



NHS GREATER GLASGOW AND CLYDE CANDIDATE INFORMATION PACK

HEAD OF HUMAN RESOURCES – ESTATES AND FACILITIES

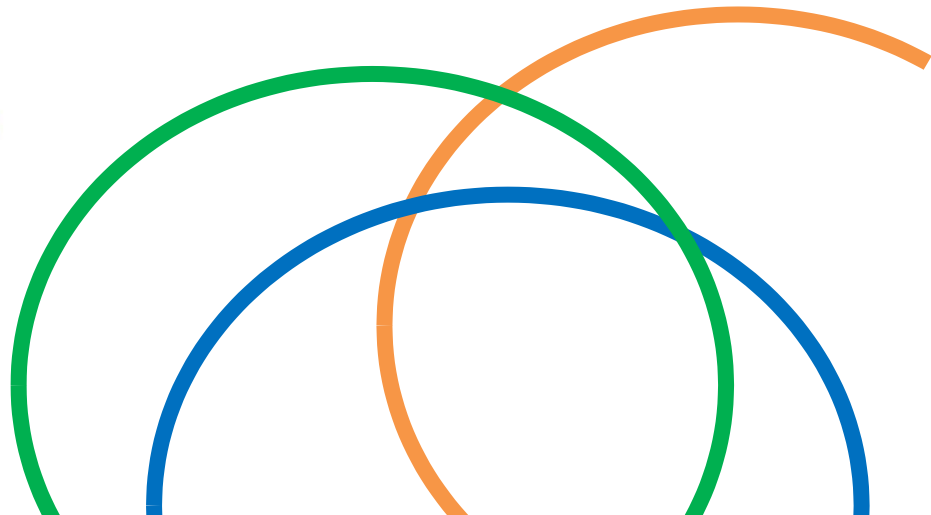
Location: GLASGOW

Reference: 174037

Closing Date: 23.59 Sunday 17th March 2024

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We trust this information pack contains all the details you will require to apply for the post of **Head of Human Resources – Estates and Facilities, 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 Employer (NHS Board) >Greater Glasgow and Clyde>Job Type>Senior Manager>Job Reference No. 174037.**

If you need any assistance accessing Jobtrain or require this pack in a different format, please email: heather.silvester@ggc.scot.nhs.uk



Welcome from NHS Greater Glasgow and Clyde's Recruitment Service

Dear Candidate

Thank you for expressing an interest in the post of **Head of Human Resources – Estates and Facilities, NHS Greater Glasgow and Clyde** which is an extremely critical and high profile role for our organisation. We hope the candidate information pack will help you decide whether you are the right person to meet the key challenges for this opportunity.

I hope this rewarding position has captured your imagination and that you are encouraged to apply to be the next Head of Human Resources – Estates and Facilities for NHS Greater Glasgow and Clyde.

As Scotland's largest NHS Health Board we are renowned for our modern high-quality patient care and progressive medicine. It is vital that we continue to attract and nurture the most talented and public service focused people, to help achieve our ambition of **'Growing our Great Community'**.

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

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.

Candidates should note that the recruitment process will include for shortlisted candidates a pre-interview assessment stage prior to formal interview. This may include prior to interview, a written assessment exercise and completion of several work based psychometric assessment instruments.

The following is included in this candidate information pack to help you with your application:

- Recruitment Advertisement
- Job Description and Person Specification
- Summary of NHS Greater Glasgow and Clyde Core Leadership Competencies/NHS Scotland Values
- Terms and Conditions of Appointment - NHS Greater Glasgow and Clyde
- Recruitment Process and Timetable & How to Apply

NHS Greater Glasgow and Clyde is a Disability Confident Employer and to ensure prospective candidates are not disadvantaged in the recruitment and selection process we are committed to offering reasonable adjustments throughout the recruitment process stages. If you require further information or support or have any questions about the recruitment process then please contact Heather Silvester, Senior Recruitment Team Lead, NHS Greater Glasgow and Clyde at heather.silvester@ggc.scot.nhs.uk.

