

Delivering care through collaboration

**NHS Golden Jubilee**

Beardmore Street, Clydebank G81 4HX

Telephone: 0141 951 5000

[www.nhsgoldenjubilee.co.uk](http://www.nhsgoldenjubilee.co.uk)



Chair: Susan Douglas-Scott CBE

Chief Executive: Professor Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate,

**POST: CfSD National Associate Clinical Director of Allied Health Professionals**

**HOURS: Fixed Term 12 months - 18.75 hours per week**

**SALARY: Band 8C - £73,506 to £79,221 per annum**

**CLOSING DATE: 14<sup>th</sup> December 2022**

NHS Golden Jubilee welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G Swinyard', written over a light blue horizontal line.

Gabriella Swinyard  
Senior Recruitment Advisor

## NHS Golden Jubilee

### General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about NHS Golden Jubilee.
- The contents of this package are as follows:
  - Job Description/Person Specification
  - Terms and Conditions of Service
  - Information on Agenda for Change
- The Equal Opportunities Monitoring form which you will be requested to complete via our electronic application system is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- NHS Golden Jubilee operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of two year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please submit your completed application through the Jobtrain Recruitment System.
- The shortlisting process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
  - Valuing dignity and respect
  - A "can do" attitude
  - Leading commitment to quality
  - Understanding our responsibilities
  - Effectively working together

Person Specification

	Essential Criteria		Desirable Criteria	
	Criteria	AF / SP	Criteria	AF / SP
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to masters level or equivalent</li> <li>Post graduate Management or Project Management qualification</li> </ul>	AF AF		
<b>Experience</b>	<ul style="list-style-type: none"> <li>Extensive professional senior management experience within the NHS or another complex public sector organisation and with a high level of interpersonal, strategic and technical skills.</li> <li>Extensive experience in performance and resource management within a large complex organisation preferably within the NHS or public sector</li> <li>Extensive experience in service design and innovation within a large complex organisation preferably within the NHS or public sector</li> <li>Extensive experience in financial management including costing and budget-holding for specific projects</li> <li>Must be able to demonstrate experience of leading complex change</li> <li>Experience in the delivery of robust evaluations to lead the delivery of business cases</li> </ul>	AF/SP AF/SP AF/SP AF/SP AF/SP AF/SP	<ul style="list-style-type: none"> <li>Extensive knowledge of performance and financial management acquired through experience and formal courses</li> <li>Experience of working at strategic and policy level</li> <li>Experience working with procurement functions to develop procurement strategies</li> <li>Experience working at a population level e.g. regional/national</li> </ul>	AF/SP AF/SP AF/SP AF/SP
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Strong leadership and team working skills</li> <li>Decision making abilities</li> <li>Sound and creative problem solving ability</li> <li>Highly developed influencing, communication and presentation skills</li> <li>Experienced negotiator / facilitator with the ability to influence others</li> </ul>	AF/SP AF/SP AF/SP AF/SP		

	Essential Criteria		Desirable Criteria	
	Criteria	AF / SP	Criteria	AF / SP
	<ul style="list-style-type: none"> <li>Political awareness and understanding of national and regional healthcare planning policy</li> </ul>	AF/SP		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Credibility and integrity at the most senior levels</li> <li>High intellectual capacity</li> <li>Highly motivated, assertive and confident, with drive and enthusiasm</li> </ul>	AF/SP AF/SP AF/SP		
<b>Other Requirements</b>				

