



# Clinical Laboratory Manager

**Twitter**  
**Facebook**  
**Web**

@NHSOrkney  
facebook.com/NHSOrkney  
ohb.scot.nhs.uk

## Contents

Welcome from Michael Dickson, Chief Executive.....	3
Job Advert.....	4
Job Description .....	5
Person Specification .....	14
Introduction to Orkney and NHS Orkney .....	17
Recruitment Process.....	19

## Welcome from Michael Dickson, Chief Executive

Thank you for your interest in this position.

Considering a move to somewhere like Orkney can feel like a daunting decision, what will it be like? Where will I live? What about Schools and childcare? Why should I come to Orkney?

We have tried to answer some of these questions and give you some information about living and working in Orkney and further details about NHS Orkney. I hope that you find this pack useful and it helps you come to the conclusion that you should apply to work with us.



NHS Orkney is committed to the delivery of high-quality, safe, and effective care for all that need us. We are proud to employ about 700 staff across our community, primary and secondary care services.

NHS Orkney has seen significant changes in how we deliver services to our community with a real focus on providing care in Orkney and ideally in their own home. The pace of change will continue to accelerate driven by the committed staff who are keen to adopt new and innovative ways of working without losing what is special to working in Orkney, our community. I am committed to working in an open, honest and transparent way that supports staff to innovate, be bold and be brave knowing that not everything we do turns out as we intended, and it is important that we learn from these events so we can continue to improve what we do. NHS Orkney has a clear set of core values and these drive all we do:

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

The final thing I would like to say to any prospective applicant is that Orkney occupies an enviable location at the north of Scotland with breath taking beaches, hills, and rolling countryside right on our doorstep. Orkney has consistently come out top in national lifestyle and happiness surveys, with an open and vibrant community, it is the perfect location to provide a safe and welcoming home. This, along with Orkney's direct flight connections to other major cities in Scotland, means the area can offer employees plenty of opportunities for those in pursuit of finding the right work-life balance.

Michael Dickson  
Chief Executive  
NHS Orkney



## Job Advert



### **Clinical Laboratory Manager**

**The Balfour**

**Band 8b £62,639 – £67,332 including Distant Islands Allowance per annum**

**Full time 37.5 hours per week**

**Permanent**

**Relocation assistance is available for this position**

A rare and exciting opportunity has arisen for a Clinical Laboratory Manager to work with the enthusiastic and motivated Laboratory team at The Balfour Hospital in Orkney. The laboratory is a small multi-disciplinary laboratory with an annual workload in the region of 175,500 samples a year. It comprises a blood sciences department, blood transfusion, and a microbiology department, staffed by a small dedicated team.

The post holder will be accountable to the Director of Acute Services, working with the laboratory team to provide Orkney's patients with the highest level of diagnostic service. The role includes comprehensive management and oversight of the laboratory and responsibility for both financial and physical resources.

Applicants must have extensive post-qualification laboratory experience within a routine diagnostic laboratory. In addition, they must have experience of managing a multi-disciplinary laboratory. They will be Health & Care Professions Council (HCPC) Registered, with an Honours Degree or equivalent experience suitable for registration as a Member or Fellow of the Institute of Biomedical Sciences (MIBMS or FIBMS).

We are looking for a forward-thinking, self-motivated individual who will be able to take on a challenging and stimulating role in a remote and rural setting. This element is balanced by enjoying close working relationships with other Island Health boards, and NHS Grampian.

NHS Orkney is the smallest territorial health board with a vision to "Be the best remote and rural care provider in the UK" and a career with us means becoming a vital contributor in protecting the health and lives of Orkney's residents.

With views as far as the eyes can see, stunning beaches and miles-upon-miles of coastline, you'll always find your own space in Orkney. With this, it is no surprise that Orkney has been voted the best place to live in Scotland for eight years running.

Orkney is truly a great place for a family. The educational system is extensive as it is excellent, from pre-school to postgraduate. We might be a small community, but we are well equipped with exceptional health, well-being and leisure facilities.

Orkney has several flights a day to Scotland's largest airports, so you won't feel isolated here. Very low crime levels and a strong sense of community make Orkney a safe and secure environment for all ages too. And the best bit is there being very little traffic anywhere – your daily commute will be almost non-existent!

