

**NHS NATIONAL SERVICES SCOTLAND**

# JOB DESCRIPTION

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| **1. JOB DETAILS** |  |
| Job Holder:  Job Title: | Healthcare Scientist Principal (Research/Estates and Facilities / Technical) |
| Immediate Senior Officer: | Lead Healthcare Scientist (Research) |
| SBU: | Procurement Commissioning and Facilities |
| Location: | Meridian Court, Glasgow |
| CAJE Reference: | NPPRCFS740 |

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| **2. JOB PURPOSE** |
| To support consultants or senior scientific staff in the provision of highly specialised information, research expertise, advice and support to stakeholders.  Provision of a highly specialised Estates and Facilities / Technical knowledge base which will underpin one or more Estates and Facilities / Technical programmes of work. This will include the initiation, planning, development and implementation of specialised research and support systems and involve the analysis, interpretation and presentation of highly complex Estates and Facilities Technical and Scientific data to support the delivery of wider HFS functions. |

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| **3. DIMENSIONS** |  |
| The post holder will report to a Team Leader or Service Manager.  The post holder will be required to line manage and/or co-ordinate work of junior team members and external partners pertaining to their specific area of work. The will be required to train staff, supervise or mentor junior scientific staff and demonstrate specific tasks or work as required to others both internally and across the Estates and Facilities workforce.  The post holder will implement Health Facilities Scotland’s Research Strategy by undertaking research & development activities which may include the preparation of applications for funding. They will be expected to work within any budgets set by the group operations manager, although a delegated budget may be given for specific pieces of research and the post holder will authorise spending on staff time or consumables as needed. | |

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| **4. ORGANISATION CHART** |
| Typical team |

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| 5. ROLE OF THE DEPARTMENT  NHS National Services Scotland delivers a range of national services through five Strategic Business Units (SBUs). Details of the Procurement, Commissioning & Facilities and its various directorates is included below:  Procurement, Commissioning and Facilities  **National Procurement (NP)**   * A contract portfolio of £1.6 billion per annum of goods and services for NHS Scotland; provided through logistics function, national distribution and warehousing. * Lead on public procurement reform for NHS Scotland. Ensure the economic and health impact of NHSS procurement is maximised. * Managing the national supply chain for NHSScotland, including warehouse and distribution services * Manage the national resilience stockholding portfolio   **National Services Division (NSD)**   * Commission a wide range of specialist health and screening services for NHS Scotland. Currently 114 commissioned clinical services, 28 clinical and diagnostic networks, 7 Strategic networks and a range of population screening services. * Manage the rare conditions risk share scheme. Strategic planning of national screening programmes and specialist services with NHS Boards, clinicians, patient and public representatives and the Scottish Government Health and Social Care Directorate (SGHSCD). * Managing and influencing national clinical service planning across NHSScotland * Negotiating and monitoring individual Service Agreements with providers of national services across the UK. * Provide leadership across clinical and strategic networks, national planning and health planning.   **Health Facilities Scotland (HFS)**   * Provide technical engineering and construction advice across the whole of NHS Scotland’s built estate. * Provide and assure guidance on a range of technical subject matter areas including soft and hard FM services, decontamination, fire, environmental and construction. * Provide strategic input to NHS Scotland’s long term capital planning outlook. * Co-ordinating and delivering the Decontamination and Oxygen Therapy Services to NHSScotland. Developing and monitoring professional and technical standards across all areas of Hard and Soft Facilities Management.   **ARHAI Scotland (Antimicrobial Resistance & Healthcare Associate Infection)**   * Providing a range of clinical and healthcare science services. * The Scottish surveillance healthcare associated infection programme (SSHAIP). * The Scottish one health antimicrobial use and antimicrobial resistance programme (SONAAR). * The national policies guidance and outbreaks programme (NPGO). * The community antimicrobial resistance and healthcare associated infection programme (CARHAI). * Infection control in the built environment and decontamination (ICBED).   **NHSScotland** **Assure**   * Introduced in 2021 and a first for any healthcare system this encompasses the services of HFS and ARHAI above, and in addition; * Combining engineering and infection prevention control specialists to deliver a range of services to ensure the potential for harm is minimised across the built environment. * Formal assurance services for all new build programmes (and major refurbishments), enhanced guidance, training and support and formal key stage approval processes. * The centre of expertise for knowledge management, research and guidance in relation to improving quality in the built healthcare environment * System wide workforce planning and development across engineering and healthcare sciences ensuring a sustainable workforce across NHSScotland   This role is within HFS / NHSScotland Assure. HFS is committed to encouraging best practice by providing guidance, education and training and operational support and advice to NHSScotland on all topics related to facilities. NHSScotland Assure is the new Centre of Expertise, which has been established to reduce risk and infection within the built environment. |

