Public Health and social determinants of health have recently come to the fore as we manage our on-going response to the Covid-19 global pandemic. Never before has there been greater public awareness of the range of factors that can impact on our own health and wellbeing.

The focus on health inequalities has now moved beyond individual behaviour, to the heart of our communities and the collective responsibility required to address public health challenges. Key to this role will be building on this awareness and championing the public health agenda in our services and in the wider community.

This post presents an exciting opportunity to influence and shape strategies and actions that will reduce inequalities within the Scottish Borders population. It also presents an opportunity to enhance the provision of services within an integrated landscape working with Health and Social Care Partnership colleagues and other community and planning partners.

As a member of our Executive Team you will be responsible for the development and delivery of our public health agenda to ensure that we can make a lasting difference to the life chances of our local population. The focus of our Executive Team for the next few years will be squarely on improvement, innovation, compassionate leadership and optimising cost effectiveness.

Experience of operating at a senior level within the NHS and partnership settings is essential. The successful candidate will have the ability to influence thinking both locally and nationally and be able to demonstrate a track record in addressing health inequalities.

For an informal discussion please contact, Ralph Roberts, Chief Executive, NHS Borders on Tel: 01896 825515.

WHY WORK IN THE SCOTTISH BORDERS?

We think the Scottish Borders is the best place to live and pursue a professional career in the Health Service. With a revenue budget of over £270m (2019/20), NHS Borders is responsible for the health of a population of over 118,900 (March 2019) people across the Scottish Borders.

The Scottish Borders covers a large and scenically beautiful area of the Southern Uplands of Scotland. Predominately rural, it is historically a unique part of the country, the home of the Border Reivers, where annually each town maintains its links with the past during the season of Common Ridings.

The Scottish Borders has tremendous facilities for sport and leisure. Glentress and Innerleithen mountain bike parks are world renowned for both cross country and downhill biking. Seven-a-side rugby originated in Melrose, and the Melrose event in particular draws large crowds each year.

The beautiful Berwickshire coast provides options for sea kayaking, surfing, diving and sea fishing. In addition there are facilities for fishing, golf, swimming, horse riding, cricket, football, hiking and many other activities. Fitness Centres are found in Galashiels and other Scottish Borders towns.

There are also excellent cultural opportunities in terms of music and art societies, drama, and small theatres in Melrose and Selkirk as well as amateur opera. The annual Borders Book Festival attracts thousands of visitors every summer and there are excellent restaurants, cinemas and shops.



The Scottish Borders offers all the benefits of rural life with very easy access to major cities such as Edinburgh (37 miles) Glasgow (75 miles) and Newcastle (75 miles). Edinburgh is renowned for its cultural activities in music, including opera and ballet, theatre, cinemas (including a film theatre) and visual arts, and of course every year there is the world famous Edinburgh International Festival and Fringe Festival. Local transport links have improved greatly in the last few years; after an absence of almost 50 years,

the Borders Railway now offers train services to central Edinburgh running every thirty minutes (journey time 55 minutes approx). Tweedbank Railway Station is close to Borders General Hospital and NHS Borders Headquarters.

On opening the railway Her Majesty Queen Elizabeth II said "**The Borders railway brings so much promise for sharing and invigorating this most beautiful countryside as a place to work live and enjoy.**"

There are rail links to the rest of the country at Berwick upon Tweed, and Carlisle and there is easy access to Edinburgh Airport (approximately 1 hour 15 minutes) and Newcastle Airport (approximately 1 hour 30 minutes).

Melrose has taken the title of the best place to live in Scotland in a national ranking - <https://www.sundaypost.com/fp/borders-town-of-melrose-named-best-place-to-live-in-scotland/>

Education

There are 9 high schools and 63 primary schools in the Scottish Borders. Our local schools consistently demonstrate high levels of attainment - well above the national average. For more information on education in the region visit the Scottish Borders Council website at the following link: www.scotborders.gov.uk/info/878/schools. There is also a purpose built nursery in the grounds of the Borders General Hospital for hospital employees' children.

Relocation and Housing

As part of our policy there is assistance with relocation benefits including temporary housing costs and relocation allowances up to Inland Revenue limits. We wish to ensure wherever possible that new staff obtain appropriate financial support, within HMRC regulations, for the necessary permanent move of their main home.

House prices in the Borders Region are significantly lower than in major cities in the UK and also less than many other rural parts of the country. See the Borders Property web site at the following link: www.bspc.co.uk

There is usually accommodation available for rent in the local area and for a temporary period occasionally in our on-site residencies in the grounds of the Borders General Hospital. We appreciate it's not for everyone to "live above the shop" but it may be helpful for a short while pending your search for your dream abode in the Borders.

Further information on the relocation policy is available from medical.staffing@borders.scot.nhs.uk.

Further information is available from the following websites:

- Our Scottish Borders - www.ourscottishborders.com
- <http://www.nhsborders.scot.nhs.uk/recruitment-fair>
- <http://www.nhsborders.scot.nhs.uk/patients-and-visitors/>
- 5 reasons to move to the Scottish Borders - <https://espc.com/news/post/five-reasons-to-move-to-the-borders>

NHS SCOTLAND – STRATEGIC CONTEXT

NHS Scotland consists of fourteen regional NHS Boards, seven Special NHS Boards and one Public Health Body. Approximately 160,000 people are employed in NHS Scotland overall.

14 Regional NHS Boards:

- NHS Ayrshire and Arran
- NHS Borders
- NHS Dumfries and Galloway
- NHS Fife
- NHS Forth Valley
- NHS Grampian
- NHS Greater Glasgow and Clyde
- NHS Highland
- NHS Lanarkshire
- NHS Lothian
- NHS Orkney
- NHS Shetland
- NHS Tayside
- NHS Western Isles

7 Special NHS Boards & 1 Public Health Body:

- NHS Education for Scotland
- NHS Public Health Scotland
- NHS National Waiting Times Centre
- NHS 24
- Scottish Ambulance Service
- The State Hospitals Board for Scotland
- NHS National Services Scotland
- Healthcare Improvement Scotland

Each NHS Board is accountable to Scottish Ministers and is supported by the Scottish Government Health and Social Care Directorates. At present the Director-General of Health and Social Care and the Chief Executive position of NHS Scotland is held by Caroline Lamb.

Every Regional NHS Board has the responsibility of protecting and improving its population's health and ensuring the effective and efficient delivery of frontline health care services. The regional NHS Boards are supported by the Special NHS Boards which provide a variety of specialist and national services. The differing Boards co-operate and work together to support Scotland's population. They also work closely with partners in other parts of the public sector to fulfil the Scottish Government's Purpose and National Outcomes.

Quality Healthcare

The Healthcare Quality Strategy for Scotland was introduced in May 2010. This set the foundations for those who deliver healthcare services in Scotland to work with the public and external partners towards the three Quality Ambitions and shared vision of providing world-leading healthcare which is safe, effective and person-centred. It is this notion, along with a focus on quality healthcare that influences all strategic and operational decision-making across NHS Scotland.

2020 Vision for NHS Scotland

After the launch of the Quality Strategy, the Scottish Government revealed its ambitious plan for integrated health and social care and set out the '2020 Vision' and Strategic Narrative for achieving sustainable quality in the delivery of health and social care across Scotland. Everyone working in Scotland's health care sector has been asked to contribute and play their part ensuring that this vision can indeed become a reality.

Performance Management in NHS Scotland

Annually the Scottish Government sets NHS Boards performance targets in order to ensure that resources made available to them are directed at areas which are a priority for improvement and are consistent with the Scottish Government's Purpose and National Outcomes. The Board's Annual Operational Plan sets out the performance trajectories for the organisation.