To find out more about living and working in Orkney go to: [www.orkney.com](http://www.orkney.com) or [www.visitororkney.com](http://www.visitororkney.com). Further information on NHS Orkney can be found at [www.ohb.scot.nhs.uk](http://www.ohb.scot.nhs.uk).

**For further information please contact Nick Crohn, Interim Deputy Director of Acute Services by email [nick.crohn@nhs.scot](mailto:nick.crohn@nhs.scot)**

This post is subject to a Disclosure Scotland check.

# Job Description

1. JOB DETAILS	
<b>JOB TITLE</b>	Clinical Laboratory Manager
<b>SERVICE</b>	Acute Services
<b>DEPARTMENT</b>	Laboratory
<b>GRADE</b>	Band 8b
<b>LOCATION</b>	The Balfour
<b>REPORTING TO</b>	Director of Acute Services

2. JOB PURPOSE
<p>The Laboratory Manager line manages laboratory services and has lead responsibility for ensuring the provision of a 24-hour high quality, cost-effective laboratory service to NHS Orkney whilst meeting the needs of referring clinicians and legislative requirements and remaining patient focused.</p> <p>Accountable for the direct delivery of clinical technical services e.g. laboratory service for NHSO.</p> <p>Post holder holds a delegated budget on behalf of Director of Acute Services for laboratory services which is currently in the region of £1.2 million.</p> <p>Challenges, innovates and develops medical laboratory practice through the education and development of staff within the department.</p> <p>The post holder must have excellent analysis skills and knowledge of Biomedical Sciences, interpreting laboratory investigations and results in order to assist clinicians with diagnosis of patients.</p> <p>To lead the long-term workforce planning strategy to recruit, retain and develop Biomedical Scientists and Medical Laboratory Assistants. This involves building and maintaining links with academic institutions such as the University of Ulster and acting as mentor to students and invigilating examinations for distance learning students.</p> <p>To help develop a strategy that will lead to the introduction of the Institute of Biomedical Sciences training programme to help develop trainee Biomedical Scientists as part of future development of NHS Orkney laboratory</p> <p>Responsible for the security, quality, integrity and safe use of Data and compliance with GDPR regulations e.g. patients tested within Orkney and from specimens referred to external laboratories, sensitive and confidential information such as Chain of Custody requests to the Procurator.</p> <p>Responsible for the implementation of policies, projects and action plans both at local regional and national level, e.g. within the North of Scotland Planning Group and Diagnostic Networks such as the Scottish Microbiology and Virology Network.</p> <p>To be responsible for the implementation, development and maintenance of operational policies, procedures and system audit and liaise with clinical and third-party suppliers.</p>

Lead, coordinate and follow-up on analyser maintenance in order to ensure that the schedule of planned and preventative maintenance is followed and recorded.

Working with and helping to develop the relationship with Managed Service Contract partners.

Ensure that staff are trained to an appropriate level, developing both the staff and the service in line with national recommendations.

Takes the lead in liaison between the laboratory and external quality assurance and accreditation agencies – National External Quality Assurance Schemes (NEQAS) & the United Kingdom Accreditation Service (UKAS), and working towards attainment of accredited status for the Laboratory

Post holder will be the NHS Orkney lead for the North of Scotland Shared Services group, assisting in developing strategies appropriate to laboratories as well providing an educational forum for the latest developments with the profession as well as assisting in development work streams on a consultative basis.

The Post Holder will represent NHS Orkney in meetings and interactions with Diagnostic Networks such as the Scottish Microbiology and Virology Network in order to help co-ordinate and enable the Laboratory response to the COVID-19 pandemic, ensuring that a testing service is available when required, and attend NHSO Orkney COVID-19 Testing Subgroup meetings to help develop and implement NHS Orkney's pandemic response.

Present at CEO level proposals and recommendations to enable strategies to be supported and developed together with explicit demographic and financial data.

Arrange meetings and travel to various boards to discuss, present and at times challenge practices and policies as part of the development of shared services.

Supervise quality assurance activities related to equipment compliance within the department.

Coordinate the out of hours rota for permanent and locum staff to ensure there is service cover at all times.

