



**Deputy Chief Executive  
Candidate  
Information  
Pack**

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Please visit <https://apply.jobs.scot.nhs.uk> for further details of how to apply.



## Introduction from Chief Executive Professor Grant Archibald



Thank you for your interest in the post of Deputy Chief Executive here in NHS Tayside, a new appointment for our organisation. The Deputy Chief Executive will play a key role for us as the organisation moves to the next phases of recovery, redesign and reform of health and care services amid the ongoing impact of COVID-19.

NHS Tayside is one of the larger health systems in Scotland with around 13,500 staff and a baseline recurring revenue allocation of £1.2 billion, serving a community of around 415,000 people in Angus, Dundee, Perth & Kinross and north-east Fife.

Over the past four years, we have undergone an exceptional transformation as an organisation and NHS Tayside is now one of the most successful healthcare systems in the country with demonstrable success in unscheduled care performance, delivery of key cancer targets and an ethos of whole system working to deliver excellent health and care services. The Deputy Chief Executive has a key role in delivering the next phase of transformation and reform for the NHS in Tayside.

As Deputy Chief Executive you will drive the development of NHS Tayside's overall health and care strategy, and be responsible for a focused portfolio which includes oversight of Performance and Activity, the Facilities Directorate and the e-Health/Digital Directorate.

You will also be expected to influence regional and national policy direction across key areas of your portfolio and work with partners across Local Authorities and other public sector organisations.

We are, therefore, looking for an exceptional Deputy Chief Executive to join our strong executive team. An inspiring individual and strategic thinker, you will help lead all of our teams to deliver safe, effective care to the communities of Tayside and improve the health and wellbeing of our population.

If you believe you have the experience and qualities we are looking for, plus the commitment and leadership to step up to the challenges and the opportunities of this role, I'll look forward to receiving your application.

If you wish to have an informal conversation about the role, please get in touch in the first instance with my office via email [jackie.reeves@nhs.scot](mailto:jackie.reeves@nhs.scot) or call 01382 740115.

**Professor Grant Archibald**  
**Chief Executive NHS Tayside**

# Job Advert

<b>Post Title:</b>	<b>Deputy Chief Executive</b>
<b>Grade:</b>	<b>Senior Managers Pay Grade F</b>
<b>Salary Range:</b>	<b>£97,624 to £130,459 per annum</b>
<b>Tenure:</b>	<b>Full Time, Permanent</b>
<b>Hours:</b>	<b>37.5 hours per week</b>
<b>Location:</b>	<b>Ninewells Hospital, Dundee</b>

We are seeking an exceptional Deputy Chief Executive who shares our commitment to improving the health and wellbeing of the communities of Tayside.

NHS Tayside is one of the larger health systems in Scotland with around 13,500 staff and a baseline recurring revenue allocation of £1.2 billion, serving a community of around 415,000 people in Angus, Dundee, Perth & Kinross and north-east Fife.

Over the past four years, NHS Tayside has undergone an exceptional transformation as an organisation and is now one of the most successful healthcare systems in the country with demonstrable success in unscheduled care performance, delivery of key cancer targets and whole system working to deliver excellent health and social care services.

The COVID-19 pandemic has seen NHS Tayside delivering change and innovation at pace and NHS Tayside teams have been responding to the shift from an acute response to the pandemic demands to a more sustainable recovery and reform mode.

The Deputy Chief Executive has a crucial role in delivering this next phase of transformation for the NHS in Tayside as they will drive the development of NHS Tayside's overall health and care strategy, including oversight of performance and activity, facilities and the digital strategy.

The successful candidate will have relevant, demonstrable experience and a track record of success in large and complex organisations. They will also be able to evidence excellent strategic leadership, embracing a values based approach to transformational change and service redesign through engagement with key stakeholders.

If you require any additional information or wish to discuss the role, informal enquiries are welcomed by Professor Grant Archibald, Chief Executive of NHS Tayside. This should be arranged by contacting Jackie Reeves Personal Assistant, email [jackie.reeves@nhs.scot](mailto:jackie.reeves@nhs.scot) or telephone 01382 740115.

Closing date for receipt of completed applications: Friday 24<sup>th</sup> February 2023.

**Find out more about NHS Tayside at [www.nhstayside.scot.nhs.uk/](http://www.nhstayside.scot.nhs.uk/)**

# Job Description

## Job Details

Job Title: Deputy Chief Executive NHS Tayside  
Line Manager: Chief Executive NHS Tayside  
Effective as at: January 2023

## Job Purpose

The Deputy Chief Executive is the designated deputy for the Chief Executive.

The post holder will support the Chief Executive in setting the overall strategic direction for NHS Tayside through visible, clear, consistent values-based leadership.

