



Recruitment Advisor

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Contents

Welcome from Michael Dickson, Chief Executive.....	3
Job Advert.....	4
Job Description	5
Person Specification	9
Introduction to Orkney and NHS Orkney	11
Recruitment Process.....	13

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



Recruitment Advisor
Human Resources, The Balfour
Band 4 £27,326 - £29,599
Full Time 37.5 hours per week
Permanent

Our Human Resources team provides a range of services to deliver a workforce that is fit for purpose, skilled, engaged and in the right quantity to deliver high-quality, person-centred care to our patients.

As the Recruitment Advisor you will play a crucial role in ensuring that we have the right colleagues in the right place, at the right time. You will deliver an effective, reliable and responsible recruitment service, which will involve managing end-end-to-end recruitment activities as well as providing confidential advice and guidance to applicants and hiring managers across NHS Orkney.

This is a fast-paced role and offers a great opportunity for a self-motivated individual who is seeking variety, responsibility, people contact and a degree of autonomy.

- Key duties encompass a range of topics including, but not exclusive:
- Providing support and guidance to maximise Recruitment effectiveness
- Ensuring pre-employment checks are carried out for all appointments
- Scrutinising job advertisements
- Compiling Offers and Contracts of Employment
- Utilising workforce systems and data to develop Recruitment reports
- Delivering training to colleagues and hiring managers

If you:

- Are Educated to HNC level or possess demonstrable equivalent experience
- Have experience gained in a similar recruitment or customer-focused environment
- Possess excellent communication and well-developed organisation skills
- Are able to use initiative and seek creative solutions
- Work well with IT systems

We would be delighted to hear from you.

If you have any queries or would like more information about this position please contact Nathan Omand by email nathan.omand@nhs.scot

This post is subject to a Disclosure Scotland Check

A Recruitment Pack containing a Job Description and Person Specification is available to download below.

Job Description

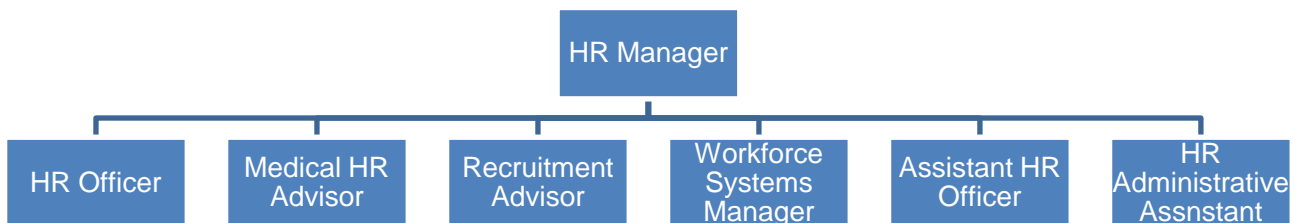
1. JOB DETAILS

JOB TITLE	Recruitment Advisor
SERVICE	NHS Orkney
DEPARTMENT	Human Resources
GRADE	Band 4
LOCATION	The Balfour
REPORTING TO	HR Manager

2. JOB PURPOSE

To administrate the recruitment function for all NHS Orkney Staff in accordance with the differing requirements and policies within NHS Orkney, conforming to locally and nationally agreed policy and legislation. To support NHS Orkney by providing a high-quality recruitment service which offers advice and guidance to appointing managers while promoting a positive representation to post applicants.

3. ORGANISATIONAL POSITION



4. SCOPE AND RANGE

The post holder will autonomously handle the board vacancies which will be at various stages throughout the recruitment. All external advertising will be within budgetary constraints.

The post holder will, on average, generate between 150-250 contracts, extensions and other recruitment letters (e.g. Clinical Attachment/Honorary appointments, confirmation letters, conditional offers, appointment letters) every year.

Average number of applications received per year is 1,100.

5. MAIN DUTIES/RESPONSIBILITIES

The effective administration of posts (general and medical) from vacancy to appointment ensuring all documentation is compliant, and all stages of the Recruitment function support fair and consistent practice.