### **3. DIMENSIONS**

The laboratory budget is just over £1.2 million per annum, staffed by Biomedical Scientists (BMS) and Medical Laboratory Assistant (MLA) support workers.

The Laboratory processes and analyses clinical samples in four main areas (Haematology, Clinical Chemistry, Blood Transfusion, Microbiology) to aid diagnosis and care of patients within NHS Orkney, both in the hospital and the community.

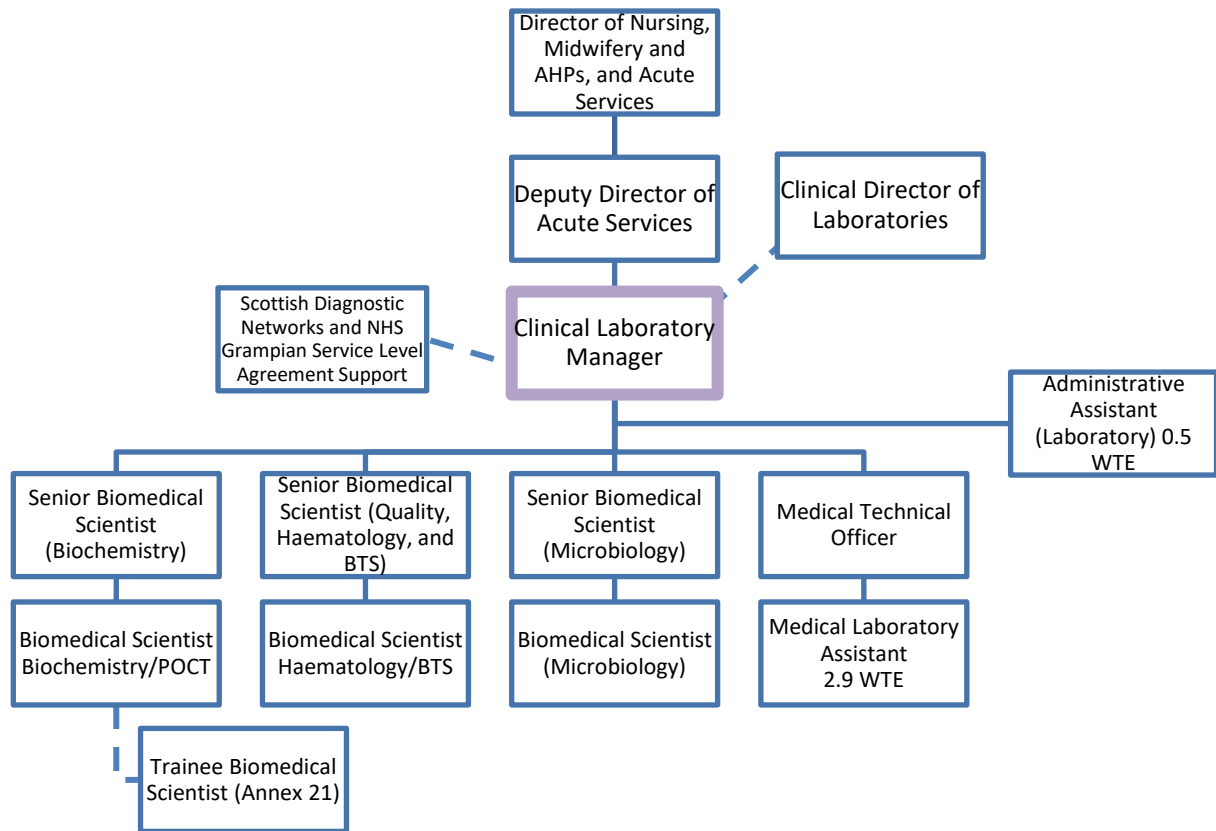
The Microbiology department consists of a Category 2 laboratory and containment area, a sterilisation area and a shared sample reception facility.

The Laboratory provides sole diagnostic services for Balfour Hospital and Primary care in NHS Orkney.

The total laboratory annual workload is in the region of at least 175,000 samples, which is continually increasing.

