

Director of Planning and Transformation Recruitment Pack

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www.nhsfife.org

Contents

- Message from our Chief Executive..... 2
- Post advert 3
- Job description and person specification..... 4
- Organisational chart 12
- NHS Fife – Our vision, values and principles 15
- NHS Fife – our priorities 16
- National context 17
- Appointment arrangements..... 19
- Summary of NHS Fife terms and conditions 22
- Appendix one: Discover NHS Fife 23

Message from our Chief Executive



Welcome

Thank you for your interest in the role of Director of Planning and Transformation at NHS Fife.

We are seeking a visionary Director of Planning and Transformation to join our dynamic and experienced Executive Team. This is your chance to drive the reform and transformation of health and care services for the people of Fife.

NHS Fife is a high-performing, forward-thinking organisation dedicated to delivering exceptional care through innovation and operational excellence. We pride ourselves on our strong academic partnerships with the University of St Andrews and Fife College, and we're on an exciting journey to achieve Teaching Board status.

As we navigate one of the most challenging periods in NHS history, we need a bold and innovative leader to guide us through the next phase of our strategic journey. You'll bring fresh ideas and a passion for driving change in a complex, multi-faceted organisation.

As the inaugural Director of Planning and Transformation, you will play a pivotal role in driving our Re-form, Transform, Perform (RTP) ambitions. You'll shape the strategic direction of our services, ensuring we deliver high-quality, patient-focused care.

This is a rare opportunity to step into a high-profile position and lead meaningful change in one of Scotland's most vibrant and forward-thinking health boards. The Director of Planning and Transformation will guide us through complex change and ensure we remain at the forefront of healthcare excellence. We are seeking a proven leader with a track record in strategic planning, transformation, and large-scale change management.

We are committed to leadership excellence and the Director of Planning and Transformation will be expected to embody NHS Fife's core values of dignity, respect, care, compassion, openness, honesty, quality, and teamwork. Your ability to inspire and unite teams will be key to driving collaboration across our organisation and with external partners.

I hope the information in this pack provides you with a clear understanding of the role. If you're passionate about public service, driving change, thrive on challenge, and can lead with integrity and vision, I would encourage you to apply.

If you're excited about this opportunity and want to learn more, please don't hesitate to get in touch for an informal conversation. I look forward to hearing from you.

Carol Potter
Chief Executive

Post advert

Director of Planning and Transformation



Salary: £91,926 - £118,361 per annum (EXECUTIVE GRADE E)

Lead with vision. Transform with purpose. Deliver with compassion.

NHS Fife is entering an exciting new era, and we are creating the role of Director of Planning and Transformation to lead a bold, strategic approach to reshaping healthcare for our diverse and growing communities across Fife. This is a unique opportunity for an experienced, dynamic leader who wants to drive meaningful change in one of Scotland's most vibrant regions and progressive Health Boards.

Your Role

As Director of Planning and Transformation, you will be instrumental in shaping and advancing our ambitious Re-form, Transform, Perform (RTP) framework. You will drive innovation and excellence across the organisation, ensuring we deliver high-quality care with patients and service users at the heart of everything we do.

Why NHS Fife?

NHS Fife is a forward-thinking organisation that fosters a culture of innovation, collaboration, inclusion, and personal growth. As we work towards gaining Teaching Board status, with key partnerships with the University of St Andrews and Fife College, your leadership will be crucial in building on these collaborations to create sustainable healthcare solutions.

Who We're Looking For

We are seeking a highly skilled leader with a proven track record in strategic planning, transformation, and large-scale change management. You'll bring a visionary mindset, with the ability to translate big ideas into practical, actionable plans that deliver measurable results. Compassionate leadership is key in this role: you'll be a team player, capable of bringing people together, inspiring teams, and driving collaboration across NHS Fife, with our local partners and at a national level.

What's in it for You?

- **Career-Defining Opportunity:** Play a central role in shaping the future of NHS Fife and drive real, meaningful transformation.
- **Strategic Influence:** Lead a bold, strategic approach to healthcare transformation and innovation.
- **Collaborative Environment:** Work in a culture that values innovation, collaboration, inclusion, and personal growth.

Job description

Job purpose

The Director of Planning and Transformation will play a pivotal role in reshaping both the short term and long-term priorities and delivery actions across NHS Fife, creating a catalyst for change across the system, to ensure a sustainable and viable future for healthcare in Fife. The Director will lead transformation, planning, and performance management for NHS Fife, providing a key strategic leadership role to the wider Fife health and care system, working across organisational boundaries to support integrated patient pathways and coherence and alignment of plans.