We very much look forward to receiving your application.

Recruitment Services
NHS Greater Glasgow and Clyde

Recruitment Advertisement

Post Title: Head of Human Resources – Estates and Facilities
Grade: Agenda for Change Band 8C
Salary Range: £79,466 - £85,181 per annum (*pro rata for part time*)
Tenure: Full Time Permanent (*pro rata for part time*)
Location: Greater Glasgow and Clyde

Relocation Package where appropriate

About Us

NHS Glasgow Greater Glasgow and Clyde is the largest health system and teaching Board in Scotland, with an annual budget of circa £4.2 billion (2023/24) it employs around 41,000 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 senior manager as the Head of Human Resources for Estates and Facilities who has a proven track record of success, balancing implementation of strategy with operational delivery.

Our Estates and Facilities Directorate is critical to supporting and enabling our clinical services to provide excellent clinical care. We employ in excess of 5,200 people, consisting of a diverse range of services which include Central Decontamination Unit, Portering, Catering, Domestic, Laundry, Transport, Capital Development and Estate Management.

This is an exciting time to consider joining us as we are in the recovery phase from COVID 19 and are working through our transformational healthcare strategy, 'Moving Forward Together', to ensure we continue to deliver better health and healthcare outcomes for the population of Greater Glasgow and Clyde.

About the Role

The post provides direct support to the Director of Estates and Facilities and the wider leadership team across Estates and Facilities, leading any Human Resources related matters within this Directorate, ensuring we have appropriate workforce supply and maximising staff experience.

With a professional and performance management link to the Depute Director of Human Resources, the post holder will also operate as a key member of the Human Resources and Organisational Development Directorate's senior team and will be expected to work collegiately with the other Heads of Human Resources on a wide range of matters.

Our Heads of Human Resources also have an important role to play supporting the Director of Human Resources and Organisational Development to develop and deliver our workforce strategy and workforce plans which support the development of a skilled and engaged workforce capable of delivering high quality and person centred care to patients.

We are seeking to appoint a highly experienced and professionally qualified Head of Human

Resources, with a proven track record of leading and supporting change, working within an organisation with multiple stakeholders and ensuring the highest quality Human Resources service provision. The versatility of style and the confidence to operate at a senior level in a complex and changeable NHS environment will be critical in this role.

We are seeking an individual who can act as a strategic change agent supporting the forward planning, modernisation, engagement and performance of the workforce. The successfully appointed candidate will bring a fresh, forward-thinking and collaborative approach to developing and driving high performance and innovative practice across our Human Resources function.

We are looking for an exceptional candidate to join us who will bring the right value set and leadership competencies expected in a person centred environment.

The role demands an individual who can bring a track record that demonstrates a relentless focus and ambition for the delivery of best in class Human Resources services with the need to continually improve outcomes to provide safe, high quality, cost effective services with a person centred approach to patients and our staff.

Candidates for this role must be able to demonstrate extensive knowledge and expertise in Human Resources management, strategy and policy development including service improvement and sustainability, financial and capacity planning along with a proven record of implementation of organisation redesign and change. You will be educated to a degree or equivalent level qualification in a relevant subject (or equivalent relevant experience). Membership of the Chartered Institute of Personnel and Development (CIPD) is essential.

The post has multiple competing demands and therefore candidates must have proven experience of working at a senior level in a Human Resources leadership role in an organisation of similar scale and complexity, whether within the NHS or wider Public /Private sector. Inspiring and credible communication and influencing skills are all essential attributes.

NHS Greater Glasgow and Clyde encourages applications from all sections of the community. We promote a culture of inclusion across the organisation and are proud of the diverse workforce we have. Applications are welcome from UK, EEA and non-EEA candidates.

We look forward to receiving your application.

More information about the Job Description and Person Specification can be found in the Candidate Information Pack.

If you would like to find out more about this role before applying please contact Natalie Smith, Depute Director of Human Resources via natalie.smith5@ggc.scot.nhs.uk or Tom Steele, Director of Estates and Facilities via tom.steele@ggc.scot.nhs.uk.