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| **6. KEY RESULT AREAS** |
| 1. Responsible for the implementation, development, maintenance and delivery of the estates and facilities/ technical research work streams under the guidance of subject matter experts. 2. Undertake the design, development and implementation of research and audit initiatives which will contribute to the body of Estates and Facilities knowledge by preparing bids and applications for funding in conjunction with consultant staff. 3. Manages the day to day delivery of specific research programmes of which may include overseeing the work of healthcare scientists or data managers, liaison with subject matter experts to facilitate the development of the work and decide when adjustments and customisation of research plans are required to address new emergent factors and requirements. . 4. Participate in a range of formal research activities, using and researching methodologies, gathering data etc. Write up findings, prepare reports and articles for publication, in a manner appropriate to and easily understood by a range of intended audiences. Co-author or author papers for publication, including those in peer-review journals 5. Analyses, interprets and produces regular reports on Estates and Facilities/ Scientific or Technical data. Identifies data quality issues and takes action to investigate and address any anomalies. 6. Provides expert advice and information to a range of stakeholders on Estates and Facilities topics and issues relating to the HFS work programmes. Produces regular reports (including annual national reports where appropriate) of specialised Estates and Facilities / Technical data, examining and evaluating any variations/exceptions or trends and highlighting/describing these in an appropriate and accessible way for stakeholder groups, public and media. 7. Provides highly specialised scientific and/or Estates and Facilities / Technical advice to consultants and to NHS boards in Scotland in the evidence base to support the management of Estates and Facilities, including attendance technical meetings at HFS Advisory and Stakeholder Groups 8. Prepares and disseminates highly complex, often sensitive, data and information e.g. oral and written presentations of up-to-date, highly specialised scientific or technical information to be presented at local and national scientific meetings, training sessions and conferences. Assist with preparation of material to be used in media briefings or in answer to Parliamentary Questions. 9. Carries out extensive systematic review and critical appraisal of scientific and/or Estates and Facilities / Technical literature to inform the provision of evidence-based advice and best practice, to develop guidelines and policies, to strengthen the knowledge base and to facilitate the identification of areas requiring research and development. 10. Contribute research expertise to initiate and develop projects produced by other divisions within the organisation, and provide advice and support in the management of adverse incidents, as required. 11. Ensures that services and outputs are delivered in accordance with policy, legislation or governance requirements including those covering confidentiality, Data Protection, ethics and Freedom of Information. |

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| **7. ASSIGNMENT AND REVIEW OF WORK and DECISIONS AND JUDGEMENTS** |
| * The post holder will report to the line manager regularly to be assigned work and update manager and other team members on progress. Formal objectives will be set in line with organisational objectives and a review of work will be undertaken jointly between the post holder and the line manager twice per annum as part of the NHS Knowledge and Skills Framework (Performance & Development Review process).   + The post holder has full autonomy to plan and organise their own and others activities on an ongoing basis using recognised project management methodologies and in line with organisational policies and procedures. They will be expected to use judgement around timescales and milestones, adjusting as appropriate. Where highly complex or unusual situations or incidents occur they will be expected to consider a range of options and formulate and recommend solutions to the consultant/ subject matter experts. * In appraising and interpreting research, literature reviews or other information where available evidence may be contradictory, the post holder will need to consider the range of findings and make judgments based on different outcomes or options. * The post holder may be required to represent HFS at meetings of relevant stakeholder or steering groups or to produce highly detailed reports for the SGHD or other stakeholders. |