The Microbiology workload is currently around 32,000 test profiles per annum. More specialised testing (e.g. Immunology, Transfusion Medicine, Mycobacterial testing, Mycology) is referred to Aberdeen Royal Infirmary, or to supra-regional service laboratories as appropriate.

#### 4. ORGANISATIONAL STRUCTURE



#### 5. KEY RESULT AREAS

##### Leadership

Directs and manages the Clinical Laboratory department. Line manages, supervises and mentors staff development within the department and is responsible for administration of the laboratories continuous professional development specialist training programme as well as recruiting and dealing with implementing disciplinary or other policies.

Accountable for direct delivery of clinical technical services e.g. for BMS and other staff, providing the clinical laboratory service

Provide operational leadership, direction and overall coordination to the clinical laboratory and services, maximising the resource of the whole team

Providing professional scientific leadership and help guide career progression of other laboratory staff

Provide expert knowledge, management and leadership to the laboratory quality lead to ensure compliance with all standing instructions, standard operating procedures and adherence to principals of good laboratory practice

Prepare programme for staff attendance at NHS Orkney mandatory training

Provide support to laboratory staff with maintaining and recording their CPD activity

Take responsibility for liaising with the lead BMS staff in order to develop services to meet the needs of NHS Orkney.

Must have excellent management and leadership skills for staff direction and introduction of change

Manage and motivate staff in a multidisciplinary environment

Act as NHS Orkney's professional lead and representative for the North of Scotland Laboratories and the North of Scotland Regional Planning Group, using managerial and professional experience to develop Strategies and new ways of working within the group and in partnership across the North of Scotland region, ensuring the requirements of NHS Orkney as a remote and rural Board are represented.

Prepare reports for CEO level consultation using analytical skills and judgements together with financial appraisals as required

Participate and help develop proposed projects and developments as required

Formulate policies, long term strategic project plans and action plans at local regional and national level

Be responsible for the implementation and ongoing assessment of Health and Safety policies in the Laboratory

### **Workforce and People Development**

Provide professional and personal development amongst staff by ensuring that effective performance management systems are in place which provide development opportunities, enhance performance motivation, and facilitate skill utilisation and flexibility

Lead and manage staff in accordance with appropriate policies and procedures and the requirements of the Staff Governance standards

Develop the capability within staff groups to sustain a culture of continuous quality improvement

Be responsible for the line management of staff working across the clinical laboratory team

Complete annual appraisals with all direct reports, identifying any training needs for staff, ensuring that mandatory training requirements are met and documented

Delegate and assign work to the department deputies

Provide leadership and work proactively with staff to deliver change and effective ways of working

To be responsible for the evaluation and implementation of new methods and technologies relevant to their section

Make recommendations on laboratory protocol and policies and be responsible for their implementation

Be responsible for evaluation of published developments and innovations

Be responsible for all departmental recruitment, workload allocation, performance and career development

### **Service Delivery, Quality and Research**

Provide operational leadership and direction across the whole of NHS Orkney's clinical laboratory departments

Ensure that manpower and resources are deployed appropriately and within budget

Provide data for formulation of department budgets

Will participate in audit and clinical trials as required. Will also be involved with complex research activities as required, such as clinical research and trials.

Continually seek out efficiency savings by reviewing current local and national practice

Provide a 24 hour laboratory service to meet the needs of NHS Orkney

Ensure an adequate supply of essential consumer items are in place, reviewing the source of supply, price and performance and compatibility with service delivery

Discuss and agree with suppliers service contracts for all laboratory equipment and ensure that service visits are undertaken at the appropriate intervals

Participate in the induction programme for new medical staff when required.

The post holder will be responsible for all facets of highly complex laboratory systems

The post holder will be responsible for ensuring the quality of data both locally and nationally.

The post holder is responsible for oversight of the day to day maintenance and efficient running of the laboratory analysers and systems performed by others in the team

Be actively involved in the representation of NHS Orkney at regional and national levels to ensure that the interests and needs of NHS Orkney as a remote and rural Board are fully represented

Facilitate and take part in scientific studies when deemed appropriate

Work closely on a daily basis with all referring clinicians, wards and departments anticipating and/or resolving problems so that patient services are maintained

Deal diplomatically with frequent simultaneous enquiries from a wide range of sources including Board members, clinical staff and outside agencies

Develop and implement departmental protocols for clinical and managerial purposes

Monitor and review working practices and implement required changes as necessary

Advise and inform referring GPs and clinicians on all laboratory matters

Develop and monitor departmental Standard Operating Procedures for all laboratory activities

Interpret national and local policies e.g. GDPR regulations, Health and Safety legislation, disciplinary etc.