The Recruitment Process Key Note Dates:

- **Closing date for applications: 23.59 Sunday, 17th March 2024**
- **Interviews are scheduled to take place: Wednesday 10th April 2024**

- **Shortlisted candidates: Preliminary Assessment stage will take place end March /early April**

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.

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

JOB DESCRIPTION

1. JOB DETAILS

Job Title: Head of Human Resources – Estates & Facilities

Responsible to: Depute Director Human Resources & Director of Estates and Facilities

Department: Human Resources and Organisational Development

2. JOB PURPOSE

The Head of Human Resources is a key member of the senior management team who provides Human Resources leadership and direction to support the delivery of the highest quality person-centred care in line with local and national objectives. The post holder will also have a professional and performance management link to the Director of Human Resources and Organisational Development through the Depute Director for the delivery of staff governance at local level.

In particular the Head of Human Resources will:

- Act as a strategic change agent supporting the forward planning, modernisation, engagement and performance of the workforce, anticipating, shaping and implementing Board strategies which underpin the 20:20 Vision and Once for Scotland Agendas, embedding good Human Resources practice and raising managerial capability and accountability for people management.
- Lead, promote and encourage an organisational culture that supports effective behaviours and ways of working that demonstrate a clear commitment to NHS & NHS Greater Glasgow and Clyde (NHSGGC) values.
- Lead on development of healthy, safe and dynamic working environment for staff in which staff well-being is promoted and individual employees are supported and motivated to provide the highest quality of patient care.
- Accountable for the development and implementation of workforce plans for the Directorate, in liaison with Workforce Planning team.
- Provide Human Resource advice and support to the Director and senior management team and commission Human Resources services with the Human Resources specialist and operational functions.
- Deliver objectives to enhance the quality of staff's experience.
- Provide leadership and advice with respect to general employee relations linking to Employee Relations for complex cases and Partnership working.

3. ROLE OF DEPARTMENT

The Human Resources team will provide a range of services to deliver a workforce that is fit for purpose, skilled, engaged and in the right place at the right time to deliver high quality and person centred care to patients.

The service acts as an enabling function providing all leaders with the necessary human resources support and expertise ensuring Human Resource processes that are effective and efficient to improve delivery of clinical care. Operating through a Shared Service Model, the Human Resources team supports the organisation by creating an employment framework within which the workforce can concentrate on delivering high standards of care to our patients. Working in partnership with staff

representatives and trade unions to deliver the principles and practices of the national Staff Governance Standard and Everyone Matters the function ensures the consistency in application of the Board's workforce related policies and procedures

4.ORGANISATIONAL STRUCTURE

See Appendix 1.

5.MAIN TASKS, DUTIES AND RESPONSIBILITIES

Strategic

1. As a member of the Senior Management Team, contribute towards the development and implementation of strategy and policy, managing the workforce implications flowing from national and local plans for the delivery of health care to the population served by NHSGGC and its partner agencies.
2. Ensure the provision of consistent and high quality Human Resources support and negotiate/ commission Human Resource support through your One HR Commissioning Group and governance framework.
3. The Head of Human Resources will be responsible for driving forward and delivering against a Human Resource performance matrix within the business area.
4. Support the Director of Human Resources and Organisational Development to develop a workforce strategy which supports the development of a skilled and engaged workforce capable of delivering a high quality and person centred care to patients.

Workforce Culture and Values

5. Lead, promote and develop an organisational culture that embeds effective ways of working and positive behaviours that demonstrate a clear commitment to NHGGC values. This includes leading the implementation of the Board culture change programme.
6. Be a role model for organisational values, showing leadership and a behavioural approach which will promote the principles of dignity and respect for all patients and staff.
7. Support the Management Team to lead on creation of a healthy, safe and dynamic working environment in which staff wellbeing is promoted and individuals are supported and motivated to deliver high quality care.
8. Support the development of a learning culture within the service, building on the KSF and development frameworks to ensure all staff have the skills and competence to carry out their role effectively. Monitor progress in all areas to ensure equal access to development opportunities.