## Job Description

### 1. JOB IDENTIFICATION

**Job Title:** Associate Director of Allied Health Professionals

**Department(s):** National Centre for Sustainable Delivery (CfSD)

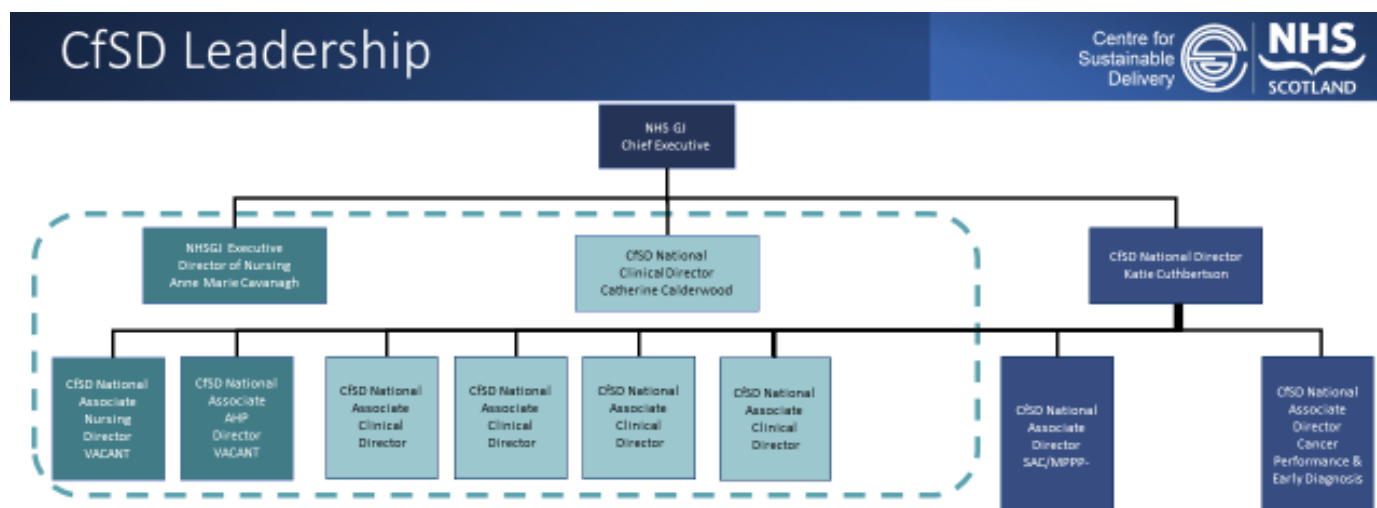
**Job Description Reference:**

**No of Job Holders:** 1

### 2. JOB PURPOSE

- The Associate Director of Allied Health Professionals (AHP's) for the Centre for Sustainable Delivery (CFSD) will provide senior level strategic professional leadership and development, senior management and high-level expert advice and guidance across the organisation and externally with partners in NHS boards, education and professional and regulatory bodies
- The postholder will be directly responsible to the National Director of CFSD and will work with high levels of autonomy to oversee the strategic planning and delivery of Allied Health Professionals elements of improvement and assurance within national programmes at national level
- The post holder will work closely with the fellow National Associate Director colleagues / relevant Unit Heads across CFSD to ensure effective integration and interfaces between Allied Health Professionals and clinical governance priorities and the wider work of the organisation
- A key requirement for this post is the ability to work in a complex political emergent environment providing advice, guidance and constructive challenge to Scottish Government policy leads and senior leaders (including executives) across NHS Boards, IJBs, academic partners, professional organisations and regulators, third and independent sector organisations thereby influencing and informing policy development and strategic direction at national and local level
- The post holder has an individual portfolio of work which is wide ranging. This is specifically around all aspects of governance, strategy and professional development for Allied Health Professionals, including workforce planning and ensuring quality, safety and effectiveness within Board performance management framework
- The post holder will be a credible leader at a national level with significant experience in managing complex relationships between stakeholders with competing priorities and in a context where they are often responsible for identifying agreed ways forward

### 3. ORGANISATIONAL POSITION



The Centre for Sustainable Delivery is a national resource to support NHS Boards in delivering effective performance and sustainable service redesign to achieve the best health care, outcomes for people and improved performance by supporting NHS Boards in delivering key performance targets. It is responsible for:

- providing policy advice to ministers
- supporting service redesign to achieve improved performance at a Board level to effect best use of the resources available and also to improve the patient experience
- NHS efficiency and productivity support

The programmes being delivered within the Centre for Sustainable Delivery seek to support redesign and performance that provides the opportunity to navigate clinical interactions in a system that maximises value for patients, avoiding waste and prioritising patient empowerment.