The Directorate will incorporate a range of functions and expertise including:

- corporate oversight and assurance on all aspects of **strategic and operational planning and partnerships** including the East Region, industry and academia
- management of the Annual Delivery Plan;
- assurance on all aspects of performance reporting through a **Performance & Accountability Review Framework**;
- preparation for Annual and Mid Year Reviews with Scottish Government.
- coordination and oversight of all **supporting frameworks for delivery of the Population Health & Wellbeing Strategy** ensuring these are aligned, coherent and incorporate clear, deliverable performance metrics including for example:
 - working collaboratively with the Medical Director and Director of Acute Services to develop the acute clinical framework, using a robust bed planning model, and to determine the clinical portfolio of services for the future,
 - working collaboratively with the Director of Property & Asset Management and Director of Health & Social Care to support formulation of the mental health strategy and the implications for infrastructure plans
 - working collaboratively with the Director of Finance to ensure the support planning frameworks are financially sustainable and all implications are captured in the Board's financial plan.
- leadership and coordination of the **transformational change portfolio across the health and care system in Fife**, working collaboratively with the planning lead for the Fife Health & Social Care Partnership.
- provide high quality, fit for purpose, Corporate Governance arrangements for NHS Fife

Working with Executive Directors, with an emphasis on collegiate leadership, the post holder will be responsible for assessing our current strategic direction in the context of reform and transformation, identifying areas for improvement and implementing strategic changes to enhance the quality of care, safety, and efficiency. This role requires strong leadership, strategic thinking, and a passion for transforming healthcare delivery in NHS Scotland.

The post holder will be responsible for the ongoing development, delivery and leadership of the Re-form, Transform, Perform framework across NHS Fife, including providing advice to the Board. The RTP framework will provide the tactical plan to deliver the ambitions of the Population Health & Wellbeing Strategy through to 2028. **Re-form** will necessitate immediate changes in our working practices across the organisation, **Transform** will focus on evolving our services, structures, and care delivery, and **Perform** will be pivotal in driving sustainable improvements throughout the organisation.

The post holder will provide the strategic oversight, vision, and direction to the RTP framework, ensuring that RTP is embedded across the organisation ensuring a positive focus on delivery and improvement.

Working closely and collaboratively with the Chief Executive, the Director will act as a sounding board for discussions around problems, opportunities, and potential decisions, and in doing so they will operate with the highest level of integrity, trust and judgement.

The Director will provide executive leadership support to the CE in their role as strategic regional lead for planning in the East of Scotland, working in collaboration with planning colleagues in the East Region Boards and Regional Planning lead.

The Director of Planning and Transformation will work collaboratively with the Director of Digital and Information to provide a robust data analytics and business intelligence function across NHS Fife

As a corporate leader and member of the Executive Team, the Director of Planning and Transformation will be required to demonstrate innovation, vision and transformational leadership, routinely providing challenge beyond the area of their functional expertise and fully participate in the corporate management and governance of the Board. This will require the postholder to operate at 3 levels: to provide strategic leadership to the NHS Board and wider health and care system in Fife; to play a strong leadership role in influencing and shaping the East Region planning strategies to support delivery of sustainable services across the region; and to shape and influence national strategy and policy for the NHS in Scotland

The Director of Planning and Transformation will act as the Deputy Senior Information Responsible Officer for NHS Fife.

Dimensions

NHS Fife serves a population of 373,550 with the main areas of population as follows:

- North & East Fife is predominately a rural community encompassing large farmlands, fishing villages and with the University town of St Andrew, with a population of around 75,000
- Central Fife incorporates Kirkcaldy and Glenrothes together with largely urban manufacturing industries based on a mixture of former heavy industries and textiles with a population of around 150,000
- West Fife incorporates Dunfermline and has a wide mixture of population from old industries (mining) and new high technology services together with a large Edinburgh commuter base, with a population of around 130,000

NHS Fife has an annual revenue budget of £880 million and core capital budget of £8.7m.

NHS Fife employs just over 8,700 staff, making it one of the largest employers in the region and extensive reach in relation to its role as an Anchor Institution.

The scale and complexity of the health challenges in Fife continue to grow year on year. By 2039, the population of Fife is expected to increase by 4.5% to 387,214. The 16 to 19 age group is expected to reduce and those aged 75+ to see the greatest increase. NHS Fife has strong links with Health Education partners to deliver undergraduate teaching and is working collaboratively with the University of St Andrews to support a new five-year MBChB programme and fifth medical school for Scotland. This exciting development builds on the successes of the ScotGEM model which NHS Fife has been instrumental in developing and delivering with our University partners. This work toward University status will support NHS Fife in our aspiration for educational excellence and to be an employer of choice for medics, nursing and allied health professions within the NHS Scotland.

The Board provides a range of primary care, community based and acute services and also supports the provision of services for patients in the East of Scotland, including the regional endoscopy service at Queen Margaret Hospital.

Local Authorities in the Health Board Area: Fife Council

Integration Authority: Due to the coterminous boundary with Fife Council, there is a single Integration Joint Board within Fife; the third largest across Scotland.

The Director of Planning and Transformation provides Executive leadership for the portfolio of functions within the Directorate, ensuring effective development, organisation, and delivery for NHS Fife. The Directorate has a staffing establishment of 39 wte with a budget of c. £2.1m.

Key result areas

Corporate Leadership

- Contribute to the overall management and leadership of NHS Fife by playing a full, active and constructive part on the Board and Executive Directors Group.
- Provide strategic and operational planning expertise and advice across the system.
- Contribute to the development and maintenance of the Board's framework of governance.
- Develop and maintain strong and effective working relationships with partners, internal and external stakeholders.
- Provide leadership / line management to the Corporate Governance and Board Administration function for NHS Fife, allowing for effective oversight by the Board Chair and Chief Executive.