Use professional expertise, quickly assess and remedy problematic situations

Ensure the accuracy and timeliness of all patient results and reports

Attend multidisciplinary meetings with clinicians and pathologists to discuss relevant issues

Participate in external quality assessment schemes in accordance with the department's quality manual

Liaise with regulatory bodies such as MHRA

### **Performance Management**

Implement the performance management systems that hold staff accountable for achieving Board objectives within the post holder's areas of responsibility

Ensure that delivery of operational targets is in line with resource allocation and quality standards

Actively ensure that the clinical laboratory meets financial targets including contributing to the delivery of corporate wide savings and cost improvement targets

Ensure staff registration is up to date with appropriate bodies

Manage specific national contractual work to ensure contract conditions are met

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

The post holder will anticipate highly complex problems and resolve them using their own initiative without any direct supervision or intervention.

The post holder reports directly to the Deputy Director of Acute Services who is responsible for agreeing objectives, performance reviewing and annual appraisal of the post holder.

The post holder is expected to meet regularly with the Clinical Director of Laboratory Services who will provide professional guidance and support.

All of the post holder's workload will be self-generated in the course of setting direction and dealing with operational priorities. They will have ability to make decisions autonomously, with the ability to work on their own initiative and organise workload as necessary to deliver their agreed personal objectives in line with the delivery of key priorities and business objectives of NHS Orkney.

Guidance where required is provided by the Clinical Director of Laboratory Services and Scottish Diagnostic Networks and Grampian Service Level Agreement support.

As an employee of NHS Orkney the post holder is required to adhere to NHS Orkney's:

- policies with regard to the data protection and confidentiality of information
- Health and Safety and Risk Management policies
- Policy on Equal Opportunities and Diversity
- All other relevant policies including Once For Scotland policies.

## **7. COMMUNICATIONS AND WORKING RELATIONSHIPS**

The post holder will be required to have excellent communication and interpersonal skills on both an individual and group basis, this involves verbal, written and presentations, both informal and formal. The purpose is varied and includes being the main point of contact between the Laboratory and other departments in The Balfour (e.g. clinical management, Infection Control, Central Decontamination Unit) as well as local GPs and Health Centres.

Provide and receive highly complex and/or sensitive information related to patient clinical condition and test results e.g. specialist scientific and clinical information including patients with sexually transmitted and communicable disease such as MRSA, C. difficile etc.

There may be barriers to understanding e.g. factors affecting test results which doctors and nurses may not be aware of such as timing, haemolysis, lipaemia and icterus in specimens, and these must be communicated when necessary to ensure patient safety and appropriate treatment.

This can involve obtaining and assimilating highly complex and sensitive information and communicating with the following:

- The Laboratory Services Clinical Director

- Liaise with clinicians throughout the region and outside of the region on patient referrals and appropriate testing
- Senior managers within NHS Orkney and the Board
- Line managers, staff and their representatives
- Local authority partners, voluntary organisation, external contractors and advisory bodies
- Public Health Department
- Scottish Government Departments
- Colleagues from other Local Authorities and NHS Boards
- Managed Service Contract and SLA partners
- Procurator Fiscal
- Police Scotland

## **8. MOST CHALLENGING PART OF THE JOB**

Making independent decisions about laboratory scientific issues, often in highly complex, potentially contentious and multifaceted environments, such as the placement of equipment as the post holder must have the expertise of knowing how environmental factors will affect analyser performance in sites outside the Laboratory, such as A&E and GP departments etc. Post holder will regularly assess, evaluate and make sound judgements.

Balancing the demands of a challenging service, the coordination of staff resources to ensure provision of service across a wide range of specialities.

Supporting continuous improvement in the department and keeping up with the changes involved in implementing the new and existing electronic systems in the organisation.