Specifically, the Deputy Chief Executive will be the Lead NHS Tayside Executive for Transformation and Planning, Performance and Activity, Facilities and Digital Technology.

This role also supports the Chief Executive's leadership of NHS Tayside's recovery from COVID-19, remobilisation and redesign of services, and the embedding of strengthened strategic partnerships with the three Local Authorities in Tayside, including the delivery of the three revised Tayside Integration Schemes and active participation in the three Community Planning Partnerships' agendas.

The Deputy Chief Executive will be responsible for the oversight and delivery of transformation plans across the whole system and drive the development of NHS Tayside's overall health and care strategy, including oversight of performance and activity and the digital strategy.

In addition the Deputy Chief Executive's team will ensure the Board has the strategic planning and support to deliver long-term sustainable changes to services across the whole system and ensure services and care models are delivered within an estate which is fit for purpose.

The Deputy Chief Executive will also work closely with the Chief Officers of the three Health and Social Care Partnerships to ensure whole system operational delivery and performance.

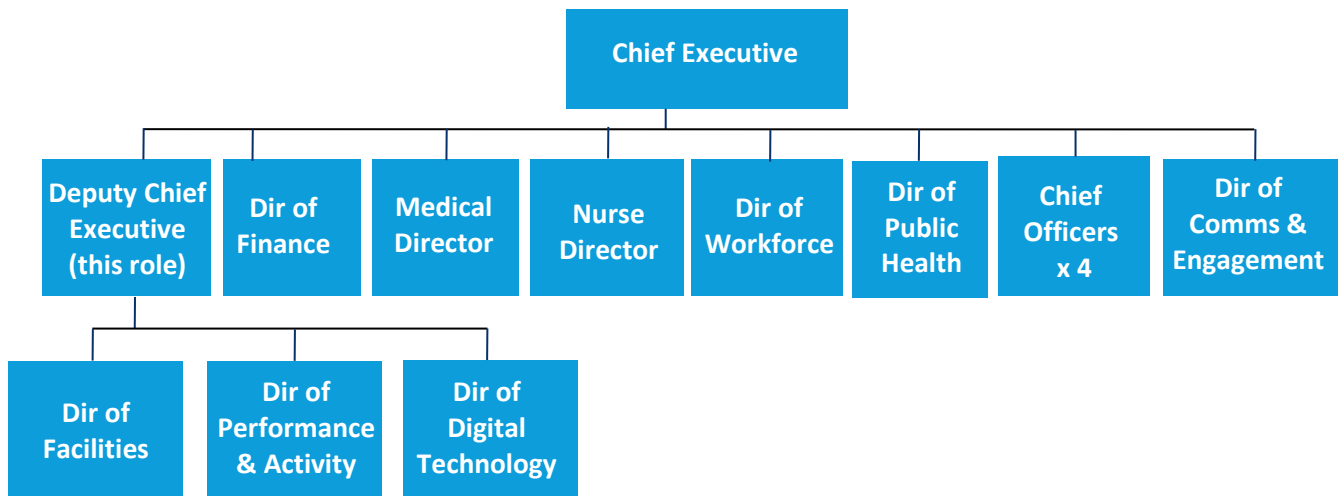
The post holder must:

- Demonstrate innovation, vision and transformational leadership
- Contribute to the effective performance of the NHS Tayside Board and NHS Tayside Executive Leadership Team
- Support a varied executive portfolio, as set out in the job purpose and directed by the Chief Executive
- Contribute to national and regional working in key areas

The Deputy Chief Executive will be required to develop relationships with other boards to enable best practice to be shared at pace and will work in partnership with our staff and Trade Unions.

The post holder will also play a leadership role for Tayside through regular involvement in regional and national working groups.

## Reporting arrangements



## Dimensions

### Revenue Budget

- The baseline recurring revenue allocation for NHS Tayside is c.£1.2 billion

### Number of Staff Employed by NHS Tayside

- There are currently around 13,500 staff employed by NHS Tayside.

### Local Authorities in Health Board Area

- Angus Council
- Dundee City Council
- Perth & Kinross Council

NHS Tayside serves a population of around 420,000 people in Angus, Dundee and Perth & Kinross, and north-east Fife.

NHS Tayside has strong links with University partners in medical, nursing and AHP professions and delivers undergraduate teaching, as well as collaborating on, and facilitating, extensive research. The Board provides a range of primary care, community based, acute and mental health services and also supports the provision of services for other North of Scotland Boards.

## Role of the Organisation

NHS Tayside has overall accountability for the planning and delivery of healthcare services and the lead role in improving the health of the Tayside population. The organisation is committed to the continued delivery of safe, effective and person-centred care, with a focus on service recovery, remobilisation and transformation underpinned by a public health approach.

