



**NHS GREATER GLASGOW AND CLYDE
CANDIDATE INFORMATION PACK**

DIRECTOR OF DIGITAL SERVICES

Location: GLASGOW
Reference: 140996
Closing Date: 23.59 Tuesday 11th April 2023

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We trust this information pack contains all the details you will require to apply for the post of **Director of Digital Services, NHS Greater Glasgow and Clyde**.

Candidate applications for this post are being invited via the NHS Scotland Recruitment system called Jobtrain.

For further details on how to apply and to complete the NHS Scotland Online Application Form: www.apply.jobs.scot.nhs.uk **Select Region>Greater Glasgow and Clyde>Job Type Executive Level>Job Reference No. 140996.**

If you need any assistance accessing Jobtrain or require this pack in a different format, please email: susan.chisholm@ggc.scot.nhs.uk or telephone 07866 795409



Welcome from Jane Grant Chief Executive

I hope this rewarding position has captured your imagination and that you are encouraged to apply to be the next **Director of Digital Services** for NHS Greater Glasgow and Clyde.

Our Vision is to enable and enhance delivery of quality health and care services using digital to deliver positive health outcomes and experiences for the people of Greater Glasgow and Clyde.

Our recently launched **Digital on Demand Strategy (2023-2028)** has been developed with staff and citizens. The Strategy builds on our investments made over the past 5 years and seeks to enable a range of transformation opportunities for the implementation of technology aligned to the Board's corporate aims and objectives and our wider transformation plans.

The pandemic period gave us an opportunity to accelerate digital implementation of new ways of working and develop our support to clinical services. Our innovation programme is well established and has started to scale up a number of initially small, research and innovation initiatives, delivering real benefits to patients.

This role will be pivotal in delivering current and future digital transformation programmes of which several are critical to support the NHS Board's clinical transformation programme 'Moving Forward Together'.

Joining us as our new Director of Digital Services represents a great leadership opportunity in Scotland's NHS and this is a role of significant scope and profile.

You will have the responsibility for ensuring both our clinical and support services are digitally enabled in a consistent way and that technology is deployed to improve and transform the delivery of patient care, as well as supporting our staff working across NHS Greater Glasgow and Clyde.

The role will operate at a local, regional and national level supporting clinical services in transforming the way in which health and social care is provided to our local populations.

Working with the digital, data and technology community in NHS Scotland you will be encouraged; in this role to actively participate in influencing the national eHealth Strategy and its implementation.

I am looking for someone who can bring bold and ambitious ideas and plans with a genuine passion for innovation enabling further enhancement of the health and wellbeing of our population through the use of digital technology.

Continued innovation will be seen as a key priority for this role as the opportunities for innovation and transformation that digital technology offers are significant and I am looking forward to working with our new Director to build on this potential.

The successful candidate will take over direct leadership of 1646 (headcount) operational staff within the eHealth, function as well assuming wider accountability as a member of my Corporate Management Team to play a full role in the leadership of the organisation and its vision.

This is a key strategic and operational role requiring the right blend of visible leadership, experience and values necessary to lead and support our organisation. Importantly you will bring a fresh, forward thinking and collaborative approach to the role. I am seeking a talented, experienced, credible leader with vision and enthusiasm for the role.

I very much look forward to working with our new Director of Digital Services to build on the progress our existing ambitious senior eHealth team have already made and hope you will be inspired by this opportunity. I look forward to receiving your application which will be given careful consideration.



I would be delighted to have a further conversation with you about this senior leadership role, I can be contacted on 0141 201 4614 or E-mail at Jane.Grant@ggc.scot.nhs.uk

Recruitment Advertisement

Director of Digital Services

Executive and Senior Manager Grade F

Salary range £97,624 to £130,459 per annum (*pro rata part time*)

Full Time Permanent (37.5 hours)

Location: Board Head Quarters, JB Russell House, Gartnavel Hospital Campus, 1055 Great Western Road, Glasgow G12 0XH

Relocation Package where appropriate

NHS Glasgow Greater Glasgow and Clyde is the largest health system and teaching Board in Scotland with an annual budget of circa £3.9 billion (2022/23) it employs around 40,000 staff. We provide the full range of Acute, Mental Health, Community and Primary Care services to a diverse population of 1.2 million people in six local authority areas. Regional and national services are also provided across a range of clinical specialties.