Workforce Transformation

9. Support the Service Director in identifying and implementing workforce modernisation, the Board Moving Forward Together Programme and implementation of national clinical strategies. This will include identification of new ways of working, role redesign and improved performance measurement systems that are patient focused and improve service delivery.
10. Provide leadership within the management team on the workforce implications arising from changes to national terms and conditions of service (e.g. on-call), and to oversee their implementation.
11. Support Directors and the Senior Management Team to lead their teams through change, consulting and engaging with all employees to maximise their contribution to service change and innovation, and ensuring barriers and resistance to change are overcome.

Workforce Planning and Resourcing

12. Lead on development and delivery of the Workforce Plan ensuring appropriate governance arrangements are in place for local workforce planning which takes into account supply and demand in the Sector, legislation, national and local policy drivers for the Board and its Local Authority Partners. In particular:
 - Provide specialist advice on the workforce impact and implications of short to long term service changes (1-5 years) to meet present and future service challenges e.g. development of

succession and talent management plans; strategies to increase/decrease turnover, redeployment management.

- Together with Organisational Development and Learning & Education, develop Organisational Development and Learning and Education Plans to support the Directorate
- Work jointly with Heads of Finance to support financial planning activity through contribution to efficiency savings programmes in particular engaging with local trade unions and professional associations to ensure plans are communicated and discussed fully in partnership.
- Together with OD and Learning & Education, develop OD and training plans which support service priorities.
- Be the Service champion for Employability and, in particular, promote and encourage the employment of young people through the implementation of specific Employability initiatives such as Modern Apprentices and Project Search and embedding a culture where the contribution of young people is recognised and valued.

Workforce Performance

13. Develop and improve the performance of the workforce ensuring the provision of accurate workforce data from other Human Resources teams to identify areas where quality and efficiency can be enhanced, working with managers to interpret and analyse often highly complex, contentious or sensitive data.
14. Develop and maintain suitable local communication processes to ensure the smooth and efficient flow of accurate information to the Management Team.
15. Deliver effective local systems for the production and reporting of Human Resources key performance indicators as part of the performance review processes and in support of staff governance compliance.
16. Identify specific employment issues and employee concerns from workforce trends and staff feedback mechanisms which will inform the development of the Board Workforce Strategy.
17. Contribute to the development and implementation of the workforce system (eESS, SSTS) and ensure that systems are appropriately enhanced.

Staff Engagement and Partnership Working

18. Embed a culture of staff engagement within the service ensuring there are robust arrangements in place which facilitate employee involvement and partnership working, enabling input from staff and their representatives to inform planning and service improvements.
19. Foster a positive climate of employee relations to sustain an effective partnership approach, and develop and maintain good working relationships with representatives of Trade Unions and professional organisations.

Human Resource Management Capability

20. On behalf of the Director of Human Resources and Organisational Development, champion best practice, influencing leaders and managers to ensure the effective management of staff through the fair and consistent application of the Staff Governance Standard; Board Policies, PIN Policies and terms and conditions of service.
21. Promote and monitor the use of performance management and personal development planning, including the Board's Leadership Competencies Framework, advising and raising awareness amongst managers of the associated organisational benefits.
22. Deliver a range of strategic projects for the Director of Human Resources and Organisational Development on a regular basis working across Human Resources.

Employee Relations

23. Interpret employment legislation, policies and case law, providing authoritative advice and consulting with the Management Team and all other employees on specialist Human Resources issues, Human Resource Policies and Processes, and terms and conditions of service. For complex employee relations matters liaise with the Employee Relations team to find local resolution where possible.
24. Be aware of workforce changes and create strategies to sustain and improve employee morale.

Human Resource Policy Development and Projects

25. Responsible for Human Resource Policy implementation. The post holder will be expected to work jointly with other senior Human Resources leads to create a consistent approach across the organisation.
26. Implement and contribute towards national and local Human Resource policies and strategies.
27. Participate in/lead pieces of strategic and Human Resource related project work as required.