Strategic Planning Leadership

- Lead strategic planning for NHS Fife, ensuring coherence and alignment of all functional and operational plans with the Board's Population Health & Wellbeing Strategy, the ambitions of the NHS Scotland Reform agenda, the Fife Integration Joint Board Strategic Plan and the Plan for Fife.
- Lead and direct a system wide programme management approach to deliver the transformational change agenda in support of long term sustainability and value, and the wider ambitions of the Board's Population Health & Wellbeing Strategy.
- Lead the development of all reports and documents in relation to strategic planning, policy and performance management, including preparation of the Annual Delivery Plan.
- Provide assurance and governance on all aspects of the Reform, Transform, Perform Framework.
- Lead the development and monitoring of the annual corporate objectives for the Executive Team, ensuring all aspects of the Board's strategic objectives are encompassed.
- Provide leadership to the Board's process and system of benchmarking, setting priorities and assessment of value for money, in support of transformational change and delivery of effective health and social care services.
- Direct and lead a team providing expertise and advice to NHS Fife service users, staff, and operational managers to interpret and implement national and local policies
- Oversee the ongoing development of all strategic partnerships including, but not limited to the East Region, academia, and industry.

Performance

- Lead the ongoing development of an assurance information system in accordance with the NHS Scotland Blueprint for Good Governance, providing Board level scrutiny across all services in relation to the delivery of safe, effective, patient-centred, affordable, and sustainable services. This will include, but not limited to, the ongoing development and production of the Integrated Performance & Quality Report and performance management approach to support delivery of corporate objectives.
- On behalf of the Chief Executive, lead the promotion and embedding of a culture of performance management which is service owned and led and supports the assurance information system.
- Ensure delivery of robust data analytics and business intelligence to provide effective performance management including management of escalation processes.
- Establish key performance metrics to assess and monitor the effectiveness of the RTP framework.

- Lead the preparatory work around the Board's annual review process and other key reviews as directed by the Chief Executive and Board.

Assessment and Analysis:

- Conduct a continuous assessment of the organisation's current operations, processes, and ways of working, alongside each of the responsible directors to identify opportunities for reform and transformation.
- Analyse performance metrics, patient outcomes, and stakeholder feedback to identify areas for improvement, providing a critical and independent perspective.

Quality Assurance and Improvement:

- Establish a culture of continuous improvement including collaboration with key stakeholders to develop and implement improvement initiatives.
- Ensure reform and transformation efforts prioritise patient outcomes, foster a collaborative and engaged workforce focused on improvement, whilst maintaining the highest standards of care.
- With professional leads, prioritise and evaluate the effectiveness of clinical practices to identify opportunities to deliver system wide change, ensuring compliance with all relevant laws and regulations.
- Implement changes to enhance efficiency, stabilise costs, and improve patient care.
- Communicate reform and transformation goals, progress and benefits to stakeholders and advocate for necessary support and resources.
- Working alongside and in support of Executive Directors as directed by the Chief Executive to support all aspects of operations, including staffing, budgeting, and resource allocation, within the context of change management.

Team Leadership:

- Build and empower teams within the Directorate and across the system to drive and sustain transformation, enabling change at individual service, department, and organisation level.
- Demonstrate and exemplify positive behaviours and attitudes as a key role model to others across the system and nurture a culture in keeping within the NHS Scotland values.

Deputy Senior Information Responsible Officer (SIRO)

- Deputise for the Director of Finance in their capacity as the responsible officer to the Board for Information Governance
- Work in conjunction with the SIRO and Caldicott Guardian to ensure processes and policies are in place to give a clear framework for information guardianship, including monitoring systems which identify breaches and when necessary ensure appropriate investigation and escalation.

Regional and National Developments

- Support the Chief Executive in delivering effective working with regional partners, particularly in the East of Scotland to deliver sustainable services for the population of Fife.
- Represent NHS Fife on regional and national committees as and when required, contributing to all relevant matters for NHS Scotland through input to health and professional committees, ensuring influence for NHS Fife at Scottish Government level, including policy and strategy development.

Assignment and review of work.

As a full Executive team member, the post holder has the highest degree of autonomy and is responsible for effective use of their time and directing resources to deliver operational and strategic objectives.

The post holder reports to the Chief Executive and is also accountable to the NHS Board.

Objectives are set annually with six monthly formal reviews and monthly management meetings with the Chief Executive.

Performance and personal development review is undertaken with the Chief Executive.

The post holder presents reports, and other assurance information for review by the Executive Team, NHS Fife Board and the Scottish Government as required.

The post holder works flexibly in ensuring objectives are delivered.

Decisions and judgements.

Exercise excellent analytical and judgement skills to address highly complex facts and situations incorporating performance, financial and clinical information. The post holder analyses a number of sources, to interpret and compare the range of options and identify the optimum solution. Successful delivery of highly complex Board objectives relies on the ability of the post holder to make decisions at this level.