We are looking to recruit a transformational and visionary leader with the strategic and professional skills, drive and passion to take forward the role of **Director of Digital Services** within the largest NHS Board in Scotland.

The Role

This dynamic leadership role offers one of the most high-profile and rewarding opportunities within the Digital & eHealth portfolio in the public sector in Scotland. As the largest NHS provider in the United Kingdom, this role supports innovation, digital change, transformation and improvement at all levels.

We are looking for an outstanding candidate who will be accountable for delivering our ambitious **Digital on Demand Strategy (2023-2028)**. Focussing on the delivery of digital to support transformation, increase our “digital maturity”, making digital tools as accessible as possible and creating a digitally enabled workforce, to support our citizens to adopt these new technologies.

The post holder will also provide strategic leadership to our Health Records Service and our Information Management Service.

Reporting to the Chief Executive you will support the NHS Board’s organisational strategy and transformation. This includes our clinical transformation programme ‘Moving Forward Together’ which outlines a clear strategic vision of how services can be further enhanced by digital solutions aligned to new clinical service models.

In this role you will have direct responsibility for a revenue budget of **£96.4m**; providing strategic and operational leadership through an established and highly accomplished senior management team of around 1646 (headcount) specialist eHealth staff.

About You

We are looking for an exceptional individual who is passionate about improving patient care and innovation across Greater Glasgow and Clyde, who can work in close partnership across a wide range of stakeholders including our six Health and Social Care Partnerships.

The role will suit someone who brings a proven track record of leading innovation and is a professionally credible leader who can inspire a culture of ambition and continuous improvement and crucially, will role model compassionate and collaborative leadership.

Applicants should already be leaders in the field of Digital and e Health with the ability to develop and deliver digital transformation programmes and, who can evidence experience of providing strategic direction within a large and operationally complex multisite NHS healthcare environment operating 24/7 or a similar Public or Private sector organisation operating at scale.

As this is a pivotal role within the Board's Corporate Management Team, it is essential that you can balance the need for strategic direction with operational delivery. Highly results-orientated you will achieve results working in partnership across a range of stakeholders. Educated to Degree level, in a relevant discipline, with an appropriate professional qualification is essential.

We look forward to receiving your application.

For more information on this role and details on how to apply, please refer to the candidate information pack attached to this advertisement.

If you would like to find out more about this post before applying, for a confidential discussion you can contact: Jane Grant, Chief Executive, NHS Greater Glasgow and Clyde Telephone 0141 201 4614 or E-mail

The Recruitment Process Key Note Dates:

Closing Date: 23.59 Tuesday 11th April 2023

Panel Interviews: Scheduled Early/Mid May 2023

Shortlisted candidates: Preliminary Assessment stage will take place over mid/late April 2023

Find out more about NHS Greater Glasgow and Clyde www.nhsggc.org.uk

Additional Information

NHS Scotland is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative and for each employee to feel respected and able to give their best. To this end, NHS Scotland welcomes applications from all sections of society.

Regardless of nationality the recruitment process for all candidates includes a Right to Work in the UK check. EU Settlement Scheme: As part of the recruitment process, you will be required to produce proof of your EU Settlement status from 1st July 2021 to demonstrate your Right to Work in the United Kingdom. Further information: <https://www.gov.uk/settled-status-eu-citizens-families>.



By signing the Armed Forces Covenant, NHS Greater Glasgow and Clyde has pledged its commitment to being a Forces Friendly Employer. We support applications from across the Armed Forces Community, recognising military skills, experience and qualifications during the recruitment and selection process.