NHS Tayside published a number of key strategies before and during the pandemic which prioritised a whole system approach to delivering safe, effective and sustainable health and care services across Tayside and addressing health inequalities.

However, the modulating environment of the pandemic resulted in a necessity to be agile and adaptive in our COVID-19 response and move away from some of the models set out in these strategies. Tayside's highly adaptive and flexible approach to delivery of healthcare, alongside lessons learned and the formative partnerships and strengthened cross-agency and cross-specialty working which has evolved into our daily business over the past three years, now brings opportunities and challenges in terms of the transformation and redesign required in our health and care services beyond our existing strategies.

The Tayside COVID-19 Remobilisation and Recovery Plan and our Annual Delivery Plans set out the route map to deliver a whole system operating model in the short to medium term. These are in response to the NHS Scotland Recovery Plan 2021-2026 and its plans to drive the recovery of the NHS by increasing capacity, delivering reforms and reducing waiting times.

The new NHS Scotland performance targets announced in July 2022 to address the impact of the pandemic on long waiting times for planned care are also a key priority for all Boards as they aim to eradicate waits of more than two years, then one year in most specialties by September 2024.

Our local learning from the pandemic and our response to the national Recovery Plan and waiting times targets will provide the foundation for the development of this new, long-term NHS Tayside strategy.

It will take account of the experiences of all stakeholders over the course of the pandemic and the rapid changes to healthcare and the healthcare workforce which have been implemented, as well as the improvements and new ways of working which now require to be embedded. It will require engagement with staff and the public, and the further development of a whole system approach with partner organisations.

The development of the National Care Service (NCS) will also be critical in terms of the future delivery of health and care services. A strengthened integration position and the NHS Tayside strategy will align to the new NCS model as it emerges.

Nationally, NHS Scotland is driving forward four key programmes to support recovery which NHS Tayside is aligning to in terms of Board priorities.

These are:

1. Integrated Planned Care
2. Integrated Unscheduled Care
3. Preventative and Proactive Care
4. Place and Wellbeing

The core values of NHS Scotland which have been fully adopted as the NHS Tayside values are:

- Care and compassion
- Dignity and respect
- Openness, honesty and responsibility
- Quality and teamwork

## Key Result Areas

### Corporate Accountability and Management

Actively contribute to the effective performance of the NHS Tayside Board and Board Executive Team, routinely providing challenge. Participate fully in the corporate management of NHS Tayside, providing high level expert input in to all areas of Board governance, including participation in Executive on call and other management arrangements.

#### Outcomes:

- Designated deputy for the Board Chief Executive
- Consistent strong organisational management
- Corporate accountability for the organisational objectives and targets
- Accountability for objectives and targets within strategic planning and transformation

### Strategic Planning

Under the direction of the Chief Executive, develop and deliver the NHS Tayside strategy in partnership, ensuring that there is ownership of whole system transformation, and effective two-way communication to deliver sustainable, high quality health services aligned to local and national strategic ambitions and policy.

#### Outcomes:

- Lead a strategic approach to service planning to be delivered jointly by clinical and managerial teams
- Staff, service users and other partner stakeholders actively involved and support the strategic vision and plan
- Delivery of a longer-term NHS Tayside Strategy
- Clear organisational alignment of the strategic vision and values of the organisation
- Safe, effective, high-quality care with joined-up pathways embedded across whole system

### Transformation, Improvement and Innovation

Develop and lead the transformation, improvement and innovation agendas for NHS Tayside, recognising partnership working, close collaboration with University and Higher Education partners and NHS Tayside staff partners.

#### Outcomes:

- Lead the transformation, improvement and innovation agendas to reshape and redesign whole system healthcare
- Lead the development and delivery of a Board measurement framework for transformation, improvement and innovation
- Lead Executive for liaison with Scottish Government on transformation, improvement and innovation
- Clear evidence that transformation, improvement and transformation projects have actually delivered results

## Facilities

Overall responsibility for ensuring a safe environment for patients, staff and visitors, and for the development and implementation of strategies, policies, and service delivery across Estates (Hard FM) and Facilities (Soft FM: portering, domestic services, catering services, security, transport, Central Decontamination Unit, laundry, waste).

### Outcomes:

- Strategic approach to Estates and Facilities that deliver against national, regional and local targets
- Well-managed estate, which supports delivery of the Board's strategic direction
- High quality, safe and effective services that deliver for patients, staff and the public
- Technical advice and expertise is available for the Board
- Resources are aligned to strategic direction, and through continuous improvement, improve efficiency and value for money
- Strong partnership ethos

## Performance and Activity

Overall responsibility for performance management across all services, ensuring service ownership and leadership at all levels of the organisation, including ongoing performance scrutiny.