Supporting systems to deliver standardised, evidence-based care is at the forefront of how the programmes operate.

### 4. SCOPE AND RANGE

- As part of the senior management team, the post holder will work on a national remit from the Centre for Sustainable Delivery
- The post holder will be required to establish and maintain effective working relationships and systems for sharing intelligence with a broad range of individuals and UK wide organisations. For example Scottish Government, territorial and National NHS Boards, CPO, CNOD, SDAH, SEND, SAMD, and Health Care Scientists
- The post holder has a contributory influence and impact on the overall budget and policy for NHSScotland through supporting the development of professional AHP activity within the organisation and across the health and social care system, which in turn, acts as a critical reference point for the improvement of Allied Health Professionals practice and better care
- CfSD has 27.5 WTE. The post has indirect management and professional leadership responsibility for approximately 1.0 WTE across the organisation supporting AHP staff within CfSD to meet their statutory regulatory requirements and professional development needs
- The postholder has delegated authority from the National Director to monitor the budgets which are allocated to the programmes within their area of responsibility. The delegated budgetary authority is

set by the National Director and may be variable as the allocated budget will vary from year to year based upon SG Policy and budgetary decisions. Overall prime budgetary allocation decisions are taken by SG which is then allocated to the relevant Directors who will take responsibility for determining Board level allocations. Once allocated to Boards these will be administered at a local level. However, the Associate Director roles within CFSD may also, on occasions have a prime responsibility for small budgetary allocations (£4m(app)) and will also retain a shared or contributory responsibility to monitor programme expenditure within the Boards on behalf of the National Director

- The post-holder reports to the National Director of CfSD and is responsible for the development and implementation of strategy relating to professional AHP's practice, clinical governance, clinical engagement, quality of care and quality improvement. The post holder is responsible for putting this into practice by maintaining working relationships and sharing intelligence with external agencies such as NHS boards, health and social care partnerships, regulatory and professional bodies. Executive clinical leadership for this role is provided by the Nurse Director at NHSGJ

## **5. MAIN DUTIES/RESPONSIBILITIES**

- Provide strategic direction and high level expert professional leadership in ensuring the AHP contribution to the delivery of the CFSD
- Ensure all AHP staff in CFSD are professionally supervised and supported, effectively developed in line with staff governance standards, and are able to support the strategic aims of the Organisation
- Provide strategic direction and operational management support to CfSD to lead the development and ensure the delivery of CfSD's annual workplan. This may be in an environment of uncertainty and change which involves high levels of reputational risk for the organisation
- Make a major contribution to the development of corporate policies and strategies and operational and strategic planning for the organisation
- Provide high level professional advice to all areas of work across CfSD programmes to ensure the work is appropriately embedded into wider programmes of work
- Provide professional Allied Health Profession's advice to programmes across the organisation
- Requirement to understand and communicate highly complex and sensitive data and information in a rapidly changing environment and the analysis and interpretation of highly complex situations which may have a range of outcomes
- Provide leadership/specialist knowledge and advice in the development of governance of clinical systems within CFSD. This will require specialist knowledge across a number of areas and disciplines including adverse events, continuous improvement, clinical governance and leadership and may include giving advice where expert opinion differs
- Participate in the wider Allied Health Professionals network across NHS Scotland including the Scottish Directors of Allied Health Professions group and other Allied Health Professionals forums
- On behalf of the Executive Nurse Director, maintain a database of all referrals to regulators and ensure governance of processes for AHP's
- Act as a point of contact for the Chief Allied Health Professions Officer at the Scottish Government and lead on the successful delivery of national AHP initiatives
- Provide a strategic leadership role for the application and commissioning of research and development for AHP's ensuring expert professional advice is available for evidence based products in CFSD and working externally to support strategic alignment between CfSD functions and Allied Health Professionals research bodies participating in research development and design
- As part of the senior management team contribute significantly to the planning and effective and efficient management of the financial and human resources of the organisation within the policies and procedures of the organisation and all relevant legislative provisions. Specifically in relation to human resources, recruit, lead, motivate and develop the staff in line with the Staff Governance Standards to

ensure staff have the necessary knowledge, skills and attitude to achieve personal and organisational objectives