NHS GREATER GLASGOW & CLYDE

JOB DESCRIPTION

Job Details	
Job Title:	Director of Digital Services
Accountable to:	Chief Executive, NHS Greater Glasgow and Clyde
Revised:	February 2022
Grade/Salary:	Grade F £95,419 to £128,254 per annum (pro rata part time)

Job Purpose	
<p>As a member of the Board's Corporate Management Team, the post holder will fully contribute to, and participate in the corporate leadership, management and governance of NHS Greater Glasgow and Clyde (NHSGGC).</p> <p>Along with Director colleagues, the post holder will provide leadership and strategic direction to achieve continuous improvement in the performance of NHSGGC, and will have a particular focus on digital transformation and innovation to deliver safer, more sustainable integrated and modern health and social care services. The post holder will:</p> <ul style="list-style-type: none"> • Provide professional leadership for the Digital Services Directorate ensuring the development of, commitment to and implementation of Digital, Information and Health Records Services, which support clinical and other strategies and ensure effective stewardship of resources in accordance with statutory and regulatory requirements. • Lead the planning, co-ordinating and design of all clinical and business processes of the Digital, Health Records, Information Management, Information Governance and Telecomms Services, as well as providing direction and support for eHealth solutions that support clinical and non-clinical processes. The Director of Digital Services will work closely with decision makers in clinical and non-clinical services to identify, recommend, develop, implement, and support cost-effective digital solutions for all aspects of the organisation. • Actively participate in and lead the development of regional and national e-health Strategy and associated programmes. 	

Dimensions

NHS Greater Glasgow and Clyde: Total Population: 1.2 million
Total Budget: £3.9 billion (2022/2023)
Annual Capital Spend 21/22: £72.8m
Total Staff: 35,905 wte/41,188 headcount

Digital Services Directorate: Annual Revenue Budget: £37.9m
(including eHealth, Information Management and Health Records) Annual Capital Budget: £7m - £8m
Total Staff: 1389 wte/1646 headcount

NHS Greater Glasgow and Clyde is the largest healthcare provider in Scotland, serving a population of approximately 1.2m, through the provision of a comprehensive range of Acute Hospital, Maternity, Mental Health and Community Care facilities. We also provide a wide range of regional Services to the West of Scotland and National services.

Organisation Chart

See Appendix 1

Role of your Department

The overall aim of the Digital Services Directorate is to deliver and maintain a comprehensive integrated information, technology and record management strategy in order to ensure that the right information is provided in the right place at the right time, to support highest possible levels of diagnosis, treatment and care of patients and clients, to support continuous improvement of the health of the populations we serve and to achieve more effective integration between Health and the care services of our Local Authority partners.

This includes patients' records and other information for clinicians working in the community and primary care, in outpatient clinics, on the point of admission for inpatients/day cases and for review after discharge: it includes developing and supporting electronic information systems for clinical and management use: and it includes collection and analysis of data required by the Board and the Scottish Government Health Department, for local monitoring of activity or performance, and for surveillance and protection of the health of our populations.

The Digital Services Directorate comprises the following departments:

- **Operations** – responsible for the overall IT and Telecommunication service delivery to NHS GGC including the delivery of the underpinning technical infrastructure and applications to support the health and corporate directorates across NHS GGC to agreed Key Performance Indicators (KPIs) and Service Level Agreements (SLAs). In addition, Information security and compliance.
- **Strategy and Programmes** - responsible for the development of the medium to long term eHealth Strategy and the delivery of a large number of highly complex programmes and projects including supporting significant service transformation and system development.

- **Innovation** – responsible for development and delivery of eHealth enabled Innovation Programmes, linking with Innovators such as clinicians, R&D, industry and SME's within NHS GGC, West of Scotland, and the broader Innovation community.
- **Information Management** – responsible for the collection and analysis of information and delivery of knowledge management services. This service comprises Knowledge Services (Libraries), Clinical Coding and Business Intelligence.
- **Health Records** – delivery of Health Records services across NHS GGC, including outpatient and ward clerk services
- **Business and Resource Management** – responsible for financial management, procurement & contract management, audit, risk management, Programme Management Office (PMO), Information Governance, FOI responses and overarching aspects of staff governance and organisational development, Health & Safety, general Directorate wide governance and facilities management activities.

