

JOB TITLE: Corporate HealthRoster Support Manager

GRADE: Band 5

LOCATION: Western General Hospital, Edinburgh

CONTRACT DURATION: Fixed Term – 18 months

HOURS: 37.5

SALARY SCALE: £30,229 - £37,664 per annum

The eRostering Team implement and maintain HealthRoster, an RLDatix/Allocate Software electronic rostering system. Our aim is to have the right staff with the right skills in the right place at the right time.

Lothian have implemented HealthRoster to all Nursing & Midwifery staff. As part of the National eRostering Programme, all boards are required to implement the software to all staff groups.

We now require an additional Corporate HealthRoster Support Manager to join our team and be responsible for the planning and delivery of HealthRoster training to the remaining Medical staff in NHS Lothian. During implementation, the post holder will provide advice and guidance, review roster practice and monitor key performance indicators, providing expert analysis of data. The post holder will work closely with the services to promote good rostering practice and provide advice to assist areas to remain within staffing budget.

The ideal candidate will have significant knowledge and experience of the Allocate electronic rostering system, experience in software/system training and proficient in Microsoft Word; Excel and Outlook. As this role will be supporting the implementation of medical staff, those who have experience with medical rotas are encouraged to apply.

For further details please contact Chantelle Willox, eRostering Programme Manager (Chantelle.Willox@nhslothian.scot.nhs.uk) or Helen Martin, Senior Corporate HealthRoster Support Manager (Helen.Martin@nhslothian.scot.nhs.uk)