Most challenging/difficult parts of the job

- Operating in an environment where there is significant uncertainty due to political, economic, financial drivers presenting a highly complex range of options to deliver NHS strategy.
- Providing strong, effective, and adaptive leadership to a range of different specialisms across Fife to ensure successful delivery of the RTP priorities and ambitions of the Population Health & Wellbeing Strategy.
- Providing system leadership to support reform and transformational change
- Working across NHS Fife and Fife Council, through the Health & Social Care Partnership, to deliver a robust performance and accountability framework that provides NHS Board members with effective assurance on all aspects of governance ie operational performance, quality / safety, finance, and workforce
- Ability to engage effectively and collaborate with diverse stakeholders at all levels of the organisation, persuading, inspiring, influencing and guiding others toward a common goal and objectives.
- Working across organisational boundaries to ensure coherence and alignment of strategies, plans, and transformational change within the health and care system in Fife, more widely with Community Planning Partners, and outside Fife at a regional and national level.
- Demonstrate capability to navigate and resolve conflicts and disagreements constructively, fostering a collaborative atmosphere and maintaining focus on the overarching strategic priorities of NHS Fife
- Providing strong, effective and adaptive leadership to a Directorate with a range of different specialisms, ensuring the organisation is supported by a motivated, developed, well informed, skilled and professional function, which supports and encourages others to challenge traditional ways of working and which adds value.

Communications and working relationships

The post holder will communicate with a wide range of senior clinical and non-clinical staff in NHS Fife, the wider NHS in Scotland and beyond, and with senior officials of external organisations. Excellent communication skills are required in order to persuade others and negotiate the implementation of change.

Communicating and receiving highly complex, sensitive, or contentious information where there may be barriers to understanding.

Communicating with professional managers from different disciplines where there may be varying understanding of the information being presented.

Demonstrating effective interpersonal, motivational, leadership, oral and written communication skills in order to liaise with colleagues, partners, contractors, patients, and the public.

Presenting complex, sensitive, or contentious information to large groups where the atmosphere may be hostile or antagonistic. Excluding the post-holder's immediate manager and his/her direct reports within NHS Fife, the following are key working relationships with examples of the purposes of these contacts:

- With non-executive directors of NHS Fife and in particular the members of the Board's governance committees to ensure the provision of information and support to enable them to effectively fulfil their roles as non-executives.
- With other members of the Executive Directors Group, senior managers, and senior clinical staff within NHS Fife to delivery of the Board's objectives within a framework of governance.
- With IJB and local authority senior officials regarding funding within the integration space.
- With executive directors of neighbouring NHS systems
- With national and local representatives of staff side organisations and Partnership Fora.

Qualifications and/or experience specified for the post

Qualifications

Master's degree or evidence of equivalent knowledge and skills in a relevant field

Significant post qualifying experience with evidence of delivery of performance targets

Evidence of continuing personal and professional development

Experience

Evidence of leadership and delivery within a complex public sector environment or similar, at Board level or below.

Evidence-based track record of leading and delivering transformational change in a large complex public sector system or similar.

Understanding and experience of working within a political and national policy context and the ability to manage delivery, governance, and assurance in that context.

Experience of improving organisational performance through implementing a systematic approach to delivery and transformation based on collaboration and co-production with key partners.

Skills

A resilient and inspirational leader with the ability to create a clear sense of purpose and be inclusive with stakeholders.

Proven skills in effective people management, team building, communication, engagement and negotiation at individual, team, and systems level.

Organisational chart



Person specification

Education/ Qualifications	Essential	Desirable
Master's degree or evidence of equivalent knowledge and skills in a relevant field	X	
Significant post qualifying experience with evidence of delivery of performance targets	X	
Evidence of continuing personal and professional development	X	
Additional post-graduate qualifications		X
Personal Qualities		
Understands and demonstrates the NHS Fife's values of quality, teamwork, care & compassion, dignity & respect and openness, honesty & responsibility through the application of appropriate behaviours and attitudes	X	
Personal integrity and credibility delivering a culture of openness and accountability.	X	
Open, supportive, and visible leadership style	X	
Positive, professional leadership approach, leading by example	X	
Strong persuasive, influencing, negotiation and interpersonal skills	X	
Resilience and stamina in pace of work to deliver in a demanding and high-profile role	X	
Commitment to collaborative working	X	
Experience & Knowledge		
Evidence of leadership and delivery within a complex public sector environment or similar, at Board level or below	X	
Evidence-based track record of leading and delivering transformational change in a large complex public sector system or similar.	X	
Understanding and experience of working within a political and national policy context and the ability to manage delivery, governance, and assurance in that context	X	
Experience of improving organisational performance through implementing a systematic approach to delivery and transformation based on collaboration and co-production with key partners.	X	
Experience of working with Board Level Executive and Non-Executive Directors from a range of backgrounds.		X

Skills		
A resilient and inspirational leader with the ability to create a clear sense of purpose and be inclusive with stakeholders	X	
Proven skills in effective people management, team building, communication, engagement and negotiation at individual, team, and systems level	X	
Understanding of the importance of stakeholder relationships across the health and care system.	X	
Excellent and demonstrable influencing skills	X	
Excellent analytical and judgement skills to address highly complex facts and situations.	X	
Highly developed written and verbal communication skills.	X	

NHS Fife – Our vision, values and principles

Our vision

Living well, working well and flourishing in Fife

Our values

Care and compassion

Dignity and respect

Openness, honesty and responsibility

Quality and teamwork

Our principles

Listening and involving

Supporting communities

Empowering people

Prevention and early intervention

Creating wellbeing

Being kind

NHS Fife – our priorities

Population health and wellbeing strategy

The Population health and wellbeing strategy places a commitment to the delivery of high-quality health and care services across Fife and sets out how we will seek to address this whilst recognising that change will be required to deliver this.