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| **8. COMMUNICATIONS AND RELATIONSHIPS** |
| **Internal**   * The post holder will normally work within a designated team but will frequently require to liaise with colleagues across other disciplines and clinical groups – they may also be required to carry out duties in other teams or other areas of the organisation if required. Through written and oral communication, as well as formal meetings, they will contribute to the Division’s work in helping create Safe Efficient and Effective Health Care Facilities * The post holder will participate and, where appropriate, lead meetings with other HFS scientific and technical staff to promote continuing professional development.   **External**   * The post holder will liaise widely within the NHS and with other related organisations (e.g. SGHD, NHS Boards, Health Protection Scotland,, NHS Education Scotland and Local Authorities) and the Scottish Government to exchange highly specialised Estates and Facilities / Technical information in relation to Estates and Facilities mainly through written and oral communications. * Attend and present research and other highly complex specialist scientific/technical information at meetings, seminars and conferences at both local and national level and to other large groups via powerpoint or report. This also requires the ability to answer questions effectively and actively contribute to the discussions. * Regular communications will be maintained with a wide range of stakeholders, including clinicians, consultants, technical experts, media and the general public. * Collaborate with other groups and associations (e.g. IHEEM, CIBSE, Health & Safety Executive), international organisations (e.g., World Health Organisation, European Health Property Network), university-based academic staff and commercial partners, key to keeping abreast of new initiatives/developments in the field. |

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| **9. MOST CHALLENGING PARTS OF THE JOB** |
| * The ability to be flexible and react to a wide variety of demands and tight deadlines, particularly in relation to providing support during critical enquiries and co-ordinating the activities of a wide variety of junior staff. |

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| **10. SYSTEMS**  The post holder will be responsible for the team quality and document management system as well as updating and improving the information system used by the research team.  Other systems used in the course of day-to day operation include project management systems. |
| The post holder will be expected to have advanced word processing and computer skills. These will be applied to the interrogation, extraction and manipulation of data (e.g. using Microsoft Access, Microsoft Excel and presentation software). The post requires advanced internet searching and a working knowledge of packages for statistical analysis (e.g. Statistical Package for Social Sciences (SPSS)) as well as software for the referencing and cataloguing of literature (e.g. Endnote) and questionnaire design software. Using Microsoft PowerPoint, the post holder will develop presentations for local,national and international audiences and have knowledge of the design of large poster presentations for conferences. |

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| **11. PHYSICAL, MENTAL, EMOTIONAL EFFORT** |
| Physical Effort Frequent requirement to sit at workstation for long periods. May require to carry laptop, projectors, papers to meetings, presentations etc. Mental Effort Frequent requirement for intense concentration and mental ability (e.g. review and interpret complex scientific and technical data both qualitative and quantitative, very close examination of the detail of research publications at the critical appraisal stage, data coding, report-writing, undertaking literature reviews to compile a position from evidence available, statistical analyses).  The post holder will require prioritising workloads as well as the ability to change activity on request. Expected to meet demands at short notice in response to time critical pieces of work. Emotional Effort Occasional involvement in potentially sensitive incidents/outbreak situations e.g. where there may be fatalities and/or significant media interest. |

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| **12. ENVIRONMENTAL/WORKING CONDITIONS & MACHINERY AND EQUIPMENT** |
| Open-plan office setting. Requirement to use Visual Display Unit equipment for long periods. Requirement to use printer and photocopier. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Qualifications & Training  * A doctorate or MSc in atechnical/scientific discipline with practical knowledge on the built environment (technical estates and facilities), research and development and systematic literature reviews, plus further specialist training, research or study in a health or estates and facilities or/ scientific/ technical research field. * Demonstrable training/managerial experience.   **Knowledge & Skills**   * Proven experience and knowledge on Estates and Facilities/Technical subjects and Research and Development. * Computer literacy, working knowledge of commonly used software (e.g. Access, Excel) Highly developed analytical skills, and ability to analyse and synthesise complex technical data and information * Familiarity with relevant software packages for analysing descriptive data * Highly developed communication skills, both verbal and written * Experience in implementing projects and working within project management frameworks * People management skills   **Other Attributes** Proven track record as a team player  * Enthusiastic approach with excellent planning and organisational skills * Ability to foster and maintain good working relationships with administrative staff, scientific staff and health professionals at all levels * Ability to present detailed data and highly complex scientific information to a variety of stakeholders * Experience of training other staff groups * Record of peer-reviewed publications * Commitment to CPD * Flexible approach and commitment to apply skills across HFS in support of technical/scientific priorities |

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| **14. JOB DESCRIPTION AGREEMENT** |  |
| Job Holder’s Signature: | Date: |
| Head of Department Signature: | Date: |
| HR Representative’s Signature: | Date: |