Terms and Conditions

28. Ensure all national pay arrangements and associated processes are implemented and that staff are appropriately paid in accordance with the terms & conditions of service. The post holder is an authorised signatory for all pay related matters under delegation.

Leadership and Management

29. Lead, manage and develop the service HR Managers and ensure effective networking, communication and knowledge sharing processes are available to enhance Human Resource performance and service delivery.

6. SYSTEMS AND EQUIPMENT

The post holder will have keyboard skills and ability to use a range of IT equipment and will use a range of information and operating systems:

- Microsoft Office
- SSTS
- Workforce Systems (eESS)
- Performance Management Systems
- Internet/Intranet
- Datix

The post holder will be responsible for ensuring all workforce data is updated and maintained effectively within their Service area.

7. DECISIONS AND JUDGEMENTS

The post holder is the senior professional lead and advisor in relation to all Human Resources and workforce matters within agreed Sector/Directorate.

Objectives are agreed annually with the Service Director taking account of key workforce objectives from the Board agreed through the Director of Human Resources and Organisational Development. Performance is subject to informal and formal appraisal through the Director and the Depute Director of Human Resources but within a broad remit the post holder is responsible for planning the delivery of objectives and targets.

Much of the work is self-directed and requires a high level of initiative and self-motivation.

The post holder will be informed by the organisation's strategic aims and policy drivers and must be able to provide a range of solutions and interventions to achieve this for their area. The post holder will be accountable for short, medium and long term planning for the delivery of Human Resources support from central Human Resources support services to their area.

The post holder is guided in the main by employment legislation and organisational policies. The post holder will often be expected to advise on decisions where no precedent exists or where there may be conflicts of opinion e.g. when advising on complex employee relations cases or in circumstances where

industrial action is threatened and disruption to service delivery is a possibility.

The post holder will be expected to analyse and advise on changes to terms and conditions of service which may have significant financial impact.

The post holder will play an integral part in analysing workforce data and will be accountable for the development of plans to meet service challenges including workforce change initiatives, efficiency savings plans, succession planning etc.

The post holder will identify service improvement opportunities for their area of responsibility and/or the wider Human Resources function. This requires researching best-practice HR, in the NHS and other sectors, and conducting regular activity audits to gather evidence of current practice and performance against operational standards. HR Analytics and workforce information reports will be commissioned by the post holder and used in these reviews to support service improvements.

8. COMMUNICATIONS AND RELATIONSHIPS

The ability to communicate in a way which inspires, motivates and engages colleagues and staff is critical to the success of this role.

The highest level of persuasive and influencing skills will be needed to promote and develop an organisational culture that embeds effective ways of working and positive behaviours, and to show leadership and a behavioural approach which will promote the principles of dignity and respect for all patients and staff.

The post holder will be required to negotiate and present organisational change plans and the implementation of new ways of working where they are likely to encounter significant resistance and for which the highest level of communication skills will be needed to achieve acceptance.

The post holder will provide consistent Employee Relations advice in circumstances where the subject matter is complex (such as at Employment Tribunals), highly sensitive or highly emotive.

The post holder will be required to communicate effectively with a wide range of internal and external stakeholders recognising that they are representing the organisation and reflecting its culture and values:

Internal

- Senior Officers of the NHS Board, including Executive & Non-Executive Directors
- Director of Human Resources and Organisational Development and Human Resources colleagues across the organisation
- Managers and Clinical Leaders
- Clinical and non-clinical staff
- Senior Members of their management team
- Local trade union representatives

External

- Senior Officers in partner organisations (eg. local authorities, universities)
- Senior Officers in Scottish Government and other NHS Boards
- Regional Officers of trade unions/professional organisations
- Central Legal Office
- MPs/MSPs
- Members of the Public

Communication will be face to face, electronic or in writing and range from individual to large groups.

9. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

The post holder will be required to work flexibly and be agile. There will be a requirement for travel within and out with the Board. The post holder will use a computer for the production of documents, emails and for research.

