



OUR PURPOSE

To be a collaborative, innovative and inclusive learning organisation that provides high quality education, training, workforce development, workforce data and technology for Scotland's health and social care workforce.



OUR VISION

Supporting better rights-based quality care and outcomes for every person in Scotland through a skilled, capable and resilient health and social care workforce.

Associate Postgraduate Dean (Head of Programme) - Pharmacy

Medical Directorate - Pharmacy

NHS Education for Scotland (NES)

2024

Location: Flexible Location
Grade: Agenda for Change Band 8c
Salary: £79,466 - £85,181 per annum
Job Status: Full time, 37.5 hours per week
Duration: Permanent

NHS Education for Scotland is committed to creating a diverse and inclusive environment for all employees and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of age, disability, gender identity, marital status, race, faith or belief, sexual orientation, socioeconomic background, and whether you're pregnant or on family leave.

Candidate Brief

About the Directorate

NHS Education for Scotland (NES) plays a critical role in supporting NHS Scotland Boards have the right people, in the right place at the right time through education, training and workforce development. People are the lifeblood of the NHS and NES is right at the heart of ensuring a future supply. We're also central to delivering digital solutions which enable improvement in service to Scottish citizens and support our workforce to deliver it. Our organisation is full of talented, committed, specialists across health and care disciplines, backed up by excellent support functions. We are highly collegiate, innovative and delivery focused.

The Pharmacy Team within NES is responsible through the Executive Medical Director to the NES Board and through the Board to Scottish Government for the commissioning and delivery of postgraduate pharmacy education in Scotland.

This is a critical replacement post with a significant leadership portfolio to ensure the initial education and training of pharmacists in Scotland meets the needs of the service and the public of Scotland.

About the Role

The Associate Postgraduate Dean will play a leading role, working with stakeholders across Scotland and colleagues from other GB/UK pharmacy education bodies, to further develop the national experiential learning and Foundation Training Year (FTY) programmes in line with Scottish Government, Service and NES strategic directions. You will be responsible for the NES delivery of initial education and training for pharmacists in Scotland through these programmes and in direct response to GPhC requirement and standards.

You will work collaboratively across the Scottish and GB/UK context for pharmacy education development and delivery. This post includes the opportunity for the postholder to work full time or to work for 30 hours per week in order to maintain up to 1 day per week working in clinical practice.

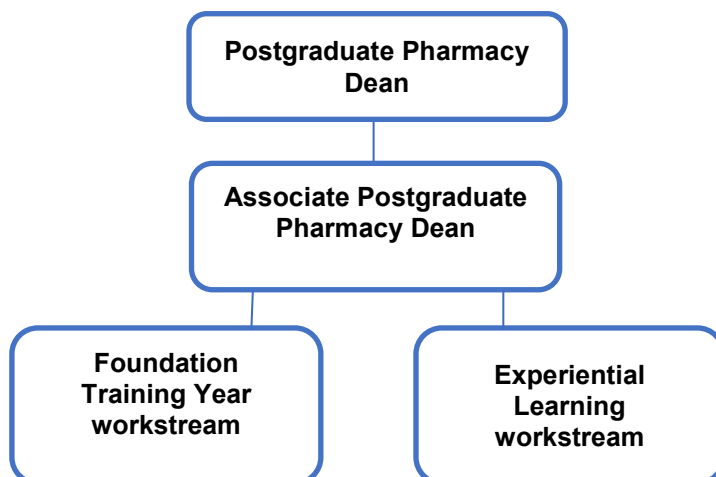
We are looking for a highly motivated and innovative person to be part of this challenging and rewarding stage of education development for pharmacists. The role will require someone who is dynamic, adaptable, who can forward think and communicate effectively with a broad range of stakeholders. The post holder will have experience of developing and delivering education and training on a local or national scale. The post holder will have a highly specialised knowledge in pharmacist education, particularly in relation to initial education stages.

The postholder will be someone with well-developed interpersonal, communication and leadership skills and a commitment to delivering high quality services in support of the pharmacy education and career development.