To develop robust business intelligence and information that supports effective performance management, including management of escalation process in the event of under-performance and/or non-delivery.

### Outcomes:

- Creating and embedding a culture of performance management and accountability across all clinical and non-clinical services that is integrated, action-orientated and focused on delivering improved performance
- Implementing rigorous performance assurance and review mechanisms
- Utilising performance improvement plans, tools and techniques to support individual and team achievement
- Promoting development of viable operational plans that support performance delivery targets, and secures financial balance and achievement of savings targets by Directorate teams
- Lead meaningful Board and National reporting

## Digital Technology

Lead development of digital health delivery across Board services to ensure current and future digital technology needs are delivered in the most effective and efficient way, taking account of the existing skilled eHealth workforce, the demands of the Board transformation agenda, and need for ongoing modernisation of our digital infrastructure.

### Outcomes:

- Strategic approach to high quality effective digital services that supports service transformation
- Enhanced information provision and access for healthcare workers to resilient and effective clinical and other systems in the places they work
- Enhance integration of systems that support more effective health and social care integration
- Resources are aligned to strategic direction and take a continuous improvement approach to efficiency and value for money

### Compassionate Leadership, Engagement and Culture

Create an open and supportive culture and positive two-way engagement which maximises the potential of all members of the workforce and encourages inclusivity, innovation and high performance. Demonstrate and exemplify positive behaviours and attitudes acting as a role model to others and nurturing a culture in keeping with NHS Tayside core values.

### Outcomes:

- All staff, across the organisation are motivated and encouraged to work in partnership and are valued for their contribution
- Delivery of a culture where innovation, creativity and challenge is encouraged and nurtured
- Promotion of visible leadership across the organisation, connecting leaders with front line staff, especially through times of organisational change and service redesign and transformation
- Consistently demonstrates and encourages equality, diversity and inclusion

### Regional and National Developments and Collaboration

Provide NHS Tayside's strategic planning and performance input to key North of Scotland regional and national agendas as directed by the Chief Executive to influence policy and plans and position NHS Tayside at the forefront of delivery of strong partnership and collaborative working

### Outcomes:

- Creation of strong alliances through the development of local and regional partnerships
- Lead strategic partnerships and collaborations on behalf of NHS Tayside with the North of Scotland Health Boards
- Local plans are aligned with regional and national plans
- Position NHS Tayside strategically as a key influencer of national and regional policy

Providing clear strategic plans to the leadership team and across the organisation, ensuring focus on the delivery of the key result areas

Overall responsibility for the delivery of NHS Tayside Healthcare Strategy aligned to national policy and direction.

## Assignment and Review of Work

The post is directly accountable to the Chief Executive and works under the parameters of agreed priorities, determining areas of work which will have maximum impact on achieving NHS Tayside's strategic direction.

The post holder is the designated depute for NHS Tayside Chief Executive and represents NHS Tayside with external agencies as required. They are empowered to take decisions as appropriate in these circumstances.

In-depth, specialist knowledge of health issues, policy and corporate objectives is therefore required and must be kept current through commitment to CPD.

Review of performance in the post is undertaken through the agreement of annual performance objectives and annual individual performance appraisal by the Chief Executive, reviewed by the Chairman. Informal appraisal and discussions about performance will take place on a more frequent basis with the Chief Executive.

## Communications and Working Relationships

The post holder will communicate with a wide range of senior Board, clinical and non-clinical staff in NHS Tayside, the wider NHS in Scotland and beyond, the Local Authorities within NHS Tayside and with senior officials of external organisations.

Excellent communication skills are required in order to persuade others and negotiate the implementation of change.

Strong presentational skills are required as is the ability to express views convincingly and coherently using a variety of media.

Key contacts will include:

### Internal:

- Chief Executive, Chairman and members of the NHS Tayside Board and Executive Leadership Team colleagues
- Senior Management Teams across NHS Tayside
- Other staff groups in Tayside and partner organisations
- Partnership representatives, Staff Side and Professional Organisations

### External:

- North of Scotland Boards
- Other Health Boards
- Integration Joint Boards
- Scottish Government
- Local Authorities
- Police Scotland
- Universities

- Central Legal Office
- Patients, visitors and carers
- MSPs, MPs, elected members
- The media

## Most Challenging Parts of the Job

Supporting the Chief Executive in the management of delivery and performance through the accountability of the Directors, to secure and deliver sustainable models of care and achievement of Board priorities.