This strategy does not set out a series of detailed actions. It is a declaration of our vision and intent to prioritise health inequalities and support improvement in the health and wellbeing of all Fife citizens.

Through annual delivery plans, the implementation of the strategy will be taken forward in the context of a range of drivers for change.

www.nhsfife.org/strategy

Let's talk health services

NHS Fife is facing unprecedented financial pressures. We must find £51.4 million in savings to work within the budget allocated by the Scottish Government and meet our statutory obligations.

Whilst we are required to make significant savings, we are committed to doing so without compromising patient safety or the standard of care we provide. This means finding efficiencies and improvements where we can – but also making difficult decisions about how, where, and when we deliver services.

Our approach

To address this challenge, we've developed the Re-form, Transform, and Perform (RTP) framework. RTP is about more than just saving money; it's about creating a sustainable NHS Fife that can adapt to changing needs while maintaining high-quality patient care.

www.nhsfife.org/lets-talk

National context

Quality healthcare

Annually the Scottish Government sets NHS Boards with performance targets in order to ensure that resources made available to them are directed at areas which are a priority for improvement, and are consistent with the Scottish Government's Purpose and National Outcomes. These targets are focused on Health Improvement, Efficiency, Access and Treatment (also known as HEAT targets).

Working in partnership with Local Authorities and the Third Sector

NHS Scotland works in partnership with local authorities and the Third Sector to achieve a healthier Scotland. "The Quality Strategy provides NHS Scotland with a basis on which partnerships such as the aforementioned can be formed.

This is done through Community Planning Partnerships which secures progress towards a number of strategic priorities, and the outcomes agreed locally and nationally through the National Performance Framework.

- Caring and compassionate staff and services.
- Clear communication and explanation about conditions and treatment.
- Effective collaboration between clinicians, patients and others.
- A clean and safe care environment.
- Continuity of care; and Clinical excellence.

Fife Local Resilience Partnership

Local resilience Partnerships (LRPs) are multi-agency partnerships made up of representatives from local public services, including the emergency services, local authorities, the NHS, the Scottish Environmental Protection Agency and others. These agencies are known as Category 1 Responders, as defined by the Civil Contingencies Act. Fife Local Resilience Partnership has been a key component in NHS Fife's planning and response to the current global pandemic.

Health and Social Care Integration

In 2016 the Scottish Government legislated to bring together health and social care in to a single, integrated system. The legislation created 31 integration authorities across Scotland who are now responsible for £8.5 billion of funding for local services. These services were previously managed separately by NHS Boards and local authorities.

In Fife, we have one Joint Integration Board and the purpose of health and social care integration is to transform people's experience of care and the outcomes they experience. This is necessary because when services are planned and delivered together, closer co-ordination will enable the fundamental changes in care models required to keep pace with people's changing needs.

You will provide leadership as part of a multiagency approach comprising of Fife Health and Social Care Partnership and Fife Council to ensure value for money and enhanced outcomes for patients across both acute and community care settings in Fife.

Appointment arrangements

Applications

Applications are made electronically from <https://apply.jobs.scot.nhs.uk>, through the JobTrain Application Tracking System.

Employment references

References should include current and previous employers covering the last 3 years of your employment history. References will be taken up for the successful candidate only, which is in line with the Recruitment and Selection Policy.

Evidence of qualifications

Candidates will be required to provide evidence of their qualifications.

Medical assessment

Any offer of employment is subject to satisfactory Occupational Health Clearance. The Occupational Health Service will make an assessment on your fitness to carry out the post based on the information contained within the questionnaire. In certain circumstances further information is required before clearance can be given and Occupational Health may contact you by telephone or request that you attend for an appointment. Clearance must be obtained before a new employee commences employment with NHS Fife.

Applicants with Disability

A disability or health problem does not preclude full consideration for the job and an application from a person with a disability(ies) is welcome. All information will be treated as confidential. NHS Fife has been approved, by the Employment Services Department, as an Equal Opportunities employer with a positive policy towards employment of disabled people. NHS Fife guarantees to interview all applicants with disabilities who meet the minimum criteria for the post.

Criminal conviction check

All applicants who apply for posts which are exempt from the Rehabilitation of Offenders Act 1974 and who will have access to patients in the course of their employment will be required to consent to a Disclosure Scotland Criminal Records Check or join the Protection of Vulnerable Groups Scheme. Any offer of employment is conditional upon a satisfactory check or confirmation of scheme membership being received and a commencement date for employment will only be agreed following this confirmation.

Failure to disclose convictions information as required will result in the offer of employment being withdrawn. If you are appointed, and it is found that you did not reveal a previous conviction you will be subject to disciplinary action and your employment may be terminated. Information in relation to Scotland's disclosure and rehabilitation of offenders' regime can be found on the Disclosure Scotland website www.disclosurescotland.co.uk.

Prevention of illegal working

Candidates must be eligible to work in the UK – The successful candidate will be required to provide original evidence of his/her eligibility to work in the UK. Guidance on suitable documentation will be provided.