Key tasks will include but are not restricted to:

- Providing strategic and professional leadership and advice on direction of pharmacist education with particular focus on initial education and training of pharmacists
- Playing a lead role influencing and impacting the education and development of the pharmacist workforce at all career levels of practice
- Translate strategy and changing national/professional pharmacy policy into action plans which will impact throughout Scotland
- Participating in educational governance for the FTY programme delivery for NES
- Providing professional expertise on learning and education quality assurance and enhancement/improvement
- Interpret national and professional health service policies, in order to develop a long-term strategy and lead on policies for specific projects with set standards and targets in relation to education, training and the workforce
- Liaise and develop networks with relevant stakeholders such as Community Pharmacy Scotland, Health Boards, Scottish Government, RPS and GPhC
- Provide management and development of associated team and contribute to delivery/budget/resource planning
- Develop and present papers, briefing documents and reports (internal and external)
- Maintain and enhance internal relationships within NES and external relationships across key stakeholders

Organisational Position



Applying for the role

Complete the Assessment section of the online application form by referring to the Person Specification and NES Leadership Behaviours below**.

- Complete Question 1 ('Why do you think you are suitable for this role?') by explaining how you meet the criteria in the Person Specification.
- Complete Question 2 ('Why do you want to work for the NHS?') by showing how your own values are aligned with each of the five NES Leadership Behaviours**.

Person Specification

Essential Criteria These attributes are required for the role. Applicants who do not demonstrate the essential requirements in their application will normally not be considered.

Desirable Criteria These attributes would be useful for the role. When shortlisting candidates, these criteria will be considered when more than one applicant meets the essential criteria.

Factor	Essential	Desirable
Education and professional qualifications	<ul style="list-style-type: none"> • Master of Pharmacy degree and registered with the General Pharmaceutical Council (GPhC) • Postgraduate MSC/Dip in Clinical Pharmacy or equivalent relevant experience 	<ul style="list-style-type: none"> • Masters level educational qualification or relevant experience • Independent prescribing qualification
Experience	<p>Significant experience across all four pillars of Advanced Practice – Clinical, Education, Leadership and Research:</p> <p>Clinical</p> <ul style="list-style-type: none"> • Experience of working as a pharmacist in a direct patient facing role (any sector) <p>Education</p> <ul style="list-style-type: none"> • Significant experience in the education and training of pharmacists 	<ul style="list-style-type: none"> • Change management and innovation knowledge and expertise, particularly in complex and multiple stakeholder environment • Experience of delivering innovative large-scale change

	<p>Leadership</p> <ul style="list-style-type: none"> • Evidence of leadership skills e.g., in engaging, motivating and influencing others at senior levels • Experience in managing staff and services • Experience of service development/management of change at both operational and strategic level <p>Research</p> <ul style="list-style-type: none"> • Experience of initiating, conducting, coordinating and disseminating research/evaluation • Experience of financial management and budget control • Proven track record in education and training to a high level for national developments • Track record in developing, commissioning, managing and evaluating development programmes/activities • A track record in delivering presentations to large audiences on a national basis and with experience and knowledge of developing and delivering management education • Experience of working flexibly in complex environments where parameters of the job are not clearly defined 	
<p>Specific skills, knowledge, and training</p>	<ul style="list-style-type: none"> • Evidence of leadership skills and ability to influence at all levels using self-management ability and analytical, prioritisation and judgement skills in order to influence educational services • Proven and demonstrable ability to function and support others within the context of a rapidly changing environment • A good understanding of NHS, Community, education and professional structures and processes is essential along with a sound grasp of the Scottish Policy context 	<ul style="list-style-type: none"> • Evidence of expert knowledge of role development and advancing practice • Using self-management ability and analytical, prioritisation and judgement skills in order to influence health and social care services • Demonstrable knowledge and expertise in policy review, interpretation and development • Strong understanding of GDPR and data protection, plus appreciation of the need for discretion and confidentiality in the workplace