Working in a continually changing environment, with increasing demands and pressures on the whole system. Developing strategic vision and healthcare plans in the face of post-pandemic uncertainties. Development of robust strategic plans, supported by workforce solutions, which meet future service requirements, while sustaining staff commitment, and the support of the public.

## Person Specification

### *Essential Experience and Qualifications*

- Educated to Graduate and Postgraduate level or equivalent.
- Evidence of continuous professional development.
- Significant experience in strategic planning within a healthcare, or similar environment.
- A proven track record of delivery across professional and organisational boundaries, in particular within a partnership environment (internally and externally).
- Experience of managing significant (£ms) budgets.
- Proven experience of implementing sound workforce and employee relations policies and leading significant organisational change.
- Experience of managing multiple teams across a geographically dispersed area.
- Demonstrable evidence of developing and implementing productivity and efficiency initiatives.
- Understanding and experience of working within political/national policy context and the ability to manage delivery, governance and assurance in that context.
- Experience of working effectively with Government officials, Board members and frontline staff with an ability to operationalise strategy for staff, patients and other stakeholders.

### *Personal Qualities*

- High impact individual who is able to establish credibility with key staff members across the organisation and is recognised as having the ability to add value and develop and lead organisational strategy.
- Ability to effectively lead change management agendas and encourage people to embrace new ways of working
- Highly developed leadership, influencing and communications skills.

- Confident, assertive, intellectually robust; ambitious with high energy levels: results orientated.
- High levels of integrity and personal values.
- Resilience, commitment and the resourcefulness to work effectively under pressure.

# Summary of Core Leadership Competencies

## Strategic Focus

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

## Collaborative/ Partnership approach

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

## Achieving results and making decisions

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

## Managing Resources

- Recognises and capitalises on staff strengths and abilities
- Engages staff in understanding all decisions affecting them
- Establishes clear objectives and results for all staff

- Develops staff to achieve
- Assigns clear authority and accountability
- Is aware of employee issues and responds appropriately
- Aligns available resource to agreed service priorities
- Delivers financial responsibilities and develops contingencies

## Interpersonal approach

- Promotes ideas and proposals persuasively
- Provides compelling rationales
- Shapes stakeholder opinions through positive negotiations
- Builds a broad base of support among key decision makers and influencers
- Presents a balanced approach which demonstrates both empathy and a focus on facts, problems and solutions is maintained when handling emotional situations.

## Change and Redesign

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

## Professional Development

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

## Respects Diversity

- Supports and enables fair treatment and equal opportunity for all
- Establishes an environment where staff are comfortable raising issues or concerns
- Challenges inappropriate behaviour and prejudice effectively
- Managing people on an individual basis
- Fostering relationships with people who have different views

- Actively mentors and coaches staff and colleagues
- Recruits and develops talent from all backgrounds
- Actively seeks and applies diverse views and perspectives
- Applies employee policies in a constructive way for all staff
- Uses inclusive language
- Applies inequalities sensitive approach to service delivery

## Governance

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

# Our Vision, Mission and Values

## Our Vision

**Longer, healthier lives for the people of Tayside.**

## Our Mission

**To transform services so everyone has the best health and care experience possible.**

## Our Values

- **Care and compassion**
- **Dignity and Respect**
- **Openness, honesty and responsibility**
- **Quality and teamwork**



# Employment Package

The successful candidate will be employed under NHS terms and conditions. The following sections outline the employment package applicable to NHS Tayside.

## NHS Tayside Summary Terms and Conditions

A package commensurate with the responsibilities of the post and the level of seniority of the successful candidate will be available to the appointed candidate.

Appointment of the successful applicant to the post will be subject to satisfactory pre-employment checks including Satisfactory References (one of which must be from your current or most recent line manager), Pre-Employment Health Assessment, Evidence of Qualifications (as outlined in the Person Specification), Confirmation of Right to Work in the UK and Identity and where applicable to the post a Disclosure Scotland Criminal Records Check/Protection of Vulnerable Groups Scheme Membership.

The terms and conditions for this post are set by direction of Scottish Ministers under the arrangements in place for Executive and Senior Managers Pay within NHS Scotland.

**Grade: Executive and Senior Management Grade F**

**Salary: £97,624 to £130,459 per annum**

Placing on the range will be determined by a range of factors, considering current salary. The starting salary will be part of the formal offer of employment. Progression through the pay range is on the basis of an annual assessment of performance in a year beginning 1 April and ending 31 March. A pay uplift determined by performance rating is applied in line with national circulars.

## Hours of Duty

The set hours of work are 37½ per week; however, the number and pattern of hours will reflect the demands of the post. There is no contractual right to additional pay or time off in lieu of additional hours. This will not affect individual rights under the Working Time Directive.