Provision of false information

Candidates should also note that the provision of false information or the omission of material information in their application or at interview may lead to the offer of employment being withdrawn or summary dismissal.

Visit to NHS Fife – candidate preparation

Shortlisted candidates can, by appointment, take up the opportunity to visit NHS Fife and some of the key sites.

Travel Expenses

If incurred, reasonable travel expenses will be reimbursed when attending the assessment and interview day. The travel expenses for the successful candidate will be paid when they take up post and will be included in their first monthly salary.

Please note, however, reimbursement of expenses shall not be made to individuals who refuse an offer of employment on grounds which, in the opinion of NHS Fife are inadequate.

Interview and assessment arrangements

The Job Description and Person Specification is designed to inform potential applicants on the essential and desirable personal attributes which are sought in this appointment

Assessment against these attributes will feature throughout the recruitment and selection process for this appointment.

NHS Scotland introduced a Values Based Approach to the recruitment of all appointments at Chief Executive, Executive Director, Director and the other next level immediate direct line reports to the Chief Executive. While it remains the responsibility of individual NHS Boards to carry out recruitment to the Executive Cohort they must do so in line with the guidance contained with Values Based Recruitment Process for NHS Board Executive level appointments.

In practice this means that the shortlisted candidates will participate in:

- Psychometric Tests
- Real Play Exercise
- Presentation (which will form part of the interview)
- Values Based Competency Interview

Further details of the above will be shared with the shortlisted candidates.

Selection Dates will be provided as soon as possible.

Informal Enquiries

For an informal discussion with Carol Potter, Chief Executive, NHS Fife, please contact Valerie Muir PA to Chair and Chief Executive on Tel: 01592 648080.

Summary of NHS Fife terms and conditions

Agreement on Pay and Conditions of Service is as per the Scottish Government, Executive and Senior Management Pay and Conditions of Service 2023 – 2024.

Salary

£91,956 - £118,361 per annum (EXECUTIVE GRADE E)

Entry point to the salary scale will take account of previous experience.

Your salary will be paid into your bank account on the last Thursday of each month.

Contract

Permanent

Pension fund

The appointment is superannuable under the NHS (Scotland) Superannuation Scheme unless you opt out in favour of some other scheme or are ineligible to join. Your remuneration will be subject to deduction of superannuation contributions in accordance with the scheme. Costs and contributions are available on the SPPA website: [Scottish Public Pensions Agency home page | SPPA](#)

NHS Fife encourages staff to join the scheme.

Hours of work

Hours of work are flexible dependant on the hours necessary to meet the demands of the post. For pay purposes the full time hours for the post will be deemed to be 37.5 hours per week.

Holiday entitlement

Annual holiday entitlement is 27 days annual leave per year on commencement, rising to 29 days after 5 years service and 33 days after 10 years service. There are also eight fixed public holidays in a year.

Relocation

Relocation expenses may be payable to the successful candidate, in accordance with the Policy. This is available on request from the Workforce Directorate. Shortlisted candidates who require relocating to take up post should discuss this with the Director of Workforce before attending the assessment and interview process.

Period of notice

Appointment is subject to termination by either side giving 6 months written notice.

No Smoking Policy

NHS Fife operates a No Smoking Policy and it is the case that employees are not permitted to smoke on the premises or grounds. It is a condition of employment that you comply with these requirements.

Appendix one: Discover NHS Fife

Live NHS
Fife
to the fullest



Inspiring healthcare, inspiring life

The National Health Service (Scotland) Act 1947 came into effect on 5 July, 1948 and created the National Health Service in Scotland.

Since then the NHS in Scotland has gone from strength to strength, taking advantage of new technologies and innovations and continually changing and evolving to meet the needs of the communities it services.

NHS Fife is one of 14 Regional NHS Boards in Scotland. The organisation provides healthcare to over 367,000 people and employs just over 8,700 staff, making it one of the largest employers in the region.

As a large rural area with varied geography and several centres of population, there are particular challenges to meeting the health needs of the people of Fife.

To address these challenges NHS Fife works closely with a variety of partners at a local, regional and national level, including Fife Council, Fife Health & Social Care Partnership, other Health Boards in Scotland, the voluntary and independent sector and, most importantly, the public.

Brief overview of NHS Fife

NHS Fife provides healthcare to over 367,000 residents of Fife and employs around 8,700 staff. As a large rural area with varied geography and several centres of population, there are particular challenges to meet the health needs of the people of Fife.

Fife is home to two large hospitals - the Victoria Hospital, a district general in the centre of the Kingdom; and Queen Margaret Hospital in West Fife.

The majority of NHS Fife's acute services are provided from the Victoria Hospital in the town of Kirkcaldy. The Queen Margaret Hospital in Dunfermline is home to a considerable number of community and therapy services, alongside a minor injuries unit and a state-of-the-art diagnostic and treatment centre.

Fife is home to a further eight community hospitals spread across the Kingdom; Lynebank Hospital in Dunfermline; Glenrothes Hospital; Whyteman's Brae Hospital in Kirkcaldy, Cameron Hospital in Windygates, Randolph Wemyss Memorial Hospital in Buckhaven, Stratheden Hospital in Springfield, Adamson Hospital in Cupar and; St Andrews Community Hospital.