- Ensure sound project management approach underpins all activities in line with CFSD processes, ensuring that programmes are delivered according to agreed timeframes, quality standards and budget
- Present and promote the work of CfSD at local, national and international meetings and conferences in formats appropriate to the audience
- Demonstrate and exemplify positive behaviours and attitudes, acting as a role model to others and ensure that mechanisms for effective succession management are in place
- The post holder will be expected to maintain their individual professional competence, which may involve direct contributions to the outputs of CFSD, other Health Boards or working with external organisations

## **6. SYSTEMS AND EQUIPMENT**

The postholder is required to develop systems both manually and by the use of complex databases and provide management information. The following equipment is used on a frequent basis in the execution of duties:

- Personal computer
- Laptop
- Printers etc
- Audio equipment
- Hands free telecommunications equipment
- Video conferencing equipment
- Standard Microsoft Office packages e.g. Word, Excel, and Powerpoint to manipulate information and produce reports to aid decision making and insight into the Elective Services operational/ strategic matters
- National data systems which utilise and provide information on the key determinants of health etc., Discovery, in order to ensure effective benchmarking
- Email for routine communication on a daily basis
- Understand and can apply the concepts of clinical governance, quality systems, benchmarking and best practice
- Regular utilisation of patient and activity centered data at both national/ board levels
- IT literate and competent in the use of IT in-house and related packages to analyse various activity, waiting lists, risk and financial data and turn this into management information to aid decision making
- An understanding of project, patient data and operating systems is also required
- TURAS
- Eess

## **7. DECISIONS AND JUDGEMENTS**

- The post holder will be expected to make autonomous decisions on behalf of the Director in a highly complex environment operating within the organisation's strategic framework. A significant part of the post holder's role will be in the design and delivery of clinical governance across the organisation and in the design and delivery of complex programmes of work to support the AHP's to improve services. This involves making decisions and judgements on behalf of the Director, interpretation and analysis of complex information such as UK and Scottish legislation and national policy and complex professional issues with a focus on improving care and services where expert opinion varies

- The post holder will be expected to establish the latest thinking on AHP professional issues gained from critically reviewing current evidence and practice within a professional framework and synthesise this for use across the organization and with external bodies
- The post-holder is responsible for identifying and actively managing potential risks to delivery of the work of the directorate by carrying out regular risk analysis. Where there may be an impact on successful delivery of a programme, the post is expected to actively identify and implement solutions to ensure successful delivery
- The post holder reports to the National Director of CFSD. Performance objectives will be agreed annually and updated as necessary. The post holder is expected to work autonomously with performance being monitored on an on-going basis and formally once a year by the Director
- Provide expertise and advice to the NHS Golden Jubilee Executive Nurse Director and staff in relation to AHP issues
- The post holder will be responsible for providing expert professional and clinical advice and decisions on complex multi-factorial issues that can have a high political profile and impact the quality of care for individuals and groups using high levels of clinical judgement and working under pressure
- The post holder will deputise for the National Director/Associate directors, make decisions on behalf of the clinical team and is expected to represent the wider organisation at a senior management level, and to act in the organisation's best interests in a variety of situations. This involves making judgements, interpretation and analysis of complex information such as national policy
- The post holder is required to interpret and implement often-complex national and local policies and legislation as well as the Government and regulatory policy position for Allied Health Professionals in relation to their relevance and impact on the key result areas and tasks of the post, and the wider Centre for Sustainable Delivery

## 8. COMMUNICATIONS AND RELATIONSHIPS

A key focus of this role involves communicating and building effective working relationships at all levels. It is essential that the post holder has significant influencing, negotiating and persuasion skills and professionalism to establish a high degree of credibility on delivering national programmes where there are likely to be conflicting priorities and views amongst senior leaders.