Provision of support and guidance to all service areas in order to maximise recruitment effectiveness and guide the appointing manager(s) in relation to all aspects of the process.

Provision of career advice and assistance to prospective applicants in relation to vacant posts and related documentation in order to encourage interest in NHS careers.

Establishment and maintenance of database record for all vacancies and candidates. Production of regular reports on organisational recruitment and diversity performance to assist HR manpower and planning information. For example, using Yellowfin to compile Information Services Division Recruitment data returns.

Constitution of medical and senior manager/executive interview panels to ensure correct representation in accordance with the protocols and guidelines of the Scottish Executive. Analysing and interpreting medical shortlists and overseeing logistics of all aspects of medical and senior manager/executive recruitment to ensure compliance with legalities of appointments.

Compilation of Contracts of Employment for Agenda for Change appointments resourcing information from internal and external sources.

Ensuring robust pre-employment checks are carried out for all new appointments e.g. Right to Work, Occupation, Disclosure Scotland, References, Professional Qualification/ Registration, identification of Visa Holders.

Scrutiny of all adverts and post descriptors to ensure they are of high quality, clarity and non-discriminatory.

Compilation of interview/offer/withdrawal/notification of appointment or To Whom correspondence routinely as and when required.

Ensuring job applications from Disabled/Displaced candidates are dealt with in accordance with appropriate policies.

The training and assessment of a Recruitment support colleagues and hiring managers

The jobholder is required to provide guidance to managers and post applicants in respect of the recruitment process on an almost daily basis.

Where a new manager is appointed or where there is a change in policy/procedure, the Recruitment Advisor will ensure appropriate training and support in relation to recruitment protocol/documentation.

Provide guidance on Recruitment and Selection policies/procedures as required.

6. SYSTEMS AND EQUIPMENT

PC, Office 365, E-mail, Access database, Internet Explorer, JobTrain Recruitment System (input and retrieving of information), photocopier, MS Teams, PECOS, Payroll, eESS, YellowFin, Turas.

7. DECISIONS AND JUDGEMENTS

The Recruitment Advisor has full responsibility for all complex operational decisions within their area. Work is not checked by a senior member of staff and guidance would only be sought in exceptional circumstances. Output is influenced by vacancy factors, recruitment trends and new developments therefore the job holder has full accountability and has the freedom to provide a degree of flexibility as required. The Recruitment Advisor is expected to identify and address actual and potential problems.

Postholder will have the ability and experience to appropriately challenge and offer alternative and creative solutions to appointing managers who experience difficulties in recruiting staff or fail to comply with recruitment procedures.

8. COMMUNICATIONS AND RELATIONSHIPS

a) WITHIN OWN DEPARTMENT

Human Resources /Payroll – face-to-face, verbal, written

purpose – close links on a daily basis to ensure consistent, seamless recruitment and to ensure Equal Opportunity compliance. Also close links with Payroll team to ensure “one stop” service.

b) WITH OTHER DEPARTMENTS

Applicants - face-to-face, verbal, written – daily basis

purpose – Due to cultural/language barriers communications require a sensitive and tactful approach as well as a high level of discretion because of the highly delicate and confidential nature of the information held.

Managers and staff of the Board/Finance colleagues/OHS/Professional Development/Postgraduate Dean/External Advisors/University Reps – face-to-face, verbal, written –

purpose – On a daily basis to continually advise and facilitate in ensuring the NHS Recruitment culture attracts the right candidates, promotes fairness and opportunity, is as risk free as possible, and is within budgetary restraints.

c) EXTERNAL TO NHS ORKNEY

Establishing and maintaining effective liaison with a range of external links including Employment Services, other Trusts/Boards, Disclosure Scotland, Disability Service.