In addition, there is also a wide range of Primary Care services available in Fife. There are 55 GP practices, 59 Dentists, 46 Opticians and 85 community pharmacies throughout Fife.

Improving services provided by NHS Fife

NHS Fife, along with help from its partners, the public, other NHS Boards, Fife Council and voluntary agencies, is working to improve its services. The board is working on a number of strategic projects that will shape the future of health care in Fife through the transformation of service provision and facilities. This includes work currently underway in developing;

- Primary Care Hubs
- Mental Health
- NHS Fife National Treatment Centre

Demographic and social profile of Fife

The Kingdom of Fife is a peninsula in eastern Scotland with a coastline of 170 kilometres (105 miles) bounded by the Firth of Forth to the South and the Firth of Tay to the North. It is the third largest local authority area in Scotland with a population of over 370,330. This represents 7% of the total population of Scotland. 96% of Fife residents live in 134 settlements, the largest of these being Kirkcaldy, Dunfermline and Glenrothes. 59% of residents feel they have access to quality green space, from award winning beaches to historic town parks.

Fife shares inland boundaries with Perth & Kinross and Clackmannanshire, and is divided into seven administrative or business areas:

- Cowdenbeath
- Dunfermline
- Glenrothes
- Kirkcaldy
- Levenmouth
- North East Fife
- South West Fife

By 2039, the population of Fife is expected to increase by 4.5% to 387,214. The 16 to 19 age group is expected to reduce and those aged 75+ to see the greatest increase. This may be attributed to a declining birth rate and increased life expectancy in Fife, which is currently greater than the Scottish average for both males and females.

The baseline for the minority ethnic population in Fife is still the 2011 Census. This estimated that approximately 1.6% of Fife's population were from an ethnic minority group, with the highest percentage categorised as Asian Pakistani.

The extent of deprivation in Fife is fairly evenly spread across the different data zone bands from most to least deprived. The 2009 Scottish Index of Multiple Deprivation (SIMD) indicates that Fife has an increasing share of Scotland's most deprived areas. Fife has the sixth highest local authority share of the 15% most deprived data zones in Scotland. 51 (5.2%) of the 976 data zones in the top 15% across Scotland are located in Fife, 8 of which fall into the top 5%. The 2009 data also confirms enduring deprivation in specific areas of Fife.

The proportion of young people not in education, employment or training in Fife is higher than for Scotland overall. The proportion of the working age population with no qualifications is 10.4 per 100,000 of the population, which is also below the Scottish average. Physical health data is positive and among the best in Scotland. This shows evidence of good general health and nurture, and the emergency hospital rate is lower than the Scottish average.

In recent years Fife's economy has moved away from traditional manufacturing industries towards the service sector.

Realise your full potential with NHS Fife

With its stunning beauty, rich history and abundance of sporting and leisure activities, Fife is a fantastic place to live and work, with an identity and a character all of its own. The cost of living here is lower than the national Scottish average and house prices offer superb value for money, providing you with a high standard of living and quality of life.

The major economic and cultural hubs of Edinburgh, Stirling, Perth and Dundee are all within easy commuting distance. In Fife you really can have it all.

Work life balance

As one of the largest employers in the region, NHS Fife is a forward-thinking and innovative organisation which offers an exciting and diverse range of work, training and study opportunities for people from all backgrounds.

NHS Fife works to provide a supportive environment for staff where strong teams work and develop together and where individuals can flourish to realise their full potential. Our 'Well at Work' programme has helped to bring about a truly positive culture within NHS Fife, helping to reduce stress, increase motivation and improve productivity among staff.

It's a beautiful life

The Kingdom of Fife occupies the peninsula formed by the Firth of Forth to the south and the Firth of Tay to the north. The region's landscape is as beautiful as it is diverse, with rolling hills, lochs and spectacular coastline.

This is a place steeped in history. Dunfermline was the first capital of Scotland, home to royal inhabitants, as well as birthplace of Andrew Carnegie, steel magnate and philanthropist whose legacy lives on across the world to this day. The more recent past saw the establishment of the pits and coal mines, heavy industry whose rich heritage is still evident today in the close-knit communities of Cowdenbeath, Lochgelly and Kelty.

The town of St Andrews, named after Scotland's patron saint, sits on its own on a wide bay on our north east shores, boasting not only Scotland's first university, but also its oldest golf club, the Royal and Ancient Golf Club, which helped to establish the sport as one of Scotland's greatest exports.

Nowadays it's Kirkcaldy and new town Glenrothes that offer the modern bases favoured by major manufacturing and services industries. Both towns are well connected to Scotland's capital, Edinburgh and the North via the M90 motorway and are easily accessible in less than half an hour by car.

Well connected

Getting to and around Fife is simple, with excellent public transport links from around the UK. This fabulous region is not far from Scotland's cities and is also very easy to get around.

With Edinburgh just to the south, Dundee and Perth to the north, and Glasgow to the south west, Fife is in a great position in Scotland and getting here is simple thanks to excellent air, road, rail and public transport links from around the UK.



By road

If you are driving from Edinburgh and the south, Edinburgh is directly connected by the Queensferry Crossing. Then head to Dunfermline where the A92 takes you further into Fife.