Managing the delivery of services with often challenging and competing priorities and deadlines.

Working in a continuous improvement culture, maximising all resources within tight budget constraints.

Working under pressure to meet immediate clinical needs of patients and users, e.g. emergency demand for Blood Transfusion products, and ensuring additional cover for on call in the case of emergencies.

Will be required to provide cover for specialist areas of the Laboratory at very short notice when there are staffing problems. Ensure the Microbiology Department works closely with Public Health services in reporting and monitoring communicable diseases e.g. food poisoning and Cryptosporidium, healthcare associated infection – Norovirus, MRSA and C. difficile as well as COVID-19.

In emergency situations will take the lead in communicating between external agencies such as the Scottish National Blood Transfusion Service and Emergency Department or Theatres to coordinate and replenish blood supplies.

Continually keeping up to date with information, professionally and managerially, from a wide variety of national and local sources. This information can be both complex and mundane covering a wide spectrum of clinical, technical, IT, legislative, professional and ethical topics.

### **The North of Scotland Laboratories Board and the North of Scotland Regional Planning Group**

Be prepared to travel at short notice to various boards for meetings, discussion groups etc.

Provide reports and presentations at short notice and within tight deadlines including analytical demographic and financial data with complex scenarios and explicit interpretation.

Formulation of complex strategies, with wide impact across the north of Scotland region.

Write reports, executive summaries and project plans at high level to tight timelines.

### **The Scottish Microbiology and Virology Network (SMVN) and the Pandemic response**

Ensure that NHS Orkney is represented in the ongoing meetings of the SMVN to ensure that Laboratory and clinical staff are kept aware of the latest developments, proposals, evaluation and implementation of equipment in NHS Scotland's response to the COVID-19 pandemic, ensuring that adequate supplies of tests are available.

Ensure that NHS Orkney Laboratory can step up testing at short notice when required whilst maintaining all other necessary elements of the Laboratory service simultaneously.

When necessary, submit requirements for Agency staff to fill any shortfalls in staffing, and ensure that their training, abilities and skills meet all requirements to ensure continuity of service.

## **9. SYSTEMS AND EQUIPMENT**

Ensure regular required calibration, quality controlling, trouble shooting and setting up of laboratory analysers in Biochemistry, Haematology and Microbiology departments.

The post holder will have computer skills for the ability to extract data, manipulate it and present it in a format that is understandable and use a range of computer packages, including, BOXI reporting, payroll system and financial packages such as:

- Daily use of Microsoft Office 365: Word, Excel, Powerpoint, Outlook
- Microsoft Teams Video Conferencing
- Local and national database systems
- SCI Store and other clinical administration systems as required
- TURAS
- SSTS
- PECOS
- Photocopiers
- Telephones
- Printers
- eESS

### **10. PHYSICAL EFFORT**

Hand eye coordination required for processing specimens, manipulating specimens/use of fine tools, materials requiring the highest degree of precision and hand-eye coordination skills for tests on patients and only one opportunity for analysis.

Occasional moderate effort required for lifting, moving boxes, trays, pushing trolleys, replacing reagent packs for analysers which need to be moved into challenging positions.

Microscope or similar work, kneeling, crouching, bending to carry out procedures and

Long periods of time sitting at a desk operating a PC, carrying out high level administration.

### **11. MENTAL EFFORT**

Frequent prolonged concentration for the analysis of specimen and the interpretation of test results. This may involve lengthy and intricate investigations, such as processing specimens for COVID-19 testing, which can last several hours.

Frequently requires high levels of concentration, managing and delivering often challenging deadlines with short notice and tight timescales in a pressured environment from a wide range of people, with constant distractions via video-conference, telephone, face to face and email.

### **12. EMOTIONAL EFFORT**

The post holder will occasionally be exposed to distressing and/or emotional circumstances e.g. dealing with all staff management issues, ill health, capability grievances, disciplinary etc. They will also deal directly with service users including clinicians/GPs which will often involve detailed investigations of complaints and the explanations of why specimens cannot be processed.

Very occasionally will support and counsel staff who have been directly affected by distressing or traumatic circumstances in the workplace such as being involved in laboratory investigations where patients have passed away in emergency situations and will ensure professional support is provided when required.