The post holder will frequently be required to produce reports, often involving analysis of a range of complex data where a high level of concentration is required eg. analysing workforce data.

The post holder will be involved in meetings where intense concentration and significant attention to detail is required eg, complex disciplinary hearings, employment tribunals, senior management team meetings, partnership negotiations. Typically this will occur at least weekly.

The post holder often encounters frequent interruptions where advice is required to resolve emerging employee relations issues.

The post holder will frequently deal with sensitive issues which can on occasion be highly distressing or emotional and will frequently be involved in discussions involving discipline, grievance, attendance, capability and redeployment.

The post holder is required to be resilient to meet the range of demands.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Identifying and ensuring provision of solutions which meet the current and future workforce needs across a diverse and complex service which operates within Greater Glasgow and Clyde and provides services on a West of Scotland and National basis. This is in the context of increasing financial pressure and rising public and patient expectation.

Transforming the stakeholder view of Human Resources provision by enhancing leadership capacity and managerial capability and accountability for people management.

The role requires constant assessment and re-assessment of priorities while managing a wide range of activities that present considerable demands on time management, problem solving and decision making skills.

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

- Educated or studying towards a Masters level qualification in a related discipline or equivalent relevant experience.
- Membership of Chartered Institute of Personnel and Development (CIPD).
- Substantial Human Resources experience at a senior level in the NHS or another large, complex multi-professional organisation including experience of strategy development, workforce modernisation and advising at Director/Senior Manager level.
- Demonstrable experience in influencing large scale workforce change/efficiency programmes including evidence of effective partnership working.
- Proven communication skills, particularly written and oral communication to a range of stakeholders.
- Experience of successfully leading and delivering on Human Resource Projects.
- A proven track record of achievement in strategy and policy development and implementation.
- Proven ability to prioritise, meet deadlines and make best use of limited resources.
- Knowledge of the current Human Resources agenda in the NHS.
- Ability to demonstrate integrity and effective leadership and management skills.
- A high level of analytical skills

**NHS GREATER GLASGOW AND CLYDE
PERSON SPECIFICATION**

HEAD OF HUMAN RESOURCES –ESTATES & FACILITIES

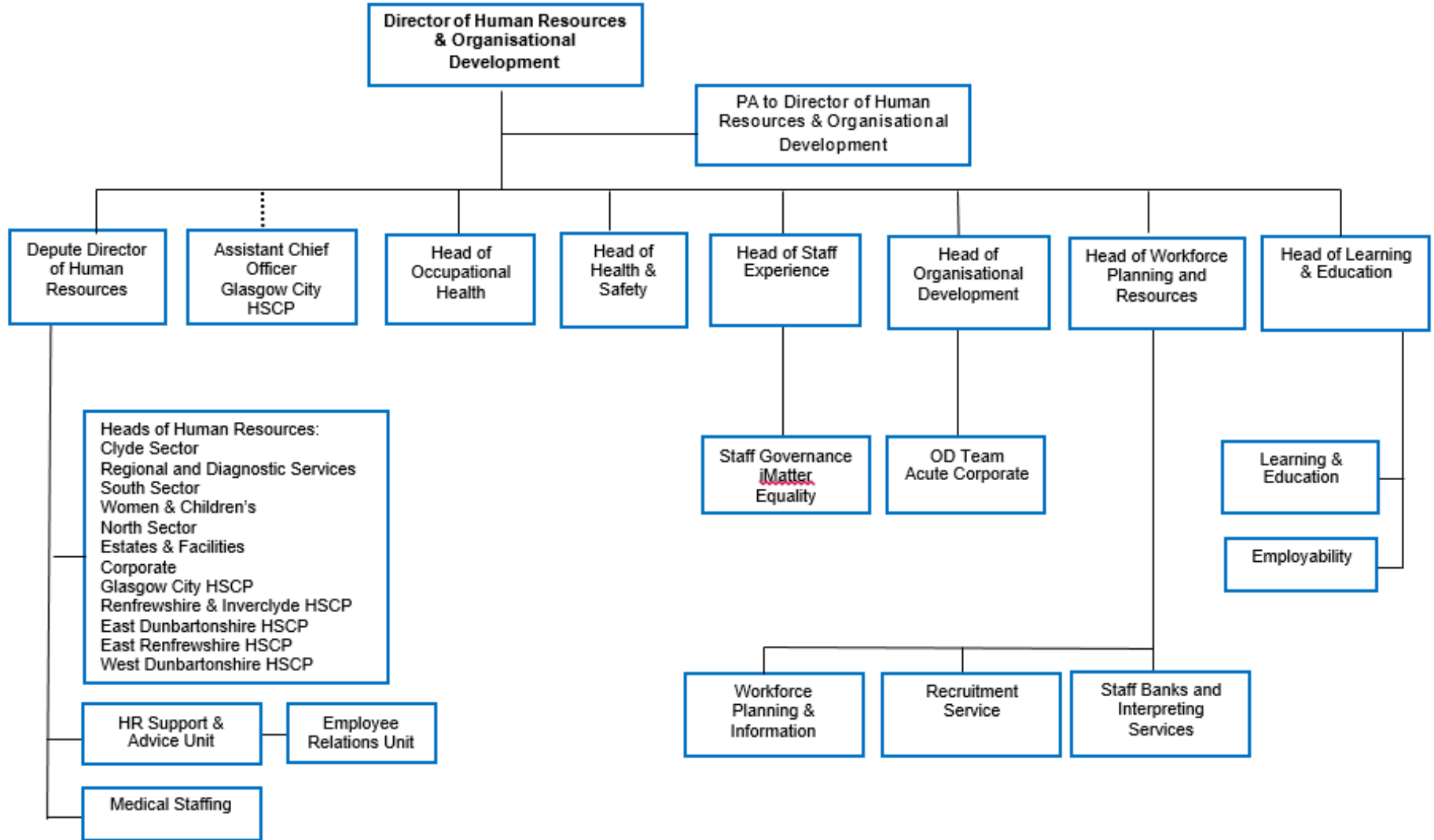
Essential	Desirable
1. Qualifications/Professional Membership	
<ul style="list-style-type: none"> • Educated or working towards a Masters level qualification in a related discipline or equivalent relevant experience. • Membership of Chartered Institute of Personnel and Development (CIPD). • Evidence of relevant continuing professional development. 	
2. Skills and Experience	
<ul style="list-style-type: none"> • Substantial relevant experience at a senior level in public sector or another complex multi-professional/discipline public or private sector organisation, within a unionised environment. • Ability to demonstrate integrity and effective leadership skills, plus a proven track record of achievement in strategy and policy development and implementation. • Experience of managing staff and financial resources with an appreciation of aspects in relation to value for money, probity and accountability. • Ability to demonstrate having initiated or had a key influence on large scale workforce change/efficiency programmes that have delivered significant results in either in improving patient care or other efficiency agendas. • Experience of successfully leading and delivering on large and complex HR transformation projects. • Evidence of experience in successfully managing business relationships with stakeholders internal and external to the organisation. • Up-to-date knowledge of HR best practice and latest initiatives/developments. • Experience of coaching and training managers in HR issues. • Experience in an organisation possessing a strong customer focus and performance-based culture. • Ability to demonstrate knowledge and experience of workforce planning. • Demonstrate ability to use HR information systems to extract and report on workforce data. 	<ul style="list-style-type: none"> • Knowledge of the current HR agenda in the NHS, healthcare reforms and how this supports service provision, performance and improvement.

3. Other Skills and Aptitude

- Able to demonstrate a business acumen and an understanding of how human resources can positively impact on the service user experience, quality and efficiency agenda and organisational goals.
 - Able to successfully work within a matrix environment and engage with internal HR specialists functions, to deliver the required service to the line and developing and improving these services on a continuous basis.
 - Able to manage the relevant interfaces and relationships when service improvement is required.
 - Able to analyse and solve complex problems and develop a range of solutions that create and add value.
 - Able to write good quality reports which can be presented at senior management meetings to support business cases.
 - Able to build positive relationships and to provide effective credible communication in an exposed environment and an ability to operate effectively under pressure.
 - IT skills and ability to use main IT packages such as Word, PowerPoint, and Outlook.
 - Ability to deliver to NHSGGC Core Leadership Competencies.
- Experience of developing effective and productive links with external stakeholders and working successfully in a political environment.