Key Result Areas

- As a member of the Corporate Management Team, participate fully in the corporate management of NHS GGC, providing high-level expertise in areas of Health Information and Technology and corporate governance to the Board and Senior Management Team.
- To champion and drive forward digital transformation and innovation within NHS GGC, leading the development of the eHealth agenda, ensuring that it maximises all potential opportunities provided from the implementation of digital and informatics systems and processes.
- Representing NHS GGC on regional and national e-health strategy to ensure alignment with national developments and influence the national strategy and its implementation.
- To support and interpret new developments and apply best practice and innovation as appropriate to the needs of NHS GGC ensuring the sustainability of solutions by informing opportunities for service development and improvement
- To engage with and bring together key clinical and non-clinical stakeholders to ensure that the eHealth teams provide a service that is responsive to the needs of NHS GGC, its staff and its patients.
- Direct the work of the eHealth teams to ensure that the needs of the organisation are met by developing effective liaison between them and the clinical/non clinical teams so that services are designed, provided and implemented in a responsible, timely and efficient way.
- To lead and manage Digital Services, deciding on the most effective use of all resources, evaluation of service effectiveness and service performance and make judgements on a wide range of highly complex NHS GGC eHealth service issues and priorities underpinning healthcare service delivery.
- The maintenance and development of existing IT systems.
- Ensuring there is a financial plan for eHealth services and programmes.
- Procure information technology equipment and systems, negotiation and management of contracts with suppliers in line with the Board's Standing Financial Instructions and best practice procurement procedures.
- Ensure information is accurately collated, managed, analysed and shared to support the key functions of NHS GGC.

- Develop a wide range of policies and ensure strategies, plans and priorities are established to support and implement these, resolving highly complex Information & Technology issues and deal with competing priorities.
- Set and monitor the health records policy framework and manage the provision, retrieval, storage and development of health records with a focus on electronic records.
- Develop and provide routine and bespoke information in partnership with managers, planners and clinical staff covering clinical activity and population health.
- Fulfil national data requirements and ensure quality and consistency of data.
- Deliver the information, analysis and change programmes necessary to support regional planning.
- Ensure data and analytical requirements for corporate performance management are defined and delivered.
- Develop and agree policies/protocols and technologies to ensure information is secure and only provided to those with a need to know (supporting Caldicott principles, Data Protection legislation and implementing any national guidance/policy relating to information security).

Assignment and Review of Work

The post is directly accountable to the Chief Executive and works under broad direction within the parameters of Scottish Government priorities and policies for health.

The post holder will contribute actively and directly to the development of corporate policies and priorities of NHS GGC, which in turn provide the framework, within which the individual works.

Review of performance is undertaken through the agreement of performance objectives and individual performance appraisal by the Chief Executive. Formal appraisal is annual but informal reviews will take place between the post holder and the Chief Executive.

Communications and Working Relationships

The post holder will have an extensive network of communication and working relationships and will communicate regularly with a wide range of individuals, clinical and non-clinical, internal and external to NHS GGC.

These will include:

Internal –

- NHS Board Members
- Executive Directors
- all eHealth teams Senior Clinical and non-Clinical Staff
- Service Management teams
- Trade Union representatives
- Auditors

External –

- Scottish Government Health Department
- Other NHS Boards
- Local Authority Partners
- National Representatives of Trade Unions/Professional Organisations
- Universities
- External Auditors
- Politicians at Local and National Level
- Press/Media
- External Suppliers on Information Systems products, services and projects
- Other professional organisations as required.

Most Challenging Part of the Job

Ensuring best use of resources to achieve service improvement and service delivery within the set financial parameters.

Working against a background of competing demands and priorities and identifying appropriate solutions to manage the volume of highly complex information requests in a proportionate and time sensitive manner.