The postholder will also participate in the executive directors out of hours on call rota as required.

## Tenure

This is a full-time permanent position.

## Pension Arrangements

New entrants to NHS Tayside who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme.

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/>. Once a year, (following 2 years qualifying service) a statement is available online (<http://www.sppa.gov.uk/>) showing how much service has built up in your pension.

You can increase the amount you put in if you want by buying additional pension. For full details please see the Factsheet "Additional Pension" available on the SPPA website <http://www.sppa.gov.uk/>. The amount contributed by the government in the form of tax relief would also increase.

Superannuation benefits accrued in the NHS Scheme elsewhere in the UK can be transferred to the Scottish scheme by arrangement with the Scottish Public Pensions Agency. The transferability of other public sector pension schemes entitlements may be possible and may be explored on appointment.

## Motor Vehicle Provision

Where there is a job requirement, a vehicle may be offered. The arrangements will be determined by the Remuneration Sub-Committee in accordance with the leased car provisions for staff on Executive Managers' pay arrangements.

## Location

For employment purposes, your initial base will be within NHS Tayside. The post will inevitably require you to travel regularly throughout the Board's area and within Scotland. Less frequently you will require travelling further out with Scotland. Home to work expenses will be met by the post holder but all other travel expenses incurred as a result of your employment will be reimbursed by the Board.

## Removal Expenses

Reasonable removal expenses in line with the Board's policy will be payable, should the Board require you to move home. This will be discussed with you, as part of an offer of employment.

## Annual Leave

The annual leave entitlement is 27 days rising to 29 days after 5 years' service and 33 days after 10 years' service. Public Holidays (8 days) are allocated in addition for all Board employees.

## Performance Appraisal and Personal Development

The annual performance cycle is from 1 April to 31 March. Performance is assessed against a performance plan, which contains individual service objectives relating to the Board's corporate objectives and individual behavioural objectives based on the NHS Scotland Leadership Competency Framework. The performance plan is agreed with the Director of

Workforce.

Performance against the plan is assessed by the Chief Executive(s) and performance is rated on a five-point rating scale:

1. Unacceptable – misses most targets
2. Incomplete – misses most targets without counterbalancing over- achievements
3. Fully Acceptable – balances shortfalls with over-achievements
4. Superior – meets all targets and exceeds most
5. Outstanding – substantially exceeds all targets

## Other Terms and Conditions of Service

Terms and Conditions of Service which are not set down in the arrangements for Executive and Senior Managers Pay, are those contained within the Agenda for Change Terms and Conditions Handbook, and the Board's Workforce Policies.

# Recruitment Process and Timetable

The closing date for applications for this position is 24<sup>th</sup> February 2023

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

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

Recruitment Stage	Planned Date
Recruitment Advertising Campaign opens	03 February 2023
Closing date for return of applications	24 February 2023

## Special Requirements for Selection Events

Where appropriate we are fully supportive in discussing making any reasonable adjustments to the recruitment process to ensure no candidate is disadvantaged as a result of a disability or any other health condition. If you require any special arrangements to be made in regards your participation in selection event, please indicate this by contacting Keira Macdonald, Senior Recruitment Advisor on 01382 660111 ext no. 35352.

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

If you require further information on any stage of the recruitment process the please contact Keira Macdonald, Senior Recruitment Advisor on 01382 660111 ext no. 35352.

## Data Protection Legislation

The information supplied by your application will only be processed by authorised NHS Tayside personnel involved in relevant stages of the recruitment process. Applications submitted via the NHS Scotland Recruitment system Job Train will be retained by NHS Tayside and will be used for the purpose of processing your application and for statistical and audit purposes. NHS Tayside will process the information for the stated purposes in regards your application for employment. If your application is unsuccessful your information will be retained securely for 12 months from the completion of the recruitment process and then confidentially destroyed.

## How to Apply

For an informal conversation about the role, please contact Sarah Gracie at Eden Scott, [sarah.gracie@edenscott.com](mailto:sarah.gracie@edenscott.com) or call 07999 421314.

To apply, please send the following details to Sarah Gracie at [sarah.gracie@edenscott.com](mailto:sarah.gracie@edenscott.com)

- a copy of your CV
- A covering letter addressing what interests you in the role and details of your 3 most relevant skills or experiences that make you suitable for the role, as set out in the job description and person specification

Further information about NHS Tayside including the full job pack can be found at [www.edenscott.com/employer/nhs-tayside](http://www.edenscott.com/employer/nhs-tayside)

## Further Information

If you have any further queries regarding the recruitment and selection process, please do not hesitate to contact [keira.macdonald@nhs.scot](mailto:keira.macdonald@nhs.scot)

[All applications will be acknowledged and treated in the strictest of confidence.](#)

# Living and Working in NHS Tayside

## NHS Tayside

NHS Tayside is responsible for delivering healthcare to more than 415,000 people living in Tayside and North East Fife. We employ around 13,500 staff and provide a comprehensive range of primary, community-based and acute hospital services for the populations of Dundee City, Angus, Perth & Kinross and North East Fife. Our annual budget is now £1.2 billion of public money.