The post holder is expected to communicate effectively across a range of professional and organizational topics and issues to support the delivery of CfSD strategy. The post involves presenting and receiving highly complex and contentious and sensitive information and communicating to both individuals and large groups in what can at times be a hostile and antagonistic environment.

*Key stakeholders include*

### **External**

- Directors and Chief Executive and Board members as appropriate - report, make recommendations and advise on professional Allied Health Professional issues
- NHS Boards, Health and Social care Partnerships and national regulatory and professional organisations – Consult, involve, assist and collaborate with other organisations to ensure that safe, effective and person centred delivery of care is supported
- Liaising with other professional and regulatory bodies, nationally and internationally, to ensure appropriate sharing of professional issues, system intelligence and alignment of strategy
- National and international Allied Health Professional's academic and research organisations to promote the use and development of evidence and research aligned to CfSD priorities
- Partner organisations and national boards across Scotland and the UK
- The media as and when required to respond to press enquiries

**Internal**

- Executive and Management Teams – work closely with colleagues to influence development of all aspects of the work programmes
- CfSD staff and the wider staff teams- to ensure compliance with strategic objectives
- Work effectively to negotiate with Staff and representatives (including trade unions, professional organisations, and non-union representatives) - Consult with and involve staff and their representatives in the organizations activity
- Regularly report, make recommendations and advise on clinical activities or areas of responsibility as per agreed work plan and objectives

**9. PHYSICAL DEMANDS OF THE JOB****Mental Effort:**

- Strong analytical and numerical ability, and be able to quickly digest and retain information and take action on complex issues
- Effective time management skills with the ability to prioritise and meet tight deadlines
- Adaptable and able to respond to often unpredictable demands
- Able to deal with very frequent interruptions, which often change priorities, require immediate decisions and require a rapid change in the focus of the task being undertaken at that time
- Periods of intense concentration required associated with decision-making
- Ability to think laterally to aid problem solving

**Physical Skills:**

- Able to use PC and associated equipment
- Considerable driving/travel commitment

**Physical Effort:**

- Able to work across a number of locations - other NHS Boards & SG sites - within the same day including remote working

**Emotional Effort:**

- Ability to relate to colleagues and on occasions external colleagues including the general public, in an understanding and sympathetic manner
- Able to deal with conflict situations or highly emotional situations for example in situations where challenge is not welcome or there is resistance to change
- Maintaining composure and focus on programmed priorities in times of uncertainty/organisational change and role modelling

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

- Providing effective consistent leadership within the organization and across national bodies in a complex and changing political environment where there is uncertainty and change
- Delivering change across the organisation to ensure that there is efficient and effective clinical governance where there are competing priorities across all CFSD Programmes
- Ensuring that all aspects of expert professional advice relevant to CFSD are applied in a manner proportionate to the purpose and functions of the organisation
- Responding to the requirements for professional leadership in an organisational landscape that is subject to high levels of change and where expert opinion varies

- Ensuring clinical governance underpins the improvement of the delivery and outcomes of care to the people of Scotland
- Managing many competing priorities within CfSD across the organization and in the external system

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

The post holder will require to demonstrate both a high level of professional skill and knowledge and depth of experience across a number of areas gained over a significant period of time including expert Allied Health Professionals expertise, leadership and management of people, budgets and strategic and operational policy development.