### **13. WORKING CONDITIONS**

Work with potentially hazardous and infectious clinical samples, e.g. body fluids, using personal, protective clothing (PPE) and other equipment. The time involved will vary greatly depending on service requirements and staffing levels.

### **Job Description Agreement**

Job Holder's Signature

Date:

Head of Department Signature

Date:

## Person Specification

**Job Title:** Clinical Laboratory Manager  
**Department:** Laboratory  
**Location:** The Balfour

FACTOR	ESSENTIAL	DESIRABLE
<b>EXPERIENCE</b>	<p>Substantial post-qualification experience in a routine Laboratory department.</p> <p>Evidence of previous Managerial responsibility is essential together with expert knowledge of role development.</p> <p>Demonstrable practical experience of CPA accreditation process.</p> <p>Practical experience of managing a multi-disciplinary laboratory.</p> <p>Experience of Occupational Health and safety role/procedures.</p> <p>Demonstrable experience of specialist skills</p> <p>Substantial experience of laboratory management and training.</p>	<p>Previous experience of document control software.</p> <p>Previous experience of Clinisys “Labcentre” laboratory information system.</p>
<b>QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS</b>	<p>HCPC Registered.</p> <p>Post holder will work at Masters level or equivalent experience suitable for registration as an Associate of the Institute of Biomedical Sciences.</p> <p>Evidence of advanced theoretical and practical knowledge i.e. CPD portfolio.</p> <p>Highly experienced in research methodologies and carrying out complex research as part of role.</p> <p>Evidence of continuing professional development to maintain management knowledge and awareness of scientific/technical developments within the service. The post holder must keep up to date by reading, attending courses, scientific seminars/ conferences/ training and management refresher courses.</p>	<p>Suitable for registration as a Fellow of the Institute of Biomedical Sciences.</p> <p>Post graduate specialist qualifications in Biomedical Sciences.</p> <p>Computing or Management qualifications.</p>

<p><b>KNOWLEDGE AND SKILLS</b></p>	<p>Expert knowledge of routine diagnostic procedures.</p> <p>Excellent organisational and supervisory skills in particular ability to lead team of scientists and support staff.</p> <p>General task risk assessment and a working knowledge of Health and Safety Regulations.</p> <p>Commitment to service excellence and people/team development.</p> <p>Evidence of setting up staff development and performance management systems and or processes</p> <p>Highly developed communication and interpersonal skills</p> <p>Good leadership skills with the ability to motivate team members, and able to influence others directly and indirectly</p> <p>Ability to account for performance.</p> <p>Ability to demonstrate integrity and effective leadership and management skills.</p> <p>Understanding of legislation, regulations and guidance relevant to the role.</p>	
<p><b>DISPOSITION</b></p>	<p>High degree of self-awareness knowing own strengths and limitations.</p> <p>Demonstrable ability to manage self.</p> <p>Demonstrable evidence of drive for improvement.</p> <p>Demonstrable evidence of high sense of integrity.</p> <p>The ability to develop and maintain effective, positive relationships with key partner organisations providing a positive role model for partnership, relationship and conflict management.</p> <p>To work with a high degree of autonomy whilst being able to allocate and delegate tasks to make best use of resources.</p>	



## Introduction to Orkney and NHS Orkney



Lying off the northern coast of Scotland, between John O’Groats and the Shetland Isles, Orkney is an archipelago of over 70 beautiful islands; 17 of which are inhabited. The total population is approximately 22,000, with most people living on the Orkney Mainland. Kirkwall, the capital with its spectacular red sandstone 12th-century cathedral and a population of 7,500, is the administrative centre of Orkney with a good mixture of shops, supermarkets, and businesses.

Orkney is a wonderful place to live and offers excellent schools and leisure facilities, low pollution, low crime, unique wildlife, and amazing scenery. Although remote, there are excellent transport connections with numerous flights to Aberdeen, Glasgow, Edinburgh, and Inverness every day. There are ferry services to Aberdeen, Scrabster, and Gills Bay, and of course to the smaller isles in Orkney.