Qualifications and/or Experience Specified for the Post by the Board

Qualifications:

See Person Specification

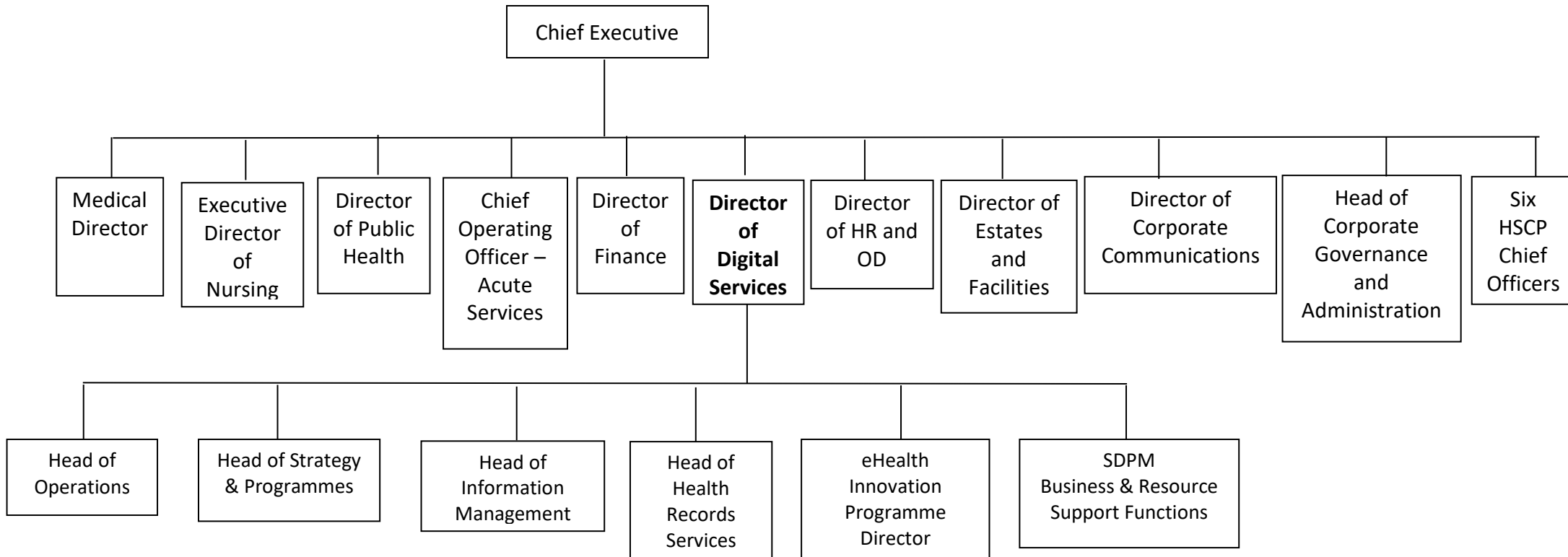
Person Specification

Director of Digital Services

CRITERIA	Qualifications, Training & Experience
Essential	<ul style="list-style-type: none"> • Educated to Degree level, or equivalent experience in a relevant discipline, with an appropriate professional qualification • Evidence of continuing professional and personal development, including management and leadership development • Experience at senior/executive level gained within an operationally complex organisation with exposure to formal governance and board level scrutiny of strategy and performance • Extensive and demonstrable experience of leading, managing and delivering information and IT programmes and projects at scale within a large, complex organisation • Extensive experience of leading and delivering large-scale transformational change • Demonstrable experience of translating national strategy and policy into local service delivery
Desirable	<ul style="list-style-type: none"> • Masters' Degree • Membership of relevant professional body • Experience at Corporate Management Team Level within NHS/Local Government • Evidence of developing effective and productive links with non-executive members and working successfully in a political environment • Knowledge of NHS regulatory/operating frameworks
CRITERIA	Competencies to be tested in selection process
Essential	<p>This post requires an individual who demonstrates a high level of competency in the critical leadership behaviours identified nationally as crucial to achieving success within NHS Scotland:</p> <ul style="list-style-type: none"> • Vision - Seeing how best to make a difference; Communication and promoting the ownership of the vision; Promoting a public service ethos; Thinking and planning strategically • Empowering - Enabling leadership at all levels; Driving a knowledge sharing culture; Promoting professional autonomy; Involving people in development and Improvement • Self-leadership - Demonstrating and adapting leadership; Improving own leadership; enabling intelligent risk-taking; Demonstrating and promoting resilience; Challenging discrimination and inequality • Collaborating & Influencing - Leading partnership working; Influencing people; Understanding and valuing the perspectives of others

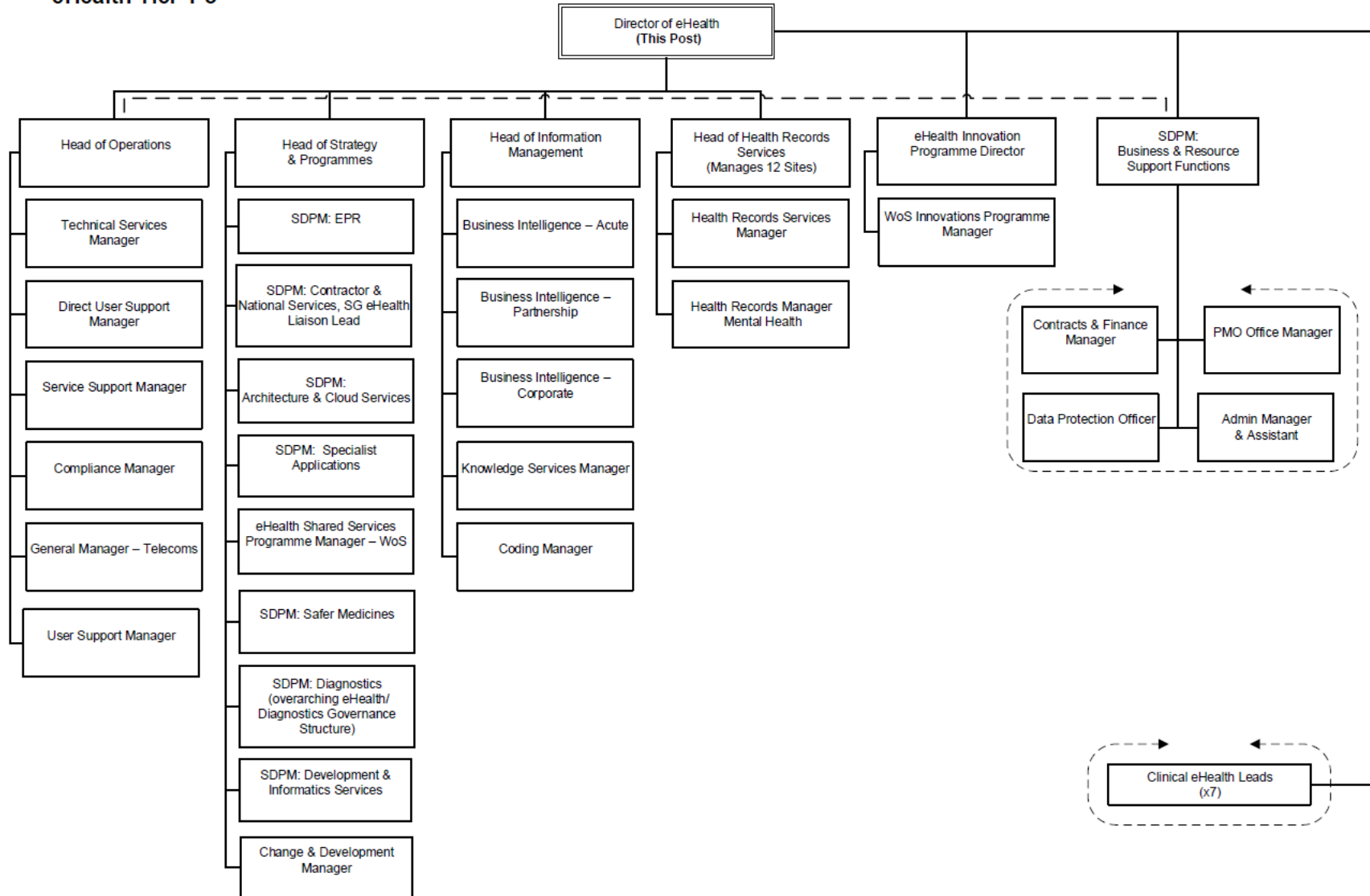
	<ul style="list-style-type: none">• Motivating & Inspiring - Inspiring people by personal example; Recognising and valuing the contribution of others; Driving the creation of a learning and performance culture• Creativity & Innovation - Seeing opportunities to do things differently; Promoting and supporting creativity and innovation; Leading and managing change
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1. NHS Greater Glasgow and Clyde Top Level Structure



eHealth Tier 1-3

Total Staff 1642 Note: This is reflective of headcount not WTE



NHS Greater Glasgow and Clyde Core Leadership Competencies

As a senior manager within NHS Greater Glasgow you will be expected to demonstrate behaviours in line with our ten core leadership competencies:

1. Strategic focus
2. Collaborative/partnership working
3. Achieving results and making decisions
4. Influencing and persuading
5. Managing change
6. In-depth problem solving and analysis
7. Quality improvement
8. Managing self, others and resources
9. Leadership insight and impact
10. Relationship management

You are encouraged to access and review the NHS Greater Glasgow and Clyde core leadership competency framework to support your application and any subsequent assessment activities.

To request a copy of the full NHS Greater Glasgow and Clyde Core Leadership Competencies please contact: Susan Chisholm, Recruitment Lead, NHS Greater Glasgow and Clyde on email: susan.chisholm@ggc.scot.nhs.uk

EMPLOYMENT PACKAGE



Director of Digital Services

The successful candidates will be employed under NHS terms and conditions. The following sections outline the employment package applicable to NHS Greater Glasgow and Clyde.

NHS SCOTLAND SUMMARY TERMS AND CONDITIONS

This is a full time appointment.

Confirmation of appointment will be subject to satisfactory completion of Pre-Employment Checks including Satisfactory References, Occupational Health Check, Evidence of Educational & Professional Qualifications, Eligibility to legally work in the UK and a Disclosure Scotland check etc.

General

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.

Salary

Executive and Senior Management Grade F: £97,624 - £130,459 per annum (pro rata for part time)

Placing on the range will be determined by a range of factors, taking into account 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 1st April and ending 31st 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 for additional hours. This will not affect individual rights under the Working Time Directive.

Tenure

This is a full time (37.5 hours) permanent position.

Pension Arrangements

New entrants to NHS Greater Glasgow and Clyde 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 is likely to be within NHS Greater Glasgow and Clyde.

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 1st April to 31st 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 Chief Executive.

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

**Guidance to Candidates
Recruitment Process, Timetable and
How to Apply**

The closing date for applications for this post is 23.59 Tuesday 11th April, 2023.

NHS Greater Glasgow and Clyde'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.

The Job Description and Person Specification is designed to inform potential applicants on the essential and desirable criteria which are sought in the appointment of the Director of Digital Services.

The selection process for shortlisted candidates will include a Preliminary Assessment Stage. Candidates will be asked to take part in several assessments which will include occupational psychometric assessments along with for example written assessment exercise. Further details as to assessment content, arrangements and timescales will be discussed with shortlisted candidates. Following the preliminary assessment stage candidates will be asked to attend a Value Based Competency Interview designed to assess knowledge, skills, experience, professional competence and leadership behaviours in relation to the criteria set out in the Person Specification. The interview will include a presentation.

The results of all 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.

Candidates may wish to note that it may not always be possible to offer alternative dates for preliminary stage assessments or interviews. Please note the dates below. Please note that these dates may be subject to change.

Recruitment Stage	Expected Date
Recruitment Advertising Campaign opens	Monday 27th March 2023
Advert Closing date for return of applications	23.59 Tuesday 11th April 2023
Shortlisted candidates will be invited to participate in a preliminary assessment stage, expected to commence shortly after the shortlist has been agreed expected Mid-April 2023	
Full details of the preliminary assessment process and interview arrangements will be covered with shortlisted candidates. ...	
Panel Interview: Panel interview will include a value based competency interview and presentation	Expected Early/Mid May 2023

HOW TO APPLY

Please note the Closing Date for returning applications: **23.59 Tuesday 11th April 2023**

Candidates will be unable to submit applications after the closing date.

If you would like to find out more about this role before applying, please contact for a confidential discussion:-

Jane Grant, Chief Executive, NHS Greater Glasgow and Clyde Telephone 0141 201 4614 or E-mail at: Jane.Grant@ggc.scot.nhs.uk

Please refer to the Job Description and Person Specification for details of this role.

To apply for the post of Director of Digital Services please complete the following:-

- All applications are invited via the NHS Scotland Recruitment system (Jobtrain) and therefore will need to be completed and submitted online via Jobtrain. You will be able to access the Jobtrain system, and complete your application, via devices with an internet connection. The application will include a supporting statement describing how your skills, knowledge and experience meet the Person Specification.
- You can use the following link that will take you to the Recruitment advert on Jobtrain: www.apply.jobs.scot.nhs.uk look under Region > Greater Glasgow and Clyde then Job Family > Executive Level and then job reference **140996** to access and complete the online application form.
- On clicking “**Apply for Job**” button you will be prompted to register for a new Jobtrain user account if you haven’t already done so before, and you just need to then follow the instructions.
- Your application is the key document that will determine whether you will be shortlisted. You must, therefore, be able to demonstrate within your application how you meet the essential requirements being tested at this stage. You should provide clear and succinct information about yourself and how you meet the criteria that are being tested at this application stage.
- **It is important you complete all sections of the online application form in full. This is to ensure the selection panel can easily find the information they require, and can review the responses from all candidates equally and transparently. Please include all of your employment history.**
- For this reason, applications from candidates who have not completed the online application form will not be considered, (unless there are reasonable adjustments required) **CVs or linking to websites for information (such as LinkedIn) are not accepted.**

Please note you will be asked to complete a Supporting Statement which is in the form of 3 Assessment Questions.

- The interview panel will not make assumptions about your evidence so it is important that you take the time to ensure that you are comfortable with the information you are providing in your application.
- Be clear and succinct in your answers as there are word limits for each section
- Please include details of 2 Referees, one of which must be your current or most recent employer/line manager. Referees will not be approached without obtaining your prior consent.
- **All offers of employment will be subject to completion of pre-employment compliance checks.**
- If you have any questions or require any support regarding the application process, details of any unavailability over **April and May 2023** or any other information in support of your application, please contact **Susan Chisholm, Recruitment Lead, Recruitment Service, NHS Greater Glasgow and Clyde on 07866 795409 or email: susan.chisholm@ggc.scot.nhs.uk quoting reference number 140996.**
- Candidates are also requested to complete the Equal Opportunities Monitoring Section of the Application Form. This section of your application will not be made available to anyone responsible for shortlisting and interviewing for the post.

All applications will be acknowledged and treated in the strictest of confidence.

Special Requirements for the Recruitment and Selection process

To ensure prospective candidates are not disadvantaged in the recruitment and selection process we are fully supportive in making reasonable adjustments in order to support disabled job applicants or applicants with other health conditions. Reasonable adjustments for example may include allowing extra time during assessment exercises or ensuring information is provided in an alternative format such as audio, Braille or large font. If you require any special arrangements to be made in regards your participation in the recruitment selection process, please indicate this by contacting separately Susan Chisholm, as detailed above.

Data Protection Legislation

The information supplied by your application will only be processed by those authorised personnel involved in relevant stages of the recruitment process.

Applications submitted via the NHS Scotland Recruitment system Jobtrain will be retained by NHS Greater Glasgow and Clyde and will be used for the purpose of processing your application and for statistical and audit purposes.

NHS Greater Glasgow and Clyde 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.

Thank you for your interest in the post and good luck with your application should you decide to apply.