Working in Partnership with Local Authorities and the Third Sector

NHS Scotland is committed to working in partnership with local authorities and the Third Sector. This is fundamental in achieving a healthier Scotland and meeting the demands of the years ahead. The Quality Strategy provides NHS Scotland with a basis on which such partnerships can be formed, through Community Planning Partnerships which secure progress towards the three Quality Ambitions, and the outcomes agreed locally and nationally through the National Performance Framework (<http://www.scotland.gov.uk/Topics/Health/About/NHS-Scotland>).

History of NHS Scotland

There is not a single person in Scotland today who has not come into contact with our NHS Scotland.

The National Health Service (Scotland) Act 1947 came into effect on July 5, 1948 and created the National Health Service in Scotland. Many sections of the Act were repealed by the National Health Service (Scotland) Act 1972 and the remaining provisions were repealed by the National Health Service (Scotland) Act 1978. The achievements of the NHS in Scotland are best brought to life by the stories of the people whose lives it has touched. If you visit the Our NHS Scotland website you can learn about the stories of 65 people whose lives have been transformed by NHS Scotland. You'll also discover how the NHS came into being in Scotland - a story that isn't widely known
www.scotland.gov.uk/Topics/Health/About/NHS-Scotland

Talent Management

Project Lift is a new approach to recruit, retain, develop and manage talent within Health and Social Care in Scotland to ensure all leaders can be the very best and most able they can be and reach their potential from entry roles through to boardrooms. Its focus is to embed a consistent and widely-understood approach to leadership across Health and Social Care in Scotland, explicitly linked to the ethos of Compassionate and Collective Leadership, collaborative working and the underlying values and principles of the National Performance Framework and Health and Social Care in Scotland.

Project Lift aims to offer people development opportunities, tailored to their individual needs, and supporting the evolution of communities of leaders at all levels.

There are **4 key strands** to the approach:

- values based recruitment;
- performance appraisal;
- talent management;
- and leadership development.



WORKING FOR NHS BORDERS

Our Values are at the heart of all that we do:

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

Patients are at the centre of everything we do in our daily working lives with NHS Borders. Ensuring they are safe, cared for efficiently and effectively by suitably experienced and qualified staff, driving quality at the heart of patient care. We are a dynamic and forward thinking team with a wealth of clinical and leadership experience. We aim for an open and honest culture and believe in nurturing future stars in the NHS.

NHS Borders has focussed on developing an integrated structure for the management of our health services. Decision-making is firmly embedded within an integrated Operational Planning Group, part of a natural evolution towards more integrated care, which has seen health and social care services within the Borders develop nationally recognised joint initiatives. The NHS Borders Board covers an area jointly with the local authority (Scottish Borders Council) and has developed close and effective links, including our Health & Social Care Integration Joint Board, to advance the integration of health and social care.

The Operational Planning Group (OPG) is the body responsible for ensuring the overall management of services, operational service planning and service redesign. The OPG is chaired by the Director of Planning & Performance and includes the Director of Nursing, Midwifery & Allied Health Professions; Clinical Chairs; General Managers from each of the Clinical Boards across NHS Borders (including the Mental Health and Learning Disabilities Board); and Scottish Borders Council Social Care. The OPG therefore has the authority to manage resources across the area and to design care from a “whole system” perspective.

The Corporate Objectives for NHS Borders can be viewed on the following link:

http://www.nhsborders.scot.nhs.uk/media/786877/Organisational-Objectives-2020_2023-APPROVED-14072020.pdf

They include a commitment to safe patient care as the number one priority; delivering safe, effective and high-quality services; promoting excellence in organisational behaviour and improving the health of the population.

The organisation has a statutory responsibility to ensure the Staff Governance Standards are embedded and adhered to as part of the governance framework – staff, financial, information and clinical governance – in which NHS Boards operate.

The Staff Governance Standards require all NHS Boards to demonstrate that staff are:

- well informed;
- appropriately trained and developed;
- involved in decisions;
- treated fairly and consistently, with dignity and respect in an environment where diversity is valued; and
- provided with a continuously improving and safe working environment, promoting the health and wellbeing of staff, patients and the wider community

We passionately believe in creating a culture which is open, fair and just.

Partnership Working in NHS Borders

NHS Borders is committed to partnership working between management, trade unions and its staff. The Principles of Partnership Working are based on the organisational values and is the process by which NHS Borders engages with the trade unions on issues and decisions that impact on all staff.

This set of principles offers assurance to NHS Borders staff that they will be treated with dignity and respect, openness and honesty which are also the behaviours expected of each employee towards their colleagues.

NHS Borders recognises a number of professional bodies / trade unions.

We believe the unique factors that help to define us as an employer are:

- Our friendly and supportive environment;
- Our commitment to staff engagement and effective team working;
- Our track record in creativity and innovation and our ability to successfully implement change and redesign;
- Supporting learning, development and career aspirations for all staff, from an initial comprehensive corporate induction programme to the availability of a wide range of internal training programmes;
- Our commitment to supporting flexible working through our family friendly HR policies;
- Our commitment to support and improve the health, safety, wellbeing and resilience of our staff. We do this by implementing our person centred “Work and Well-Being Framework” which covers 2015 – 2020 and which sets out how we support our staff to keep them healthy, motivated and engaged. It includes a variety of proactive initiatives to support staff health and well-being and a good work/life balance.

Current Organisational Priorities

In line with health systems across Scotland and the UK, NHS Borders is facing a number of challenges associated with demographics, growing expectations, developing technologies and tight financial resources. Since 2020 the COVID-19 response has been the most significant challenge for health and social care and we are now on a route-map for gradual remobilisation of services

The Board and Executive Team is therefore facing a significant responsibility to provide the right leadership for the organisation through a significant service and workforce transformation process, which will also need to address the Board's underlying challenges around service, workforce and financial sustainability.

The Board has over the past 2 years seen a change in our senior leadership with a new Chair, Chief Executive, Director of Finance, Medical Director, Director of Workforce and Director of Nursing, Midwifery & AHPs. This has provided an opportunity to significantly influence the way in which the leadership of the Board evolves and adapts to meet the future needs of the Borders population.

The Board has previously published a Clinical Strategy, available via the following link: www.nhsborders.scot.nhs.uk/media/502734/nhsbordersclinicalstrategy_final_aug17.pdf and works alongside the Scottish Borders Health & Social Care Integration Joint Board to support the delivery of the Borders Joint Strategic plan. This was recently refreshed, available at the following link: www.scotborders.gov.uk/downloads/download/877/health_and_social_care_integration_strategic_plan_-_2018-21 and sets out our approach to continue our work to shift the balance of care and address the Scottish Government's priorities for Integration.

The Board is committed to continuing to develop our approach to integration and is expecting future versions of our Joint Strategic Plan to become a single plan for all Health and Care services in the Borders.

The Financial Turnaround Programme

In November 2018, the Scottish Government placed NHS Borders on Stage 4 of the NHS Board Performance Escalation Framework due to the on-going financial challenges we were experiencing. Our Executive Team worked closely with the Scottish Government's Board Recovery Team to create a tailored package of support which included a specialist consultancy being appointed to assist with financial turnaround. As a result, senior management and clinicians have worked to address the challenges we face while maintaining a focus on safe, effective and affordable patient care and a Programme Management Office (PMO) has been established to support the delivery of the financial improvements required.

The aims of the financial turnaround programme are to:

- deliver recurring cost savings;
- restore high levels of financial grip and control to address the financial deficit;
- meet our financial targets this year; and
- Return to financial balance by April 2023.

We must continue to focus our efforts to deliver the savings schemes that have been

identified so far, as well as to identify and progress new savings schemes in the next few years. In March 2020 the financial turnaround programme was temporarily paused to prioritise the response to the coronavirus (COVID-19) pandemic.

Given the progress made in regard to the leadership and financial issues, in April 2021, the Scottish Government reviewed the placement of NHS Borders on Stage 4 of the NHS Board Performance Escalation Framework and reduced its placement to Stage 3 for finance and Stage 2 for Governance and Leadership.