Within NHS Tayside and based on the western edge of Dundee, Ninewells Hospital is one of the largest teaching hospitals in Europe. It is internationally renowned for introducing laparoscopic surgery to the UK as well as being a leading centre in developing fields such as the management of cancer, medical genetics, cardiovascular disease, diabetes, informatics, neuroscience and imaging.

Other acute sites are Perth Royal Infirmary in Perth and Stracathro Hospital near Brechin, as well as 14 community hospitals, mental health facilities and dental hospitals across Tayside.

NHS Tayside is a large teaching Health Board with strong nursing and research links with the University of Dundee, Abertay University, Dundee and Angus College and Perth College UHI in our own locality, as well as other universities across Scotland. The University of Dundee Medical School is integrated into the Ninewells Hospital campus.

In addition, at the heart of health services in our communities are our GP and primary care services which are there supporting our patients and their families where they live and work.

## Health and Social Care Partnerships

There are three Health and Social Care Partnerships in Tayside: Angus; Dundee; and Perth & Kinross.

NHS Tayside works very closely with colleagues in the partnerships as they provide a range of adult health and social care services to our local communities.



## Life in Tayside

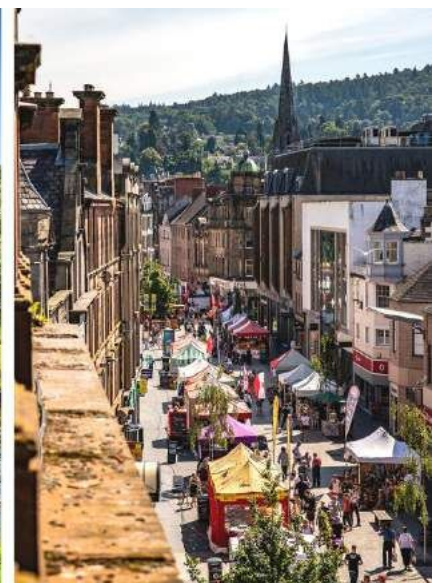
Dundee, Angus and Perth and Kinross make up the thriving and vibrant region of Tayside – between them offering the perfect blend of city, country and coastline. Covering a large area of the north-east of Scotland, it includes the stunning mountains and glens of Perthshire and Angus, and the historic cities of Dundee and Perth. The three council areas are [Dundee City](#), [Angus](#) and [Perth & Kinross](#).

Close to larger cities such as Edinburgh and Glasgow without sharing their high cost of living, Tayside offers an excellent work-life balance with affordable housing, excellent schools and rural and city centre living in easy reach. From mountains to sandy beaches, cultural hotspots to superb leisure opportunities for the outdoor enthusiast, Tayside offers an exceptional quality of life.

The region is immersed in rich culture and activities with something for everyone. Angus has many quaint towns to visit along with the Angus Glens for any keen hill walkers and cyclists. Dundee offers the first V&A museum in the world outside London and the first ever design museum in Scotland and the Dundee Eden Project which is due to open in 2026. Perthshire provides rural countryside, highland hills and lochs, and the bustling city of Perth filled with historical attractions. The university town of St Andrews and home of golf is 30 minutes' drive from Dundee. There is easy access to hiking, skiing, world class mountain biking, water sports, and road cycling in some of the best of Scottish countryside.

Getting around is quick and easy on the excellent road and rail links and we're well connected to the rest of Scotland and the UK. Edinburgh, Aberdeen and Glasgow are all less than 90 minutes from Dundee and there are direct flights from [Dundee airport](#) to London City and Belfast.

Find your new home at the [Tayside Solicitors Property Centre](#) or the [Perthshire Solicitors Property Centre](#) or through a number of local letting and estate agents.



## Dundee

Dundee is Scotland's sunniest city and has an unrivalled location at the mouth of Scotland's longest river, the Tay. Dundee is the UK's only [UNESCO City of Design](#).

Dundee is innovative, creative with a rich heritage, countryside splendour and thriving industries and is encapsulated by the slogan, 'One City, Many Discoveries'.

In 2018, following the opening of [V&A Dundee](#), Lonely Planet named the city one of the Top Ten Destinations in Europe. In 2019, Dundee was The Times regional winner of the Best Places to Live in the UK and was among The Times 2020 Best Places to Live in Scotland, while Broughty Ferry was in the 2021 list.

Dundee is home to two highly-regarded universities, recognised for the quality of their student experience – [Dundee](#) and [Abertay](#) – as well as [Dundee and Angus College](#).

For a taste of what you can see and do in Dundee, explore [One City, Many Discoveries](#) and [Dundee City Council Tourism Culture and Leisure](#).



## Perth & Kinross

The historic city of Perth is also beautifully located on the banks of the Tay, some 20 miles west of Dundee, and is often described as ‘the gateway to the Highlands’. [Perthshire](#) is home to scenic glens, medieval castles, whisky distilleries and mountains packed with wildlife and Kinross sits close by [Loch Leven, a National Nature Reserve](#) with a 13-mile Heritage Trail.

There are many lovely towns and villages in Perth & Kinross. Pitlochry is surrounded by beautiful scenery and has lots of things to see and do. It is perfect for hill walking, fishing and golf with all the facilities you would expect on your doorstep. Crieff is a vibrant town and community with good local schools, sports facilities and restaurants.

Discover the [extensive range of activities](#) in and around Perth, where you’ll also find [Perth College](#), which is part of the University of the Highlands and Islands.

There are lots of opportunities for outdoor activity and Perth is also within easy reach of Stirling, Edinburgh and Glasgow.



## Angus

With coastal villages and beaches, hills and market towns, [Angus](#) is a county of great variety. Visit a castle, go to the beach, ride a classic steam train, or step back in time – [it's all here](#).

Angus is a popular destination, thanks to attractions such as Arbroath Abbey (home of Scotland's historic Declaration of Independence) and Carnoustie with its legendary championship golf course.

The Angus coastline is a wildlife watching secret and is home to a wide variety of coastal and marine habitats and species. The lovely Lunan Bay near Montrose is one of many places for a great day out. For walking, cycling or riding, the Angus Glens – Clova, Doll, Lethnot, Prosen, Isla, and Esk – run deep into the foothills of the Cairngorms and include 10 Munros as well as spectacular views.

The southern part of the [Cairngorms National Park](#) lies across Angus and Perth & Kinross, and the counties are also home to [Tayside's Catevan Ecomuseum](#).



## Excellence in Tayside

NHS Tayside has a long history of delivering innovation in healthcare. Through the work of our clinical teams and close partnership working with the University of Dundee, the organisation is often a pioneer in cutting-edge developments and improvements.

NHS Tayside is the first region in the world to have effectively eliminated hepatitis C with its pioneering approach to treating the disease. In late 2019, NHS Tayside had diagnosed 90% of patients and treated 80% of eligible infected cases, meeting the World Health Organisation's (WHO) 2030 target for reducing prevalence of hepatitis C 11 years early.

In another UK first, NHS Tayside was the first health board to offer genetic testing as part of a new approach for stroke care. NHS Tayside is at the vanguard of this approach called precision medicine, which moves away from one-size-fits-all prescribing to a more tailored approach with treatments customised to individual patients and their unique genetic make-up.

NHS Tayside Health Visiting and Family Nurse Partnership services are the first in Scotland to have achieved and then maintain the prestigious UNICEF Gold award for excellence in maternity, health visiting, neonatal and children's centre services. The standards are designed to provide parents with the best possible care to build close and loving relationships with their baby and to feed their baby in ways which will support their health and development.

Tayside has also seen the first portable virtual radiotherapy system in the UK go live. The virtual radiotherapy system simulates the look, sounds and features of a linear accelerator, which is the machine used to deliver radiotherapy and is being used to train staff treating cancer patients.

Robotic surgery in Tayside is going from strength to strength as patients from across Tayside continue to benefit from the expansion of NHS Tayside's robotic surgical service. The robot enables surgeons and their multi-disciplinary teams to carry out complex procedures in hard-to-reach areas of the body. Patients benefit from reduced hospital stay and quicker recovery, reduced pain, reduced complications, reduced blood loss and ultimately, improved outcomes.

Looking to the future, plans are progressing for Tayside to host one of the new National Treatment Centres at Perth Royal Infirmary. The purpose-built unit will offer a range of routine procedures for patients in specialities including breast surgery, general surgery, gynaecology, neurosurgery, oral maxillofacial surgery, orthopaedics, ophthalmology, plastic surgery, urology, dermatology and ear, nose and throat (ENT).

The proposals for the National Treatment Centre - Tayside will see five new theatres complement the five existing theatres at Perth Royal Infirmary. The centre will also have two enhanced treatment rooms for ophthalmology and day procedures as well as dedicated patient rooms for all pre and post operative checks and a short stay unit.