	<ul style="list-style-type: none"> • The postholder must have the aptitude and skills necessary to develop and utilise an extensive and complex professional network of contacts and relationships with government agencies, funding bodies, professional regulatory bodies, other education providers and the Service • Core management skills applied within NHS settings; negotiation, project management, facilitation, budget and relevant IT skills • Enabling innovation and the delivery of services aligned to corporate programme objectives • Proven expertise in using Microsoft 365, in particular Teams, Word, Excel and PowerPoint • Values driven leadership approach to practice, aligned with core NHS & NES values** • Ability to meet the travel requirements of the post 	<ul style="list-style-type: none"> • A good understanding of the health, social work and social care system along with a sound grasp of the Scottish policy context and Scottish public sector • Highly developed programme and project planning skills
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NES Leadership Behaviours**

The five NES Leadership Behaviours describe how we work at NES, and how we want colleagues to behave, whatever their role:

Inspiring

- Passionate about our purpose and about excellence
- Communicating with enthusiasm
- Innovative and learning from success as well as setbacks

Empowering

- Giving our colleagues space and authority to deliver outcomes
- Investing in learning and development
- Being approachable and open to constructive challenge

Adaptive

- Responding flexibly to changing requirements and helping others to do the same
- Recognising that required expertise may not always sit at the top of the hierarchy
- Actively encourage innovative ideas/input from all levels

Collaborative

- Committed to working together and across professional, clinical, and organisational boundaries internally and externally to achieve our objectives
- Sharing knowledge and skill for the benefit of the organisation as a whole
- Seeking feedback from colleagues to ensure quality

Engaged and Engaging

- Committed to our values, agreed ways of working and our strategic and operational direction
- Visible to our stakeholders and to our teams
- Straightforward and honest in our communications

Band 8c Head of Programme *or* Programme Lead (PCC)

1. JOB IDENTIFICATION

Job Title: Associate Postgraduate Dean (Pharmacy)/**Head of Programme (PCC)**

Department(s): Medical Pharmacy

Directorate: Medical

Job Reference: JD04/H

Responsible to: Postgraduate Pharmacy Dean

*** Operating Division**

2. JOB PURPOSE

The purpose of this role is to provide a high quality, proactive and professional service, undertaking a portfolio of responsibilities within the Directorate, primarily in relation to patient safety, supporting multi-professional work-streams and contributing to the formulation and delivery of the Scottish Government Health Directorates (SGHD) policy and NES corporate objectives.

The postholder will co-ordinate and connect a range of activities across the interface between NES and services within NHS Scotland. They will be responsible for workstreams that will support the key strategic themes of developing educational infrastructure and building workforce capacity for service improvement across NHS Scotland, requiring the postholder to effectively manage change in order to deliver successful outcomes.

The postholder will require a highly specialised knowledge, some of which is at the forefront of knowledge in a field of work, which they use to provide specialist/expert advice which contributes to education and patient care.

Where appropriate, the role may require close collaboration with the education sector and include a strategic role in the design and delivery of content for clinical/doctor trainees.

The postholder will require holding up to date registration appropriate to their role.

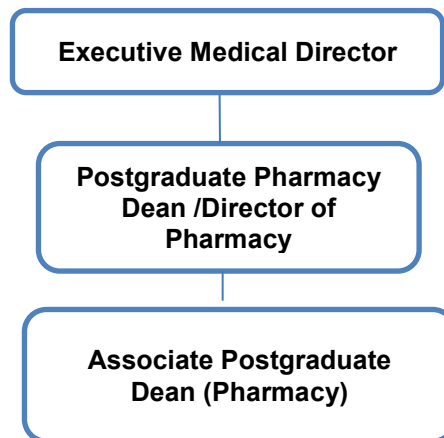
3. DIMENSIONS

The postholder will provide strategic leadership in relation to national practice development and educational initiatives.

The post carries a research and development remit, and the holder will be required to provide specialist advice at local, regional and national levels.

The postholder will manage and develop staff as well as having line management responsibilities, and will be required to assist in any other duties which are deemed reasonable to their role and band.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

NHS Education for Scotland (NES) is the national health board with statutory responsibilities to effect sustainable change through workforce development, education and training across the health and social care system in Scotland, while working at UK level with partner organisations.

The Pharmacy team within NES is responsible through the Executive Medical Director to the NES Board and through the Board to Scottish Government for the commissioning and delivery of postgraduate pharmacy education in Scotland. This training is delivered in community-based practices and health boards to standards set by the General

Pharmaceutical Council (GPhC).