Purpose- to ensure “customer service” and guidance, to ensure posts are publicised as widely as possible, to comply with Employment Service criteria, to ensure the “proper and fair” use of Disclosure checks information Providing a range of information support and advice in relation to job vacancies to potential applicants. Postholder may be required to assist job applicants who need additional support and guidance in their search for employment.

9. PHYSICAL DEMANDS OF THE JOB

The Recruitment Team operates in a standard office environment and as such the Recruitment Advisor is required to carry out the following:

- Inputting a substantial amount of data to the in-house database
- Spending a sizeable proportion of the day in front of VDUs

Post requires in-depth knowledge of the NHS and the organisation in relation to both medical and general recruitment working in a setting which demands the interaction with a large number of service users/stakeholders while at the same time being focused on critical deadlines and quality of information.

There is an expectation for posts to be advertised and processed promptly despite the Recruitment Advisor regularly being supplied with imperfect data and late/incomplete information.

Achieving the balance between the prompt filling of vacant posts while ensuring appointed candidates comply with robust pre-employment checks (Right to Work/OHS/Disclosure Scotland/References).

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

There is a substantial degree of difficulty associated with juggling the demands and complexity of both general and medical recruitment in an ever-changing Recruitment culture.

The requirement for a harmonised, systematic approach to the Recruitment Process coupled with the current diversity of differing policies/procedures/documentation across the organisations. These may also include specific and exceptional processing for particular areas which the candidate will need to be aware of.

The Recruitment Advisor must prioritise urgent conflicting demands and deadlines of the service between medical and general recruitment on a daily basis which involves multi-tasking and constantly changing priorities as required.

There are specific difficulties associated with coordination of interview panels and arrangement of venues/hospitality and occasionally travel/accommodation. Setting up interview panels for medical and/or senior manager/executive recruitment is a labour intensive and sometimes frustrating task as panel members may cancel at short notice and the process may need to be restarted.

As the Recruitment Team are the first point of contact for all candidates throughout the recruitment process the Recruitment Advisor has to deal with potentially emotional situations e.g. informing candidates of unsuccessful applications and interview outcomes.

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

Educated to HNC level (or equivalent) and/or evidence of demonstrable equivalent experience

Good communication and organisational skills are required. The postholder will have experience of recruitment and selection processes and methods and a sound knowledge of the client organisations.

Up to date specialist knowledge of recruitment policy and employment legislation.

Highly developed attitude toward service provision together with people skills and customer focus.

Excellent IT skills, particularly in Recruitment Database (ATS), Word, E-mail and Access.

Excellent Organisational and interpersonal skills
Problem solving skills: Persuading, negotiating, influencing skills
Ability to work to deadlines whilst maintaining high standards of accuracy
Excellent oral and written communication skills
Ability to handle all information with discretion and respond to queries with tact and diplomacy
Proven ability to work as part of a team
Ability to work in a pressurised environment

Job Description Agreement	
Job Holder's Signature	Date:
Head of Department Signature	Date:

Person Specification

Job Title: Recruitment Advisor
Department: Human Resources
Location: The Balfour

FACTOR	ESSENTIAL	DESIRABLE
EXPERIENCE	Evidence of experience gained in a similar recruitment or customer focussed environment	Previous NHS experience Experience in the use of Recruitment Applicant Tracking Software (ATS)
QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS	HNC level qualification (or equivalent) or demonstrable equivalent experience	
KNOWLEDGE AND SKILLS	Well-developed communication and organisational skills Ability to use initiative and seek creative solutions to address issues Excellent IT skills Able to demonstrate an understanding of typical problems faced within a recruitment office Ability to work autonomously to meet deadlines Able to create and foster positive working relationships with a wide range of stakeholders. Ability to communicate sensitive and confidential information effectively with tact and diplomacy.	Awareness of employment legislation/diversity issues An understanding of Recruitment issues faced within healthcare in a Remote and Rural area
DISPOSITION	Motivated and enthusiastic team player Customer focussed	

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 or www.orkneycommunities.co.uk and learn more about NHS Orkney at 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

Equality and Diversity

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