### **Professional Experience**

- Demonstrable significant experience at expert-level in a strategic professional Allied Health Professionals leadership role
- Experience of working in partnership with other professions/agencies to deliver high quality clinical services
- Significant record of achievement in developing innovative and creative professional practice solutions to achieve organisational objectives
- Significant experience of effectively leading and managing service modernisation and redesign related initiatives and integrating professional Allied Health Professionals perspectives with service strategy
- Demonstrable in-depth understanding of clinical governance principles and the development of systems and frameworks to establish clear accountabilities based on professional codes of practice
- Knowledge and experience of working in partnership with Higher Education Institutions to deliver statutory responsibilities in relation to pre and post registration education programmes
- Knowledge and experience of participating in research
- Significant experience in managing budgets and people
- Significant experience in development and delivery of operational and strategic planning

### **Core Competencies**

- Expert level of Allied Health Professional knowledge and skills across a wide range of specialties
- Ability to lead/critically contribute to and influence the strategic agenda and translate complex strategy into deliverable operational objectives
- Ability to align processes and systems to support and deliver strategic priorities
- Ability to challenge the status quo at corporate/director level and develop and promote innovative solutions and new 'alternative' methods of service delivery
- High level communication and negotiation skills
- Thorough, in-depth awareness and understanding of relevant National and Local policy and factors influencing service modernisation
- Excellent relationship-building skills

As well as having extensive experience in their area of responsibility the post holder will be able to demonstrate expertise at the highest level of professional Allied Health Professionals knowledge across a range of specialties of a level sufficient to make an immediate contribution to this role. The post holder requires the ability to devise strategy and has experience of objective setting in a large-scale, complex organisation.

### **Specific experience and educational requirements include:**

- Current HCPC Registration
- Holds a Masters degree or equivalent

- Knowledge/experience of education/research
- Experience in developing strategy, working with stakeholders to consult and then implementing across a complex organisation
- Significant senior AHP leadership/management experience in the NHS or another complex multi-disciplinary public or private sector organisation working close to Board level
- Significant and demonstrable track record of success in service
- improvement and monitoring of high quality standards of care and the patient
- experience, in the planning and delivery of successful organisational change and in proactive partnership working internal and external to the organisation
- Significant and demonstrable track record of success in quality improvement and
- related evidence of service improvement and change
- A high level of interpersonal and technical skills to deliver a high level, strategic and operational performance, combining this with visible and professional leadership
- Substantial experience of staff management/development and multidisciplinary working at peer level
- Proven financial management capabilities
- Demonstrable ability to represent organisational strategic objectives when working in partnership with external bodies including use of influencing and negotiating skills
- Excellent communication, interpersonal, teamwork presentation and organisational skills and ability to generate trust in individuals at all levels both internal and external to the organisation
- Ability to deliver work of a high standard with conflicting and demanding deadlines
- A very well developed understanding of team working
- An understanding and commitment to equality and diversity

## 12. JOB DESCRIPTION AGREEMENT

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

**Job Holder's Signature:**

**Date:**

**Head of Department/ Line Manager Signature:**

**Date:**

## **NHS Golden Jubilee Terms and Conditions of Service**

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

### **1. Superannuation**

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from to 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

### **2. Salary**

£73,506 to £79,221 per annum

### **3. Grade**

This post is offered at Band 8C

### **4. Annual Leave**

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

### **5. Hours of Duty**

18.75 hours per week

### **6. Tenure of Employment**

This post is offered on a Fixed Term basis of 12 months

### **7. Asylum and Immigration Act 1996**

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

## **NHS Golden Jubilee Benefits**

### **NHS Superannuation scheme:**

New entrants to NHS Golden Jubilee who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

### **Annual leave entitlement (including public holidays):**

35 days' annual leave on appointment  
37 days' annual leave after 5 years  
41 days' annual leave after 10 years

### **Free car parking**

### **Continuing professional development opportunities**

#### **Discounts at the Golden Jubilee Conference Hotel**

- **Leisure Club membership** – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £25 per month.
- **Discounted Room Rates** - Rooms rates discounted subject to specific conditions
- **Discounted Dining** - 20% off food and beverage when dining in the hotel.
- **Golden Bistro (Hospital Restaurant)** - Discounted food in our award winning hospital restaurant.

### **NHS Staff Benefits**

As a staff member in NHS Golden Jubilee, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit [www.nhsstaffbenefits.co.uk](http://www.nhsstaffbenefits.co.uk) - new offers are added on a weekly basis.