Human Resources & Organisational Development Directorate
 Organisation Chart

Appendix 1



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: Heather Silvester, Senior Recruitment Team Lead, NHS Greater Glasgow and Clyde on email: heather.silvester@ggc.scot.nhs.uk

**NHS Greater Glasgow and Clyde
Summary Terms and Conditions**

Head of Human Resources – Estates and Facilities

The terms and conditions of service are those approved and amended from time to time by the National Agenda for Change Terms and Conditions Agreement

Job reference number	174037
Closing date	23:59, Sunday 17th March 2024
Vacancy enquiries to:	<p>If you would like to find out more about this role before applying, please contact</p> <p>Natalie Smith, Depute Director of Human Resources, NHS Greater Glasgow and Clyde email: Natalie.smith5@ggc.scot.nhs.uk or Tom Steele, Director of Estates and Facilities via tom.steele@ggc.scot.nhs.uk</p> <p>Any discussion and/or visit will be dealt with in confidence.</p>
Agenda for Change Band:	Band 8C
Salary	£79,466 - £85,181 per annum (pro rata for part time)
Base	West Glasgow ACH, Dalnair Street, Glasgow
Contract type	Full Time Permanent
Annual leave	The basic annual leave entitlement in a full year commencing 1st April to 31st March is 27 Days on appointment, rising to 29 days after five years and 33 days after 10 years. Leave entitlement is pro rata where applicable.
Superannuation	All employees are automatically enrolled in the Scottish Public Pensions Agency .
Healthcare Support Workers	<p>All NHS Scotland post holders that are not governed by a regulatory or professional body are considered to be healthcare support workers.</p> <p>On appointment, you will be expected to comply with the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers.</p>

	<p>Healthcare Support Workers are expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues.</p> <p>Whether in a clinical or non-clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team</p>
Smokefree policy	NHS Greater Glasgow and Clyde operates a smokefree policy on all premises and grounds.
Equal Opportunities	NHS Greater Glasgow and Clyde is as an equal opportunities employer .

For more information about NHS Greater Glasgow and Clyde please refer to the Additional Information Pack which includes details about Living and Working in the area.

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

The closing date for applications for this post is 23.59 Sunday 17th March 2024.

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 Head of Human Resources – Estates and Facilities.

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	Friday 1st March 2024
Advert Closing date for return of applications	Sunday 17th March 2024
<p>Shortlisted candidates will be invited to participate in a preliminary assessment stage, expected to commence shortly after the shortlist has been agreed expected late March /early April 2024.</p> <p>Full details of the preliminary assessment process and interview arrangements will be covered with shortlisted candidates. ...</p>	
Panel Interview: Panel interview will be in person and will include a value based competency interview and presentation	Scheduled Wednesday 10th April 2024

HOW TO APPLY

Please note the Closing Date for returning applications: **23:59, Sunday 17th March 2024**

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:-

Natalie Smith, Depute Director of Human Resources, NHS Greater Glasgow and Clyde via email: Natalie.smith5@ggc.scot.nhs.uk or Tom Steele, Director of Estates and Facilities via tom.steele@ggc.scot.nhs.uk

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

To apply for the post of **Head of Human Resources – Estates and Facilities** 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 **Employer (NHS Board)** > Greater Glasgow and Clyde then Job Family > Senior Manager and then job reference **174037** 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 **late March and April** or any other information in support of your application, please contact **Heather Silvester, Senior Recruitment Team Lead, NHS Greater Glasgow and Clyde** via email: heather.silvester@ggc.scot.nhs.uk quoting reference number 174028.
- 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.