From Glasgow and the west, it is easiest to take the M8 to Edinburgh and then head to Fife from there. The best route from Aberdeen and Dundee is to head for the Tay Road Bridge where the A92 continues into Fife. If you are heading to Fife from Inverness, Perth and the north, follow the A9 from Inverness to Perth. Continue down the M90 from either the A912 at the Bridge of Earn, or continue to Dunfermline on the A92.

The A92 connects the whole region and is perfect for car touring with many well sign-posted scenic routes linking the smaller towns and villages.

By train

If you wish to get the train here, there are a number of train stations which have direct rail connections to other towns and cities in Scotland, including Edinburgh, Glasgow, Dundee, Aberdeen and Inverness. There are also links to major English towns and cities on the east and west coast. Fife Circle trains make stops at numerous towns and villages in south west Fife, while there are also regular trains which run between Edinburgh and Dundee.

By air

National and international flights fly into Edinburgh International Airport and Dundee Airport, which are both just a 20-minute drive from the Kingdom of Fife. In addition, there is Glasgow International Airport, which is just over an hour away.

By bus

Buses from all over the UK stop at Inverkeithing Ferrytoll, where you can continue your journey throughout Fife by bus. An express coach network links Anstruther, Dunfermline, Kirkcaldy, Leven, Glenrothes, Cupar and St Andrews and is complemented by local bus networks in each town.

Sustainability

NHS Fife seeks to encourage staff to be mindful of the impact that their journey to work has on the environment. We encourage staff car sharing, provide electric vehicle charging points at our larger hospitals and offer low emissions pool cars for use of staff. There is also a regular shuttle bus between the QMH and Victoria hospitals for staff use.



Firsts for NHS Fife

At NHS Fife we are always developing and improving services to meet the needs of our local population through innovative and pioneering work across the organisation.

Here are just some examples of recent work that is making a real difference to our patients and services on a local and national scale:

NHS Fife opened its new National Treatment Centre (NTC) at NHS Fife's Victoria Hospital site in Kirkcaldy in March 2023.

The £33m facility hosts three operating theatres, a supporting inpatient ward and associated outpatient facilities, and becomes the first of a national network of new purpose-built National Treatment Centres, operated by a Health Board, to be completed and fully operational.

The new NTC - Fife Orthopaedics building is the largest capital project that NHS Fife has undertaken since the opening of phase 3 of the Victoria Hospital in 2012. Work commenced on the construction in March 2021 and the project has been delivered on budget.

NHS Fife became the first Board in Scotland to pilot Urolift, a minimally invasive procedure for enlarged prostate. Patients now recover faster and the risk of permanent side effects is eradicated.

In another 'first', we were the first Scottish Health Board to pilot successful day surgery hip replacement. This groundbreaking procedure has reduced the length of stay for some patients to less than 12 hours, where previously the average length of stay was three days.

Our frailty assessment service at Victoria Hospital was the first of its kind in Scotland, bringing together different disciplines to identify frailty in patients. The service ensures frailty in patients is identified at the earliest opportunity and patients are given the right treatment in the best place.

A programme developed by NHS Fife, Fife Health and Social Care Partnership and Macmillan Cancer Support Scotland to support patients with advanced lung cancer is providing comprehensive and individualised care while allowing patients to spend significantly less time in hospital and more time at home.

Our laboratories have achieved the international quality accreditation standard known as ISO 15189 – one of the first labs in the whole of the UK to be awarded this gold standard.

NHS Fife is the first Health Board in Scotland to deploy a full scale electronic track and trigger system, having gone live with Patientrack at Victoria Hospital. Patientrack enables nurses to capture vital signs digitally at the patient's bedside. The technology can then accurately calculate an early warning score for the patient and automatically call medical staff to intervene when signs of deterioration are present.

Life-enhancing innovations

Clinical research is a vital, everyday part of the NHS. It confirms what works best, improves current care and helps to discover new treatments and medications.

Over 100 of Fife's clinical staff are currently involved in some 250 commercial and non-commercial research studies, with strong links to prestigious neighbouring universities and colleges. These include work with the University of St Andrews (actively participating in its Digital Health Science Initiative), collaboration with the University of Dundee's Health Informatics Centre, and as an internationally accepted site for European research.

NHS Fife's Research & Development Department provides ongoing support to Fife's NHS Research Scotland Research Fellows, PhD scholarships and other postgraduate activities, along with assisting successful recipients of CSO, MRS, Wellcome and other grants from large grant-awarding bodies.

Our established R&D Department, with its dedicated Research Nurses and Clinical Research Assistants, provides support to researchers on study design, governance, day-to-day study management, approvals, study set-up, conducting patient assessments, data collection, dealing with study paperwork and advising on Intellectual Property. In addition, training courses are run on a wide range of research topics.

Along with a purpose-built Clinical Research Facility at Victoria Hospital, where a range of healthcare and life science related research activities are undertaken, R&D has fully equipped laboratory areas for sample processing, and archiving facilities for long-term storage of study documentation.



NHS Fife provides accessible communication in a variety of formats including for people who are speakers of community languages, who require Easy Read versions, who speak BSL, read Braille or use Audio formats.

NHS Fife SMS text service number 07805800005 is available for people who have a hearing or speech impairment.

To find out more about accessible formats contact:
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