CURRENT CORONAVIRUS (COVID-19) PANDEMIC

Within the health and social care system with our partners, NHS Borders had planned extensively over the years for an event like the current coronavirus (COVID-19) outbreak.

On 23 March 2020 in line with national guidance, NHS Borders took the decision to cancel all scheduled non-urgent activity in the Borders General Hospital. All non-urgent outpatient appointments and routine elective operations were cancelled and patients were contacted individually to discuss their circumstances. Chemotherapy, Dialysis and Midwifery and Obstetric appointments continued as normal.

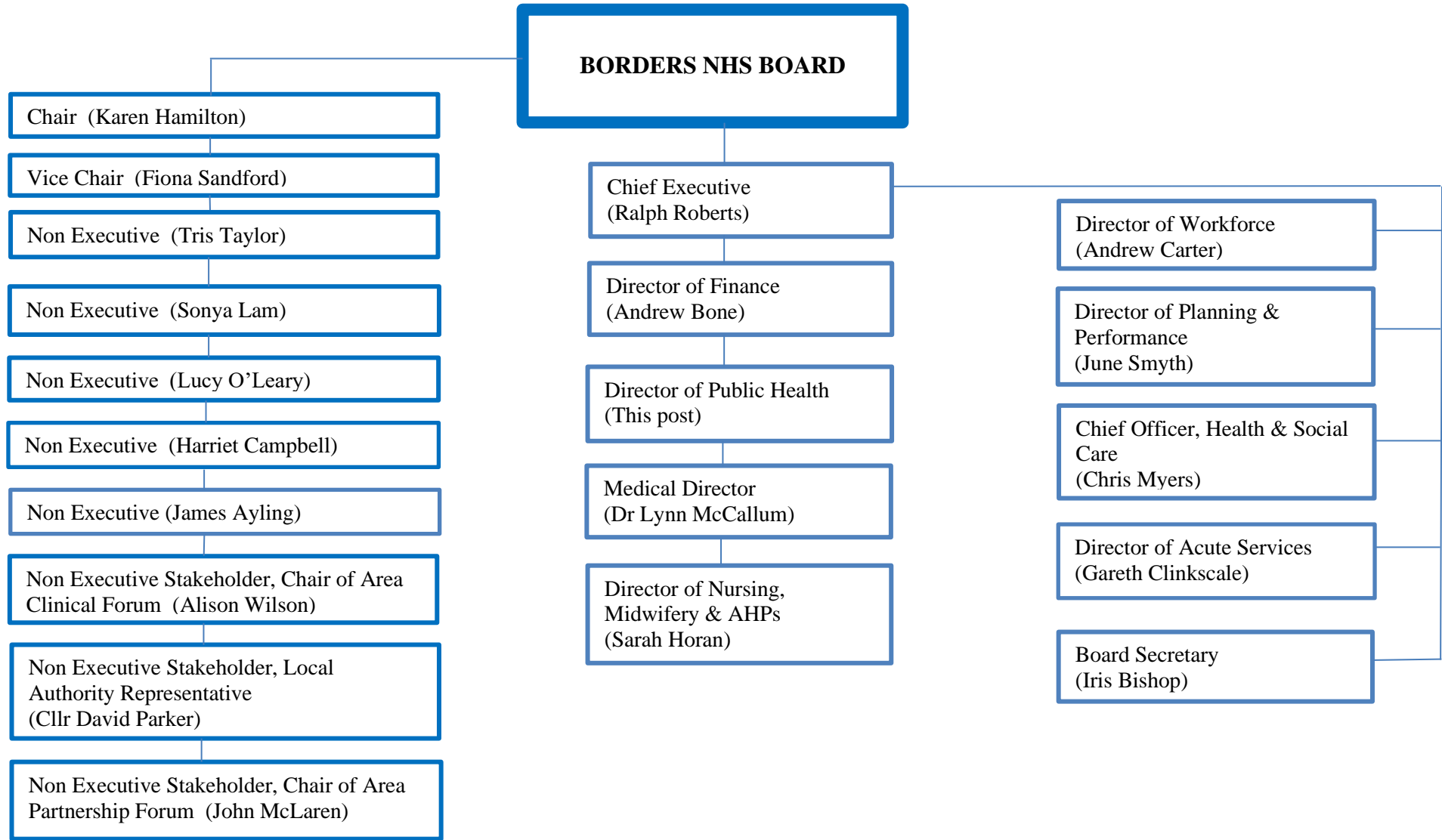
Visiting in all of our hospitals was restricted and for essential visits appropriate safety measures were implemented. By doing so NHS Borders wished to ensure that everything possible was done to minimise the risk of infection to patients in order to manage the coronavirus pandemic.

Decisions on the resumption of services were based on clinical need with the overall objective of ensuring the safety of our patients and staff. A recovery plan for careful and gradual resumption of services was implemented including the phased re-introduction of surgical operating in August 2020. Due to a number of factors - including the need for Personal Protective Equipment (PPE), infection control measures and physical distancing – we are not currently treating the same number of patients prior to March 2020.

Remobilisation has also led to the introduction of new / enhanced services include:

- Test and protect team
- Flu and COVID-19 Vaccination teams
- COVID Assessment Hub
- Care Home Task Force (mutual aid) and Rapid Response Home Treatment Team (mental health for older adults)
- Enhanced Health Protection
- Enhanced Infection Control Services

In May 2020 recognising the importance of nursing professional leadership across health & social care in the context of management of the COVID-19 pandemic, the Cabinet Secretary for Health required Executive Directors of Nursing to be accountable for nursing leadership, support and guidance within the care home and care at home sector.



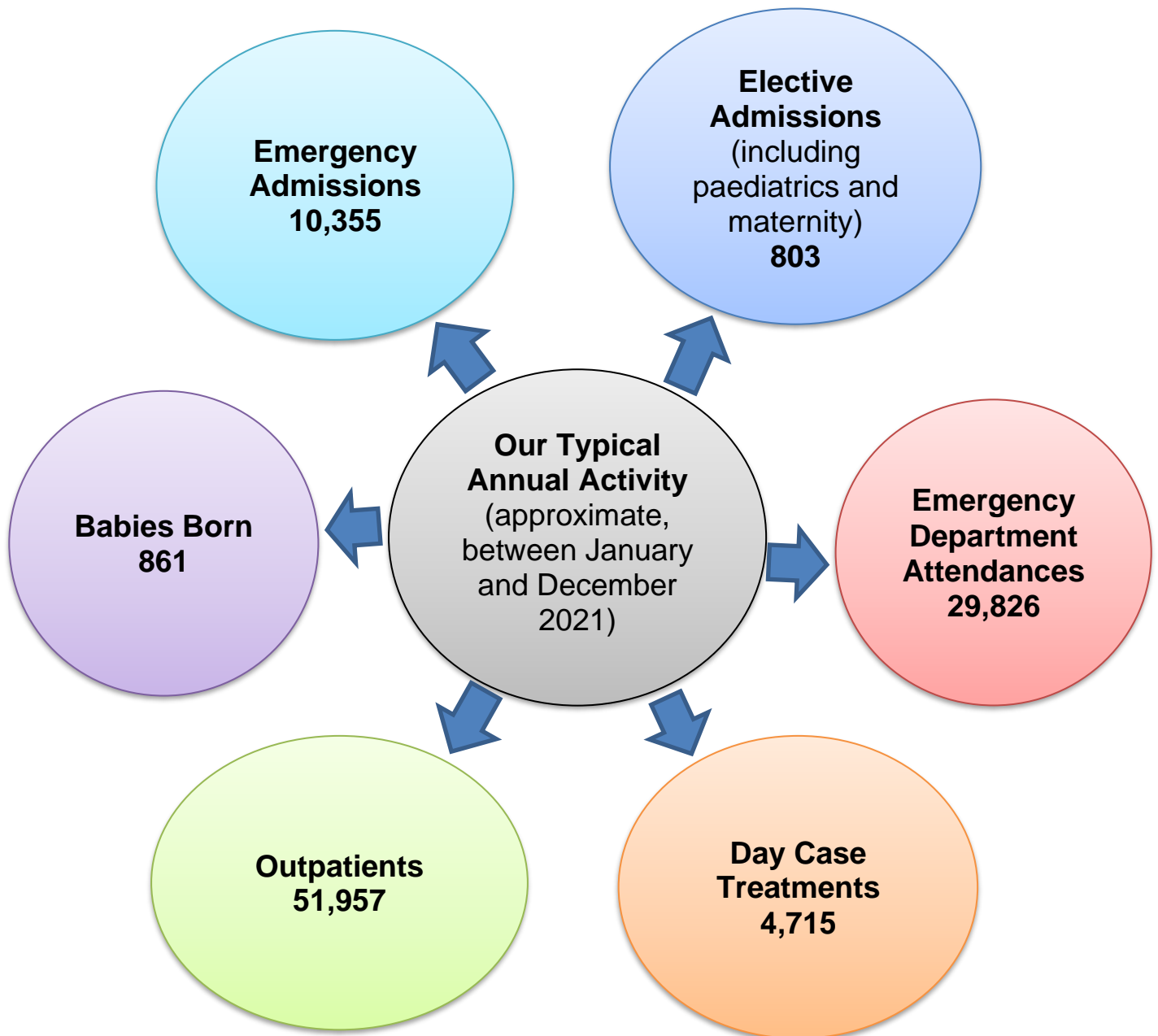
BOARD MEMBERS

EXECUTIVE TEAM MEMBERS

KEY FACTS AND FIGURES

Our Spending

Our typical annual revenue allocation is approximately £260m (2020/21) of which 53% is expenditure on staffing.



NHS Borders proportion of the population over 65 is the highest in Scotland
45 – 59 years 20.84% (19.29% Scottish average)
60 – 74 years 15.83% (13.98%)
75+ years 8.86% (7.09%)

*Our activity levels in 2021 were lower than normal due to the impact of the COVID-19 Pandemic.

DELIVERING OUR SERVICES

Borders General Hospital

The Borders General Hospital is situated on the outskirts of Melrose. It opened in 1988 and is the only District General Hospital servicing the Borders Region. The hospital has 284 beds and 1700 staff. It is well equipped providing the full range of District General Hospital services. The Emergency Department and the Borders Emergency Care Services, provide Accident and Emergency and primary care out of hours services respectively to the whole of the Scottish Borders, with minor injuries centres in Hawick, Duns and Kelso.

Primary & Community Services

Primary and Community Services (P&Cs) includes all Primary Care and Community Services provided by NHS Borders and the Independent Primary Care Contractors (excluding mental health, learning disabilities and maternity services). We employ approximately 675 staff, based in 24 Health Centres, 2 GP owned premises and 5 community and day hospitals. There are Community Hospital facilities in Hawick; Peebles; Duns and Kelso and a Day Hospital in Eyemouth. There are 150 community hospital beds and approximately 70 day hospital places. We also manage community nursing services, therapy services, sexual health services and the community dental service, as well as the contracts for GPs, dental and optometry.

Mental Health Service

With approximately 350 staff, the NHS Borders Mental Health Service works across all age groups to provide assessment and treatment in a variety of settings. Services include Adult and Older Adults Community Mental Health Teams; community day services; a specialist Addictions team; Child and Adolescent and Acute in-patient services. These teams and services are based in the towns throughout the Scottish Borders.

Our philosophy is that of a personal service based on respect for the individual. We use an approach that recognises that an individual's mental health is affected by a combination of their genetic makeup, their relationships with those around them, the physical environment they live in and their own thoughts and feelings.

We work closely with partner agencies to deliver more integrated care to individuals, and several services are jointly managed with Scottish Borders Council.

Learning Disabilities Service

The Scottish Borders Learning Disability Service is a joint Scottish Borders Council and NHS Borders service that provides a range of specialist social care and health services for people with a learning disability. The service is co-located in Earlston within Scottish Borders Council's Social Work Department and comprises two Community Learning Disability Teams, an Assertive Outreach Team and Day Support Services.

For more information on the full range of clinical services provided by NHS Borders, visit our website www.nhsborders.scot.nhs.uk

Support Services

Support Services within NHS Borders are based throughout the organisation and range from our Workforce departments to our Corporate Administration Services.

Finance

The Directorate provides a customer focused, integrated service supporting our finance business partners. It also includes the Procurement Department, Capital Planning and Estates and Facilities (which covers catering, general services and laundry).

Workforce Directorate

All Human Resources and Work and Well Being functions are hosted within this Directorate. These include Employee Relations, Resourcing, Organisational Development, Physical and Occupational Health

Corporate Training and O.D. Leads are available as a consultancy service to advise on development activities tailored to particular service needs and for individual consultants.

There is an excellent staffed library within the Borders General Hospital grounds with good Internet access. Post graduate and continuing medical education activities are positively encouraged and supported. There is a weekly clinical audit meeting and a hospital-wide monthly educational half day. The Borders General Hospital is a teaching unit for undergraduate students in medicine from Edinburgh University Medical School and St Andrews University. Appointed senior doctors act as Educational supervisors for individual students and trainees attached to different teams.

Planning and Performance

This Directorate contains the Planning and Performance and Project Management Offices. It also oversees the full IM&T functions within the Board including business intelligence and Health Information Management.

Clinical Governance & Quality

The Clinical Governance & Quality function is an NHS Borders Board wide support service. It works closely with and provides advice, information, evidence and support to patients, public, clinicians and services. It also provides support in the areas of clinical effectiveness; clinical audit; clinical guidelines and standards; healthcare Improvement Scotland standards and inspections; research governance; clinical risk; patient safety and experience; and person centeredness and public involvement (volunteering and carers strategies, advocacy and voluntary sector commissioning and liaison), in order to improve service quality and provide assurance to NHS Borders Board.

Pharmacy

The Pharmacy Department is an integrated service supporting primary and secondary care and mental health. The department employs around 75 staff covering both pharmacy services and the Bladder and Bowel service. Whilst the majority of staff are based within the Borders General Hospital pharmacy department an increasing number are now working within GP Practices as part of the expanding Pharmacotherapy Team. A joint formulary is

in place for primary and secondary care and the pharmacy department supplies medicines to in-patients and out-patients attending Borders General Hospital and the 4 community hospitals.

The Director of Pharmacy is responsible for the managed sector pharmacy service and oversees the community pharmacy contract delivered through a network of 29 independent and multiple community pharmacies. They also have responsibility for the management of the prescribing budget of £37M.

Public Health

The Public Health Team focuses on promoting the health and well-being of people living in the Scottish Borders and protecting people from becoming ill. It delivers Health Protection services and develops Health Improvement services as well as evaluating the effectiveness of health interventions, programmes and services. The Department encompasses several initiatives and programmes including: programs to help children and families stay at a healthy weight; stop smoking clinics to help people quit smoking; support to help people change their lifestyle and reduce their risk of ill health.

The Health Protection Team is responsible for the surveillance, investigation and control of communicable diseases and non-infectious environmental hazards. This service is available 365 days a year, 24/7.

SUMMARY OF NHS SCOTLAND CORE LEADERSHIP COMPETENCIES

1. STRATEGIC FOCUS

- Understands the vision of the organisation and their role in achieving this.
- Sets longer terms plans and develops contingencies.
- Understands external environment and its potential impact.
- Is aware of relevant National and Local initiatives, imperatives and factors influencing local health service provision.
- Translates broad strategies into specific objectives and action plans.
- Aligns resources, processes and systems to support strategic priorities.

2. COLLABORATIVE

- Promotes collaboration and teamwork across Partnership Approach organisational boundaries.
- Creates an open, team environment where differences can be discussed constructively.
- A balanced view of conflicting perspectives is established.
- Cultivates an active network of relationships inside and outside the organisation.
- Understands current power and political relationships.
- Recognises and responds to the concerns of others and takes a systematic approach to the development and maintenance of effective partnership working.
- Has a sound understanding of multi-agency influencing and decision making protocols.

3. ACHIEVING RESULTS

- Key accountabilities, judgement and decisions are and making decisions accepted and acted upon.
- Sets and pursues appropriate goals for self and service.
- Is committed to achieving results and demonstrates a strong commitment to organisation success.
- Manages stakeholder expectations to achieve results.
- Reviews key indicators and uses management systems to monitor progress.
- Demonstrates a creative approach to problem solving.
- Able to work effectively under pressure.
- Important issues in a complex situation and their implications are identified.

4. MANAGING RESOURCES

- Recognises and capitalises on staff strengths and abilities.
- Engages staff in understanding all decisions affecting them.
- Establishes clear objectives and results for all staff.
- Develops staff to achieve.
- Assigns clear authority and accountability.
- Aware of employee issues and responds appropriately.
- Aligns available resources to agreed service priorities.
- Delivers financial responsibilities and develops contingencies.

5. INTERPERSONAL

- Promotes ideas and proposals persuasively; approach provides compelling rationales.
- Shapes stakeholder opinions and negotiates win/win solutions.
- Builds a broad base of support among key decision makers and influencers.
- A balanced approach which demonstrates both empathy and a focus on facts, problems and solutions is maintained when handling emotional situations.

6. CHANGE AND IMPROVEMENT

- Champions new initiatives and service redesign.
- Stimulates, develops innovative ideas and improvements based on accurate data.
- Challenges status quo and resistance.
- Prepares others to understand and accept change.
- Is proactive, utilising intelligence to support proposals.
- Is recognised as an enabler of change.
- Demonstrates resilience to continuous/concurrent change.
- Able to make hard decisions when implementing change.
- Works well with ambiguity or impartial data.
- Is flexible and adaptable.

7. PROFESSIONAL DEVELOPMENT

- Areas for development are identified through reflection and appropriate strategies pursued to improve performance.
- Area of strength are recognised and consistently applied.
- Constructive feedback is sought and acted upon to improve professional performance.

8. RESPECTS DIVERSITY

- Supports and enables fair treatment and equal opportunity for all.
- Establishes an environment where staff are comfortable raising issues or concerns.
- Challenges inappropriate behaviour and prejudice effectively.
- Managing people on an individual basis.
- Fostering relationships with people who have different views.
- Actively mentors and coach's staff and colleagues.
- Recruits and develops talent from all backgrounds.
- Actively seeks and applies diverse views and perspectives
- Applies employee's policies in a constructive way for all staff.
- Uses inclusive language.
- Applies inequalities sensitive approach to service delivery.

9. GOVERNANCE

- Maintains focus on strategic issues and priorities to ensure required organisational performance is achieved.
- Monitors organisational performance and exercises accountability for results.
- Makes and supports decisions that support effective financial, clinical and employee results.
- Ensures organisation fulfils its financial, clinical and staff responsibilities.
- Examines and defines factors that could adversely affect performance or delivery of committed activities.
- Ensures compliance with statutory or policy obligations.
- Quantified and assigns probabilities to risks and opportunities (level and likelihood)

JOB DESCRIPTION AND PERSON SPECIFICATION

1. JOB DETAILS

Job Title:	Director of Public Health
Responsible to:	Chief Executive
Department & Base:	Borders General Hospital
Date this JD written/updated:	February 2022

2. JOB PURPOSE

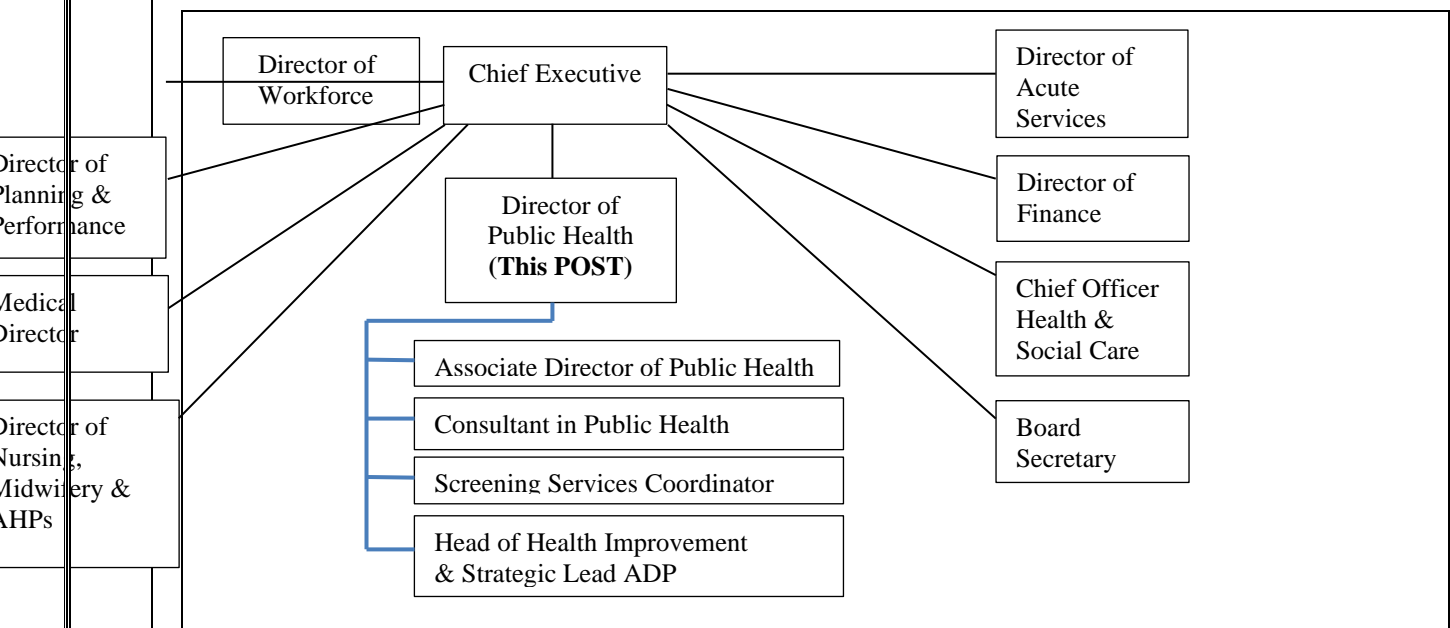
NHS Border's purpose is to achieve transformational improvement in our population's health and the quality and safety of the services that we provide. To achieve our vision, we are committed to transforming the quality of health care in the Scottish Borders through continuously improving the way in which we work as an organisation with a clear focus on Patient and Staff engagement. We are committed to ensuring that our Leadership and management, at all levels in the organisation, creates the environment in which our staff flourish and Clinicians are supported to make decisions and take responsibility to achieve our vision.

To actively contribute to the strategic direction and effective performance of the NHS Borders Board and Executive Team, routinely providing challenge beyond the area of their functional expertise, to secure delivery and achievement of success across the aspects of the health and care agenda in the Scottish Borders.

The post has responsibility for the provision of high-profile public health leadership across the Scottish Borders.

- To lead and manage the public health workforce in NHS Borders to improve the health of our population and reduce inequalities.
- To provide expert advice to support evidence-based re-shaping and delivery of services for the population.
- To safeguard the health of the population through the leadership of a competent and effective health protection function.

3. ORGANISATIONAL POSITION



4. DIMENSIONS

The Scottish Borders serves a population of approximately 120,000.

The area is geographically large (covering 1800 square miles) mostly rural with small burghs and very sparsely populated areas.

Within NHS Borders there is approximately 3600 staff working over 50 different sites within the Scottish Borders, including the Borders General Hospital in Melrose, and community hospital facilities in Hawick, Peebles, Duns and Kelso.