The Postgraduate Pharmacy Dean provides leadership, management and advice to the Medical Director, NES Executive Team and NES Board on all pharmacy educational matters and has an impact on all members of the pharmacy team working in Scotland, and hence ultimately impacts on patient care.

The pharmacy budget is in the order of £19 million (including SGHD non-recurring monies) with a staff of approximately 60 including Postgraduate Pharmacy Dean, Deputy Director, Associate Postgraduate Pharmacy Deans, Principal Leads for Educational Development, a Senior Educator/Lead for Pharmacy Technician Education and General Manager.

The Pharmacy Team is responsible for the education, training and workforce development for ~4500 pharmacists and ~2000 pharmacy technicians in Scotland in addition to ~ 220 Foundation Trainee Pharmacists. Pharmacy education and educational evaluation/research are important functions of the NES Pharmacy Directorate Team to support CPD and workforce development for the profession in Scotland in line with Scottish Government strategy.

6. KEY RESULT AREAS (Key Result Areas convey **all potential** aspects of a job role. Key result areas will be further developed within the KSF outline with some being more relevant than others dependent on the current requirements for your role.)

- Provide comprehensive specialist input into the overall Directorate strategy, developing the annual directorate plan in conjunction with Senior Managers.
- Formulate and develop operational plans to promote and develop appropriate agenda within NES, but which may impact across the NHS in Scotland.
- Provide professional advice and consultancy on a range of issues relating to effective service delivery, including clinical pathways.
- Interpret national and professional health service policies, in order to develop a long-term strategy and lead on policies for specific projects with set standards and targets in relation to education, training and the workforce.
- Influential in the development of strategy at local, regional and national levels, leading on the design and provision of education on issues increasing capacity to deliver evidence-based therapies.
- Initiate, create and lead workstreams across a wide range of disciplines at national and regional levels for priority areas of the NHS Scotland workforce.
- Take the lead role in gathering, analysing and interpreting highly complex and conflicting national and international evidence on referral criteria and patient pathways, distilling key findings and communicating in understandable for to key stakeholders.
- Create innovative organisational, leadership and management development solutions to improve the effectiveness of individuals, teams, organisations, networks and systems.
- Responsible for the line management of colleagues within own department.
- Lead the implementation of organisational, leadership and management development priorities at a national level through direct delivery, delivery through

sponsorship of host NHS Boards and through commissioning external providers.

- Responsible for developing and implementing policies across a range of disciplines across NES, including ensuring policies and procedures to ensure that all developments supported by NES adhere to common standards of development.
- To lead the development of policy and strategy for leadership development through research into leading edge theory, best practice and effective stakeholder consultation at a national level, to ensure an ongoing improvement in the leadership capacity and capability in NHS Scotland.
- Responsible for commissioning, organising and managing the necessary professional prerequisites such as capability/competency frameworks and postgraduate education for professionals.
- To be in a position to advise on education, training and research requirements for current professional, scientific and practice developments.
- Analysis and interpretation of highly complex facts, together with a comparison of a range of options, evaluating new and innovative concepts, models, methods and practices for developments.
- To conduct regular evaluative reviews of programmes and contribute to the development of quality assurance and performance indicators for educational activities in order that NES, as an educational provider, as well as other providers continue to deliver programmes of appropriate quality and content.
- Evaluate and reflect on quantitative and qualitative reviews of educational provision in order to advise and plan future developments in relation to education and training.
- Lead the process of embedding quality improvement theory and practice within current and future NES educational programmes and developments.
- To be responsible for the coordination, monitoring and management of financial resources and other resources within the Directorate.
- Monitors and reviews the overseeing financial position for the department to ensure accurate and regular monitoring and reporting on planned and actual spend against the budget allocation.
- Provide supervision and guidance to others within the Directorate. Required to monitor, supervise and manage staff employed on short-time contracts to meet project deadlines and other pieces of time-limited work.
- Initiate and develop research and development plans for specific educational initiatives, which may involve making bids and securing monies for projects within NES or on a national basis for the profession.
- To initiate, secure funding, prioritise and manage specific research projects for current educational programmes and to evaluate new and innovative concepts, models, methods and practices for educational developments.
- Responsible for implementing governance arrangements to ensure that all business and educational systems are integrated.
- Develop effective relationships with, and understanding of, the private and academic sectors to promote and ensure understanding of the NHS Scotland context and alignment of provision with leadership development policy.
- To be responsible for the commissioning, organising and managing the necessary professional prerequisites such as capability/competency frameworks and postgraduate education for healthcare professionals.
- Manage a portfolio of projects, both internally and externally funded.
- Manage the full range of staffing issues as appropriate to the role e.g. line