Orkney’s economy is based on agriculture, generating some £30 million per year. Farmers breed and rear beef cattle, dairy cows, and sheep of the highest standard. Orkney has international recognition for its food, with cheese, beef, lamb, and fish produce becoming well known; not to mention whiskey, beer, and gin. Tourism, oil, and the renewable energy sectors are increasingly important. Orkney is at the forefront of the renewable wave and tidal energy drive in the UK.

Kirkwall is a great place for children and a wonderful environment for a family. There is a very strong community spirit with a wide range of cultural and sporting activities for adults and children. Schools in Orkney are very good, with no private fees. Imagine all of this within walking distance of your home and workplace. For residents and visitors there is so much to see and do: playing a round of golf, fishing, kayaking, walking, cycling, diving, wind surfing and horse riding are but a few. The Pickaquoy Centre provides a modern well-equipped sports facility, swimming pool and entertainment centre. There are many cultural activities, with annual music, jazz and science festivals attended by internationally renowned artists and scientists. There is an extremely wide variety of activities for children



and young people. Homes are very affordable and with little traffic, travelling around the islands is easy.

According to the 2020 Bank of Scotland quality of life survey, for eight years in a row Orkney was crowned the best place to live in Scotland. The island took the top prize due to high employment levels, low crime rates, smaller primary class sizes along with good health and happiness scores. With its strong sense of community, picturesque landscape and rich archaeological treasures, the archipelago frequently wins the hearts of visitors.

Not only is Orkney one of the most affordable places to live in the UK, it also has one of the highest employment rates, with 88 per cent of residents between 16 and 64 currently in work. The low crime rate means that many people do not even lock their front doors to allow the postie to place the post and packages inside the door. As for overall wellbeing, more than nine in 10 Orkney residents report good or fairly good health.

To find out more about living and working in Orkney go to [www.orkney.com](http://www.orkney.com) or [www.orkneycommunities.co.uk](http://www.orkneycommunities.co.uk) and learn more about NHS Orkney at [www.ohb.scot.nhs.uk](http://www.ohb.scot.nhs.uk).



## Recruitment Process

The NHS Scotland Everyone Matters 2020 Workforce Vision outlines the commitment the Scottish Government has in putting people at the centre of everything the NHS in Scotland does. Working to a common set of values, the vision will continue to modernise the way we work, embracing technology and digital transformation.

All vacancies will be advertised on NHS Scotland's recruitment website:

<https://apply.jobs.scot.nhs.uk/>

Internal vacancies will be advertised on NHS Scotland's internal recruitment website:

<https://apply.jobs.scot.nhs.uk/internal/>

CVs are not accepted as a form of application; NHS Scotland's electronic application form must be used on the above links.

All adverts will close at midnight on the advertised closing date.

Our selection process will consist of the following assessments:

- **Application short listing** – application forms are reviewed and those meeting the role requirements will be invited to a competency-based interview
- **Interview/Assessment** – competency-based interviews have a focus on NHS Orkney's core values and the candidate's technical expertise. The interview may also include a role specific test or a presentation topic.

Any job offer will be subject to meeting the conditions of NHS Orkney's safer pre- and post-employment checks policy:

- **Employment references** - references should include current and previous employers covering the last 3 years of your employment history
- **Evidence of qualifications** – candidates will be required to provide evidence of their qualifications, including proof of professional registration if required
- **Medical assessment** – the Occupational Health service will make an assessment on your fitness to carry out the information provided in a questionnaire. In certain circumstances further information is required and Occupational Health may contact you by telephone or request that you attend for an appointment
- **Criminal conviction check** – all applicants who apply for posts which are exempt from the Rehabilitation of Offenders Act 1974 and who will have access to patients during their employment will be required to consent to a Disclosure Scotland Criminal Records Check or join the Protection of Vulnerable Groups Scheme.
- **Immigration, Asylum and Nationality Act 2007 – Prevention of illegal working** – candidates must be eligible to work in the UK, evidence of this must be provided.

For any queries relating to this vacancy, or our Recruitment Process, please email

[ork.recruitment@nhs.scot](mailto:ork.recruitment@nhs.scot)

## Equality and Diversity

NHS Orkney is committed to Equality & Diversity <https://www.ohb.scot.nhs.uk/about-us/equality-and-diversity>