Through their membership of the Board's Executive team the Director of Public Health (DPH) will contribute to the overall management of NHS Borders annual budget of £260M with a further £6.4M available for Capital.

Within this the DPH is directly accountable and will directly manage the staff and services in the Board's Public Health services, for the current year 2021/22 the operating budget is £5.08m (87.13wte) which reflects the additional services which have been introduced and are day to day managed within the Public Health Portfolio (these are required to support the Board's and SG's Covid19 response, in the main these are Vaccinations and Test & Protect services. These services are funding on a temporary, fixed term basis)

Staff within the management remit of the post holder include Senior Managers, A&C staff and will work closely with Senior Clinicians and professionals.

5. ROLE OF THE DEPARTMENT

NHS Borders is an integrated Health Board that covers the commissioning and provision of healthcare for the entire population of the Borders.

The Public Health Directorate makes a vital contribution to NHS Borders' strategic aim of maintaining and improving the health of the community in Scottish Borders. The primary tasks of the department are:

- surveillance and assessment of the health and health care needs of the population;
- protecting and promoting health including communicable disease control and environmental health;
- managing knowledge and putting research evidence into practice;
- managing, analysing and interpreting information into statistics;
- developing and influencing policy;
- developing health alliances with all sectors which impact on health and health care;
- advising on health and health care prioritisation;
- developing governance in public health practice;
- facilitating the further development of public health research and audit; and
- ensuring co-ordination and advice on the development, production and implementation of civil emergency plans applicable to the health service in the Scottish Borders to ensure an immediate and effective response to any major emergency which might occur.

Directors of Public Health work across three domains of public health: health improvement; health protection; and promoting and maintaining quality and effective health services (including women and children's services, primary and community care, dental services, cancer, screening and regional planning), underpinned by health intelligence, with the DPH leading on health improvement and reducing health inequalities.

6. MAIN DUTIES/RESPONSIBILITIES

- Provide professional leadership and management of the specialist public health workforce ensuring they work together in the most effective and efficient way.
- Ensure that the Board's responsibilities for Health Protection and Emergency Planning are properly organised and discharged in line with the Public Health, etc (Scotland) Act 2008 and Civil Contingencies Act 2004. This encompasses surveillance, investigation, control and prevention of communicable disease and environmental factors and the production of the Joint Health Protection Plan. Meeting national health protection challenges through collaborative working. The post holder will participate in the out-of-hours Public Health rota.

- Provide oversight and leadership of system wide business continuity and resilience responsibilities.
- Provide public health assurance on key population programmes including screening and immunisation.
- Provide public health advice to Borders NHS Board and Community Planning Partners. This will include the interpretation and presentation of highly complex, epidemiological and statistical information about the health of populations in a relevant form to the NHS, Local Authority and Voluntary Organisations.
- Lead a range of key strategic planning groups and processes to drive programmes to improve health and reduce inequalities. This will include working with Community Planning Partners on the development and implementation of multi-agency long-term health programmes in line with the Community Empowerment Act 2015.
- Produce an annual report on the health of the population of the Scottish Borders.
- Contribute to the corporate planning, policy and performance management frameworks to ensure public health issues are comprehensively and appropriately represented.
- Working with the Executive Lead for Digital and Information, lead the development of the information base required to underpin the strategic framework for NHS Borders ensuring effective arrangements are in place for population register and death and health status monitoring of the population.
- Provide expert public health advice and leadership to support and inform an evidence-based approach to development, prioritisation and delivery of high quality equitable services across primary, secondary and social care, and across sectors including local authorities and voluntary organisations, in potentially contentious and hostile environments where barriers to acceptance may exist.
- Contribute to the development of the Scottish public health network and play an active role in the Scottish Directors of Public Health group.
- Act as Executive Lead for Health Promoting Health Service, which also encompasses staff health and wellbeing, providing strategic advice on promoting better health in the workforce, supporting a culture shift towards wellness and whole person care in the organisation and across all health and social care providers in the Scottish Borders.
- Support the development of a coherent professional approach to the development of training and leadership in public health and the clinical professions, particularly the training of public health specialists and practitioners in the public health system.
- Ensure that there is an effective training programme for Specialist Registrars in Public Health, Public Health Dentistry and Public Health Specialists Trainees and to actively contribute to it.
- Establish effective partnerships with academic institutions, to develop and deliver a shared research programme.

- As Director of Public Health, work with colleagues to deliver public health education to undergraduates and the wider workforce.
- In line with the Boards approach to the work of the research and ethics committees, ensure the protection and safety of patients and other research participants and work with the Board's Medical Director to ensure there are robust arrangements for research governance across the full range of local NHS organisations, ensuring the protection and safety of patients and other research participants.

7. SYSTEMS AND EQUIPMENT

Extensive use of Microsoft Office Packages including Office 364, Word, Excel, PowerPoint and Outlook email, calendar, tasks and Adobe Acrobat, etc.

Oversee the development of information collection and storage systems.

Access the Internet to research topics/information.

Use of a range of equipment including laptop, multimedia projector, photocopier, printers, shredders, telephone and mobile phone.

8. DECISIONS & JUDGEMENTS AND REVIEW OF WORK

The DPH reports to the Chief Executive of NHS Borders and is responsible for executive management of directly managed functions and professional advice at corporate and strategic levels.

The DPH is fully accountable for leading and driving progress within the identified areas of responsibility and within the parameters of established national and local priorities, policies and procedures.

The DPH works within established national and local parameters including the identification and implementation of innovative solutions requiring analytical interpretation and a significant degree of evaluative judgement establishing new procedures and guidance for the NHS.

The DPH operates within NHS Borders own strategic framework to which the post holder contributes as a member of the Board Executive Team and operates autonomously within this framework.

The DPH is expected to function as a source of expertise and advice at the highest levels.

The DPH is expected to take decisions on a range of differing issues and to give training, advice and support to others on a wide range of issues on a daily basis without reference to others.

The DPH is required to exercise judgement and will determine the most effective way to fulfil their remit within professional and statutory limits and is accountable for decisions taken but can refer to others for specialist advice and support if required.

Review of performance in this post is undertaken through the agreement of performance objectives and individual performance appraisal by the Chief Executive, reviewed by the Remuneration Committee.

Formal appraisal is undertaken on an 6 monthly cycle, and the Chief Executive (and NHS Board) will undertake more frequent, on-going informal reviews of current developments and progress on major issues, giving authority where necessary for the post holder to proceed with matters outwith the scope of his/her responsibility. In addition, all post-holders will be expected to fulfil the requirements for medical/public health appraisal and revalidation appropriate to the terms and conditions of service under which they are appointed. The postholder will develop and maintain a self-directed CPD programme, underpinned by a Personal Development Plan (PDP), which is supported by NHS Borders.

9. COMMUNICATIONS AND RELATIONSHIPS

The DPH will communicate with a wide range of senior clinical and non-clinical staff across NHS Borders and with senior officials of partner agencies and external organisations. Key working relationships with examples of the purposes of these contacts are:

- Representatives of local government, voluntary/independent and private sector organisations (including elected representatives/officials/Chief Executives/ non-executive and executive Directors of local, national and neighbouring NHS systems).
- The Chair, Executive and Non-Executive Directors of NHS Borders and the Board Executive Team.
- The Chair, Vice Chair and Chief Officer of the Integrated Joint Board
- Elected members, Senior staff and officers within Scottish Borders Council
- Frontline staff, senior managers; senior clinical staff and senior staff side representatives within and out with NHS Borders
- Patients and the public, the Scottish Health Council, Scottish Public Services Ombudsman.
- Higher Education Institutions and NHS Education Scotland.
- The Scottish Government, MPs, MSPs, pressure groups, the media
- Scottish Directors of Public Health Group
- Public Health Scotland

10. PHYSICAL DEMANDS OF THE JOB

- Must be able to travel.
- Sitting at desk for long periods of time using computer.
- Sitting in meetings for long periods and maintaining focus and concentration.
- Frequent requirement for prolonged concentration, for example analysis of complex information for reporting purposes.
- Dealing with unpredictable interruptions which require an immediate response, necessitating frequent workload reprioritisation.
- Dealing with challenge and conflict.
- Pressure to meet deadlines, often with short timescales.

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

To provide strategic leadership within a complex Health & care system, balancing a range of competing demands and challenges.

Ensure effective integration of services and sustain staff and clinical commitment, while balancing competing demands and priorities.

To deliver and develop services which meet local, regional and national targets/standards within established professional, service and financial parameters.

To gain commitment across the whole health system to the development and implementation of modern, integrated clinical services, workforce planning and partnership working that breaks down traditional NHS functional and professional barriers in a complex and political environment.

To ensure high levels of professional standards across all of our services and professions

PERSON SPECIFICATION**DIRECTOR OF PUBLIC HEALTH**

Below are the essential knowledge, training (including qualifications) and experience required to do this job.

Medical Candidates (For appointment under NHS Terms and Conditions for Doctors in Public Health Medicine)

- Inclusion in the GMC Full and Specialist Register with a license to practice/GDC Specialist List (or be eligible for registration within six months of interview)
- If included in the GMC Specialist Register/GDC Specialist List in a specialty other than public health medicine/dental public health, candidates must have equivalent training and/or appropriate experience of public health practice
- Meets the minimum CPD requirements (i.e. be up to date) in accordance with Faculty of Public Health requirements or other recognised body
- MFPH by examination, exemption or by assessment.

Non Medical Candidates (For appointment under NHS Terms and Conditions for Senior Managers as Specialists in Public Health)

- Inclusion in the UK Public Health Register (UKPHR) for Public Health Specialists (or be eligible for registration within six months of interview)
- Educated to Masters degree with a relevant professional qualification of equivalent levels or professional and technical knowledge through extensive experience
- Meets the minimum CPD requirements (i.e. be up to date) in accordance with Faculty of Public Health requirements or other recognised body
- MFPH by examination, exemption or by assessment.

All Candidates

- If an applicant is UK trained in Public Health, they must ALSO be a holder of a Certificate of Completion of Training (CCT), or be within six months of award of CCT by date of interview. If an applicant is non-UK trained, they will be required to show evidence of equivalence to the UK CCT.
- Public health specialty registrar applicants who are not yet on the GMC Specialist Register, GDC Specialist List in dental public health or UKPHR must provide verifiable signed documentary evidence that they are within 6 months of gaining entry to a register at the date of interview. All other applicants NOT YET granted specialist registration, must provide verifiable signed documentary evidence from the REGISTER concerned that they have submitted satisfactory evidence and therefore registration within six months of date of interview is assured.
- A proven track record in sound and effective leadership, the ability to think strategically, corporately, and to act as a team player are critical to the success of the post
- Consultant level competence in health protection and evidence of necessary skills, knowledge and experience to be designated as Competent Person under the 2008 Public Health Act:
- Demonstrates ethics, values and personal qualities / behaviours consistent with the vision, culture and values of NHS Borders.

- Excellent communication skills are required. The post holder is expected to have strong presentation skills and to be able to express a view convincingly and coherently, verbally and in writing

QUALIFICATIONS & TRAINING

ESSENTIAL

- 1 Educated to Degree Level.
- 2 Demonstrable experience operating at a senior management/director level.

DESIRABLE

- 1 Management Qualification or equivalent experience.
- 2 Masters level education.

EXPERIENCE

ESSENTIAL

- 1 Demonstrable senior management experience within a large and complex organisation.
- 2 Demonstrable record of achievement in the delivery of transformational change that delivered service improvement and benefit.
- 3 Evidence of improving organisational performance through successful development and implementation of major change.
- 4 Experience and comprehensive understanding of corporate governance.
- 5 Effective financial management of budgets and resources.
- 6 Empathy with and clear understanding of public sector values.
- 7 Corporate working at senior management level and shared decision-making responsibilities.
- 8 Delivery of major/complex projects to time, cost and quality.

DESIRABLE

- 1 Previous experience within an NHS/Public sector environment.
- 2 Commercial acumen and business skills.

KNOWLEDGE

ESSENTIAL

- 1 Corporate working at senior management level and shared decision making responsibilities.
- 2 Understand and apply concepts of performance management systems.

DESIRABLE

- 1 Broad understanding of health and healthcare National policy frameworks.

COMPETENCIES & SKILLS

ESSENTIAL

- 1 Demonstrable transformational leadership skills.
- 2 Ability to demonstrate a high level of interpersonal, motivational and presentation skills combined with a supportive and visible leadership style.
- 3 Demonstrable resource management experience.
- 4 Excellent communication and influencing skills.
- 5 Excellent analytical skills.
- 6 Demonstrable credibility in relationships with a broad diversity of professionals.
- 7 High intellectual ability, experience in developing and communicating 'big picture' thinking.
- 8 Emotional intelligence.
- 9 Flexibility in developing and managing professional relationships.
- 10 Interpersonal skills capable of generating commitment among partners and key stakeholders to the strategic agenda and the benefits of working in partnership.
- 11 Ability to demonstrate the critical leadership behaviours, identified as essential to achieving success within NHS Scotland:
 - Working in partnership
 - Learning and development
 - Staff welfare and development
 - Improving performance through team working
 - Communicating effectively
 - Achieving results

DESIRABLE

- 1 Quality improvement skills.

PERSONAL CHARACTERISTICS & OTHER

ESSENTIAL

- 1 Develops trust and integrity with others.
- 2 Displays enthusiasm about their work or cause and also about their role as a leader.
- 3 Displays confidence in leading and setting direction.
- 4 Demonstrable competency in influencing others and situations.
- 5 Functions competently in an orderly and purposeful manner in situations of uncertainty.
- 6 Able to display tolerance of ambiguity and ability to remain calm.
- 7 Exhibits capability of thinking analytically, as well as keeping the main goal in focussing progress towards it.
- 8 Demonstrates a clear commitment to excellence in order to achieve excellence in all areas.
- 9 Independent travel

SPECIFICATION OF NHS VALUES

NHS Values	Value Description	Method Of Assessment
NHS Values	<p>Care and Compassion Expectations</p> <ul style="list-style-type: none"> • Treat people as though they matter • Involve people • Consider people as individuals and acknowledge diversity • Puts the patient first • Shows they care 	<p>Interview, Multi-Disciplinary Team Discussions and Psychometric Assessment</p>
NHS Values	<p>Dignity and Respect Expectations</p> <ul style="list-style-type: none"> • Team player • Manages own attitudes and behaviour • Addresses concerns with colleague as they arise • Communicates respectfully, openly and professionally • Listens and turns that into action • Sees things from another person's perspective 	<p>Interview, Multi-Disciplinary Team Discussions and Psychometric Assessment</p>
NHS Values	<p>Openness, Honesty and Responsibility Expectations</p> <ul style="list-style-type: none"> • Takes person responsibility for actions • Sharing of ideas for improvement • Observes processes • Ability to work across boundaries • Commitment to work to best of their ability 	<p>Interview, Multi-Disciplinary Team Discussions and Psychometric Assessment</p>
NHS Values	<p>Quality and Teamwork Expectations</p> <ul style="list-style-type: none"> • Works as part of a team to support others and improve service provision • Acknowledges mistakes • Takes responsibility • Inspires the team 	<p>Interview, Multi-Disciplinary Team Discussions and Psychometric Assessment</p>

Appendix to the Terms and Conditions for Members of the Executive Managers Cohort

LEADERS'/MANAGERS' CODE OF PERSONAL GOVERNANCE

As a NHS Scotland Leader/Manager I will:

Pursue service excellence by

- ensuring patients'/clients' needs are at the centre of decision-making
- seeking to protect patients/clients and staff from clinical and environmental risk
- encouraging service excellence and supporting changes to make this a reality

Act with integrity and probity by

- communicating with openness and honesty in all matters including handling complaints and giving feedback to staff
- ensuring confidential and constructive communication
- managing resources and financial risk effectively and efficiently
- ensuring personal integrity and probity at all times
- seeking to protect patients/clients and NHS resources from fraud, inducements and corruption

Account for my own and my team's performance by

- taking responsibility for my own and my team's performance
- complying with all statutory requirements
- providing appropriate explanations on performance
- acting on suggestions/requirements for improving performance
- supporting the Accountable Officer of my organisation in his/her responsibilities

Engage appropriately with others in decision-making by

- ensuring that patients, the public, staff and partner organisations are able to influence decision-making in relation to NHS services
- supporting effective and informed decision-making by patients about their own care
- seeking out the views of others and building mutual understanding
- ensuring clarity and consistency in relation to dual accountability

Develop my team and myself by

- building and developing effective teams, supported by appropriate leadership
- instilling trust and giving freedom to staff/partners to make decisions within authority
- being aware of and taking responsibility for my behaviour and continuous personal development as a NHS manager, to ensure my fitness for purpose

TERMS & CONDITIONS OF SERVICE

DIRECTOR OF PUBLIC HEALTH

Terms and Conditions of Service will be as determined under the Direction of the Scottish Government.

Tenure of Employment

Subject to the provisions in the contract of employment, this appointment is a permanent appointment.

National and Regional Responsibilities

You will be expected as a normal part of your responsibilities to undertake a supplementary role at national (NHSS) and regional levels. This will be described in general terms in the job description and agreed and assessed annually as part of the performance management and appraisal arrangements.

Hours of Work

This post is available for full time, but application are welcome from candidates interested in part-time or job share. For pay purposes the full time working week will be deemed to be 37.50 hours or as appropriate for less than full time.

Remuneration

Agreement on Pay and Conditions of Service is as per the Scottish Government, Executive and Senior Management Pay and Conditions of Service.

- Non-Medical Appointment – £85,996 - £112,402 per annum, Executive Grade E.
- Medical Appointment –£87,534 - £116,313 per annum basic, plus DPH supplement and Discretionary Points if applicable, Consultant Salary Scale

There is a Public Health on-call rota and you are expected to participate. Appropriate on call payments will be provided

Superannuation

The appointment is superannuable, unless you opt out of the NHS Superannuation Scheme (Scotland) or are ineligible to join, and your remuneration will be subject to deduction of superannuation contributions in accordance with the scheme guide.

Annual Leave/Statutory and Public Holidays

Your annual leave entitlement will be a maximum of 41 days including statutory holidays dependent on length of service. The leave year will run from 1 April to 31 March. Annual leave will be subject to approval by the Chief Executive and will be granted subject to the exigencies of the Service.

Motor Vehicle Provision

Subject to your holding a current full driving licence and to it being required for the purposes of fulfilling your role, the Board may provide you with a motor car in accordance with the Leased Car provisions determined by the Remuneration Committee. If a leased vehicle is not taken, travel expenses will be reimbursed in accordance with the provisions of the UK Staff Council.

Confidentiality

Confidentiality of patient information and personal information on staff must be preserved at all times. Your appointment will also involve you in the Board's commercial activities and other business matters.

Intellectual Property/Copyright

All intellectual property, copyright, works, designs, text, records, administrative and financial material and systems made, written or designed or originated by you during the course of your employment with the Board and in connection with your appointment with the Board shall vest in the Board.

Outside Employment and Financial Interests

Whilst in the employment of the Board you must obtain prior written approval of the Chief Executive in order to take up any other additional paid employment.

You should not engage in any outside employment or in any activity which would in any way conflict with the interest of the Board or be inconsistent with your position in the Board or impact on discharging your responsibilities. You must declare to the Board any financial interest or relationship you may have which may affect the Board's policies and decisions.

Acceptance of Gifts and Hospitality

You must not accept excessive hospitality or gifts in the course of your employment. You should adhere to the terms of the Board's Standards of Business Conduct.

Representation

You have the right to join and remain a member of a trade union or professional body. Similarly you also have a right not to join a trade union or professional body should you so choose.

Data Protection

Information about you, your appointment and qualifications may be included in relevant computer files within the Board. By your execution of this agreement you give explicit consent to any processing by the Board of any personal data or sensitive personal data relating to you for the purpose of employment in accordance with the terms of the Data Protection Act. You also grant your consent to the disclosure by the Board of such data to third parties in the event that such disclosure is required for the proper conduct of the Board.

Disciplinary Procedures

In the event of misconduct you may be liable to disciplinary action in accordance with the NHS Scotland Workforce Conduct policy which also sets out the appropriate appeal mechanism.

Notice

The minimum period of notice that you are required to give is 3 months.

In the event that the Board terminates the contract with notice you are entitled to receive minimum 3 months' notice in writing. This does not prevent either party waiving the right to notice, or from the Board making a payment in lieu of notice.

The Board may elect to terminate immediately and pay you in lieu of notice, or in lieu of the balance of your notice period. This clause is without prejudice to any right you may have under employment legislation.

Registration and Insurance

You are normally covered by the NHS Hospital and Community Health Services indemnity against claims of clinical negligence. However, in certain circumstances (especially in respect of services for which you receive a separate fee) you may not be covered by the indemnity. The NHSiS therefore advise that you maintain membership of an insurance organisation. Copies of NHS MEL (2000) 18 (CNORIS) on indemnity arrangements may be obtained on request.

Employee Concerns Procedure

Any grievance which you may have should be raised in the first instance with the Chief Executive. If the matter remains unresolved you may raise your grievance with the Chair of the Health Board. This does not affect your right to raise issues of concern formally with the Chief Executive of NHS Borders at any time.

APPLICATION AND SELECTION PROCESS

All vacancies are advertised on the NHS Scotland digital recruitment system (Jobtrain)

This is an external job opportunity and the NHS Scotland link to Jobtrain is [NHS Scotland | Jobs | Search here for your perfect career](#)

You should complete the on-line application form, which includes a statement in support of your application and information about your referee details.

If you require any support with Jobtrain please contact Sharon.purves@borders.scot.nhs.uk

The Job Description and Person Specifications (section 6) are designed to inform applicants of the essential and desirable criteria; qualifications, experience, skills and personal attributes – which are sought in the appointment of Executive Directors.

Assessment against these criteria, as well as the NHS Core Leadership Competencies (section 5) will inform the recruitment and selection process for the appointment.

The selection process for shortlisted candidates will take place in line with the NHS Scotland Values Based Approach to the recruitment of all appointments at Chief Executive, Executive Director and Director level. Whilst it remains the responsibility of individual NHS Boards to carry out recruitment to the Executive cohort, this will be done in line with the guidance contained within the Values Based Recruitment Process for NHS Board Executive level appointments.

The selection process will include:

- Psychometric Assessment – shortlisted candidates will be asked to complete a behavioural assessment tool prior to interview, which will be used to inform the selection process;
- Scenario/role play exercise – this exercise will involve candidates engaging with a number of Director and senior management colleagues; it will be presented on the day and preparation time will be given;
- Presentation – The Interview panel will expect a 5-10 minute presentation to be given at the start of the interview based on the scenario/role play exercise.
- Values Based Competency Interview with the Interview Selection Panel chaired by the Chair of NHS Borders and composed of NHS Borders Vice Chair, NHS Borders Chief Executive, NHS Scotland Deputy Chief Medical Officer, NHS Fife Director of Public Health and NHS Borders Employee Director.

An Assessment Centre will be held on Tuesday 12th July 2022.

The interviews noted above will be held on Wednesday 13th July 2022.

The venue will be NHS Borders HQ/Education Centre MELROSE TD6 9BS.