management, performance management, development and review, recruitment and selection, policy application.

- Manage and support trainees in difficulty as appropriate.

7a. EQUIPMENT AND MACHINERY

- A range of office, audio-visual and IT equipment
- PC for design, development and maintenance of IT solutions.
- Multi-function devices : scanners, copiers, printers, fax
- Telephone
- VC facilities
- Portable equipment, including laptop etc

7b. SYSTEMS

- Utilisation of current data and information systems relevant to role currently in use throughout the NES organisation.
- Use of complete MS Office suite of programmes
- Use IT as directed, maintaining confidentiality.

8. ASSIGNMENT AND REVIEW OF WORK

- The postholder works autonomously and the work will be largely self-directed in line with Scottish Government priorities. The majority of work is generated, organised and affected by the postholder in relation to defined strategic and policy needs.
- This role will be developed with the postholder to inform, reflect and respond to the overall strategy of NHS Education for Scotland and with the freedom to act at the highest levels and within strategic and operational parameters on specific areas of discretion.
- The postholder will be expected to participate in performance development, part of which involves agreeing annual objectives and use of the appraisal and personal development planning process of the organisation.
- The postholder is responsible for identifying, assessing, planning and managing intense, varied, unpredictable and critical services across the whole of NES. There is significant freedom and therefore responsibility in assessing competing work demands and in prioritising projects and activities.
- A significant amount of work is reactive for which no planning is possible.

9. DECISIONS AND JUDGEMENTS

- The postholder will be directly accountable to NES for the conduct and outcome of initiatives undertaken in the development of education.
- The postholder is accorded a high level of autonomy for the areas within the dimensions identified. The postholder acts as a principal source of advice for NES and is accountable for achieving results within the frameworks set by NES.
- The postholder is the lead specialist and is required to set goals and standards for the Directorate and NES in specialist area of work.
- They will demonstrate innovation, advanced problem solving and mastery of methods and approaches in complex and specialised areas of work.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- The postholder is required to use vision, strategic management skills and an innovative, flexible approach to organising, commissioning, delivering and evaluating education on a national basis in line with government policy and evidence based practice in educational methods.
- Creating and coordinating the wide range of links across NHS Scotland, and with partner organisations, combined with the complexity and volume of these relationships.
- Leading on cross cutting workstreams and maintaining engagements from stakeholders to ensure an effective integration of education.
- Maintaining high levels of service whilst being pressured for change and innovation by both internal and external forces.
- Developing an integrated, focused cohesive strategy reflecting the diverse functions of NHS Scotland to help deliver the cultural and strategic change throughout the service.
- Prioritising amongst competing demands, determining priorities, designing effective solutions and delivering within resources.
- Providing effective delivery mechanisms at a national level.
- Interpretation, development and implementation of national policy with minimal guidelines in a fast-changing environment with a variety of service providers in health, social care and voluntary sector arenas.

11. COMMUNICATIONS AND RELATIONSHIPS

- Excellent communication, negotiation, organisational, management and leadership skills, in order to further develop NHS Education for Scotland as an integrated professional organisation, critical in supporting educational excellence.
- Ability to communicate on an individual basis, in small departments and with large groups across a broad spectrum of stakeholders throughout the NHS. Maintaining good relationships with key people at Director Level within NHS Boards and organisations including negotiating contracts, agreeing educational priorities for NHS Boards at a corporate level and appropriate use of NES funding. The post will manage a team delivering corporate strategic leadership and management projects

across the organisation.

- Highly developed communication skills to assume NES's brokering role with other external organisations involved in developing the NHS workforce.
- Ability for dealing with highly sensitive, sometimes contentious information. This includes difficulties arising in the supervisory relationship as well as in other training relationships. The postholder is required to be a highly sensitive and skilled communicator in this respect.
- Excellent oral and written communication skills in order to address highly difficult and complex issues e.g. when leading and chairing national groups. This may involve persuasive, motivational, negotiating and training skills in order to provide, receive and present potentially complex, contentious issues in relation to educational developments.
- Planning and negotiating of training opportunities to enable the best possible learning environments to be utilised, balancing the needs of the NHS Service providers with those of the training programme.
- Ability to teach at an expert level in both generic and specialist subjects and is required to be an excellent trainer and communicator.
- Required to take the lead in effective liaison and communication with senior personnel.
- The provision of strategic advice and interpretation of complex information is core to this role, as is maintaining of sound working links with a wide range of strategic partners and stakeholders. Working relationships have to be based on professional credibility, trust and the ability to build consensus.

12. PHYSICAL, MENTAL, EMOTIONAL & ENVIRONMENTAL DEMANDS OF THE JOB

Physical skills

- The postholder is required to have advanced keyboard skills.

Physical effort

- There is a frequent requirement for sitting or standing in a restricted position at the computer, for a substantial proportion of the working time.

Mental effort

- There is a frequent requirement for the postholder to engage in prolonged concentration, for example when:
 - Preparing responses to policy and regulation documents.
 - Researching and creating policies and issuing guidelines dependent on legislation.
 - Researching and preparing reports and other documents which will be distributed to internal and external stakeholders.
 - Co-ordinating, managing and implementing research and development programmes.
 - Facilitating workshops.
 - Acting as a chair at national meetings and strategic groups. The postholder

must be highly self-disciplined with regard to time-management and have an emotional stability appropriate for the level and demands of this role.

- The postholder will frequently have to deal with priority changes in order to meet deadlines and changing demands.
- Rapid decision making requires assessment of a number of options and judgement on the likely outcome and business impact on NES.
- There is the requirement to respond accurately and timely to external demands which cannot be controlled. These demands are unpredictable and occur regularly.

Emotional effort

- The postholder is required to occasionally deal with emotional circumstances (during meetings when issues arise which can be controversial or complex) and require excellent influencing skills, when negotiating with a variety of different stakeholders.
- The postholder is required to manage the interface with professional service leads that may not always agree with identified priorities or may have different views on future needs.
- With HR responsibility there are often highly emotive and difficult communications to make where firmness or empathy is required as well as mediation skills e.g. discipline illness and bereavement. There is often a requirement to give people unwelcome news, apply an unpopular policy/procedure or reject a proposal/request.

Working Conditions

- Working at VDU for long periods.
- Travel to other locations which can often involve out of hours travelling time and overnight stays.

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

- Qualified Health Professional, eligible to be registered with the relevant professional body, and with experience of working within the NHS.
- Masters' qualification or equivalent in relevant discipline.
- Evidence of expert knowledge within speciality.
- The postholder must have the skills necessary to develop and utilise an extensive and complex professional network of contacts and relationships with government agencies, funding bodies, professional regulatory bodies, other education providers and the service.
- Proven and demonstrable ability to function and support others within the context of a rapidly changing environment.
- Core management skills applied within NHS settings including: Analytical and negotiation skills; project management, facilitation, budget and relevant IT skills.
- To provide evidence of leadership skills and ability to influence at all levels using self-management ability and analytical, prioritisation and judgement skills in order to influence educational services.
- Ability to work in complex environments where the parameters of the job are not necessarily clearly defined.
- Experience in education and training to a high level for national developments.

- Experience of service development/management of change.
- Experience of initiating, conducting and coordinating research.
- Track record in developing, commissioning, managing and evaluating development programmes/activities.
- Understanding and knowledge of government health policy.
- Well developed facilitation skills.
- A track record in delivering presentation to large audiences on a national basis and with experience and knowledge of developing and delivering management education.
- Ability to meet the travel requirements of the post.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date: