



**Corporate  
Governance  
Manager**

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## Welcome from Laura Skaife-Knight, Chief Executive

Thank you for your interest in this exciting position.

Orkney is a really great place to live and work. The relationship with our local community here is truly a special one, and like nothing I have experienced before.

We strive to look after our community, provide excellent care and grow local talent. We are also excited by the increasing diversity that our colleagues from elsewhere in the UK and the world bring to Orkney. If it's a move you are considering, like I did, you will no doubt have a lot of questions going through your mind about what it's really like you can find out more about living and working in Orkney our *Introduction to Orkney and NHS Orkney* section.



Below is some helpful information about working here to help you as you do your own research. I hope that you find this pack useful, and that it helps you come to the conclusion that you should apply to work here.

We are proud to employ 800 staff across our community, primary and secondary care services. We call this team, Team Orkney, recognising we are one team, all pulling in the same direction.

NHS Orkney is on an exciting journey of improvement. Our Promise (vision) is: Looking after our community and providing excellent care. Our recently published Corporate Strategy - called "Delivering what matters to our community: 2024-2028" is our compass at NHS Orkney and sets out our priorities.

Our values, aligned to those of NHS Scotland, are:

- **Open and honest**
- **Respect**
- **Kindness**

Our five strategic objectives, are:

1. **People** – by 2028 we will ensure NHS Orkney is a great place to work
2. **Patient safety** – by 2028 we will consistently deliver safe and high quality care to our community
3. **Performance** – by 2028 we will within our budget, ensure our patients receive timely and equitable access to care and services and use our resources effectively
4. **Potential** – by 2028 we will ensure innovation, transformation, education and learning are at the forefront of our continuous improvement
5. **Place** – by 2028 we will be a key partner in leading the delivery of place-based care which improves health outcomes and reduces health inequalities for our community

You can read more about our Corporate Strategy via our website:

<https://www.ohb.scot.nhs.uk/nhs-orkney-corporate-strategy-2024-delivering-what-matters-our-community-2024-2028>

I believe in compassionate and visible leadership and creating an open, honest and transparent culture that supports staff to innovate, and be bold and brave. I want us to have a listening and learning culture here, where staff feel supported, valued, looked after and safe speaking up when they have concerns, including those about safety, and confident knowing they will be listened to and acted on.

It is important that we consistently listen to and respond to patient and staff feedback so that we can learn and continuously improve what we do.

The final thing I would like to say to any prospective applicant who may be considering a move to Orkney is that the islands occupy an enviable location at the North of Scotland with breath taking beaches, hills, and rolling countryside right on our doorstep. Orkney has consistently come out top in national lifestyle and happiness surveys, and with an open and vibrant community, it is the perfect location to call home within a safe and welcoming community.

This, along with Orkney's direct flight connections to other major cities in Scotland and now further afield including London, means the area can offer staff so many rewarding opportunities for those in pursuit of finding the right work-life balance. If you'd like to discuss any opportunity, please get in touch with us and we'd be pleased to discuss further.

We recognise you will have many questions for us to help you to reach the right decision about your future. For me, choosing NHS Orkney was the best decision I ever made. I look forward to hearing from you, and I hope meeting and working with you.

**Laura Skaife-Knight**

**Chief Executive**

**NHS Orkney**





## Job Advert



### **Corporate Governance Manager**

**Band 7 £50,375 - £58,334 including Distance Islands Allowance pro rata per annum**

**Full Time 37 hours per week**

**The Balfour**

**Permanent**

An exciting opportunity has arisen for a motivated and detail-oriented individual to join the Corporate Governance team at NHS Orkney. The Corporate Governance Manager will play a vital role in our continuing journey to provide excellent assurance to the various governance committees and external regulatory bodies that form part of our regulatory and governance requirements.

The post holder will play an active role in supporting the implementation of the Corporate strategy 2024 – 2028. This will include developing the Corporate governance work plan and interpreting and delivery of relevant local and national policies. The post holder will work closely with the Board Chair, Chief Executive and clinical and non-clinical leaders on key projects such as the Annual Report and Annual Review meeting.

The post holder will provide leadership to the Freedom of Information (FOI) team, ensuring all requests are responded to within the in a timely manner and in accordance with legislation.

The successful candidate will be able to demonstrate excellent organisational, communication and engagement skills, with a proven track record of working within the corporate governance and policy area.

The ability to work autonomously, to tight timescales, and to deliver written work to a high standard are pivotal to this role, as is the ability to support multiple members of executive team to fulfil their committee functions and obligations.

Applicants are required be educated to Postgraduate level in management or equivalent experience with demonstrable experience of operating in a large complex organisation to post graduate diploma level.

**If you wish to discuss this role, please contact Debs Crohn, Head of Improvement on [Debbie.crohn2@nhs.scot](mailto:Debbie.crohn2@nhs.scot) or 07772878449.**

# Job Description

1. JOB DETAILS	
<b>JOB TITLE</b>	Corporate Governance Manager
<b>SERVICE</b>	NHS Orkney
<b>DEPARTMENT</b>	Corporate Governance
<b>GRADE</b>	Band 7
<b>LOCATION</b>	The Balfour
<b>REPORTING TO</b>	Head of Corporate Governance

2. JOB PURPOSE
<ul style="list-style-type: none"> <li>• As Deputy to the Head of Corporate Governance, assist with the development and implementation of the Board's system of Corporate Governance, ensuring that NHS Orkney complies with relevant legislation, its own Standing Orders and applicable Codes of Conduct.</li> <li>• The postholder will provide operational support to the Head of Corporate Governance and Board Secretary, leading on the delivery of projects associated with the work of the Board, interpreting, developing and implementing policies, plans and guidance for the delivery of key national and local priorities, devising and taking forward training as necessary.</li> <li>• The postholder will lead on the implementation of the Corporate Governance work plan including Board and Standing Committee management, this includes the provision of a professional secretariate and advisory function to the Board standing committees and sub-committees.</li> <li>• Manage the effective running of the Clinical Advisory Committees working with the Chairs and Executive Leads to strengthen this arm of the Operational Governance Structure, ensuring that this runs efficiently and effectively, providing specialist secretariat advice and guidance to ensure compliance with legislative requirements.</li> <li>• As a member of Corporate Governance Team, the postholder will contribute to the achievement of the organisation's strategic priorities and business performance objectives in line with the Corporate Strategy and associated workplans.</li> <li>• Provide leadership to the handling of Freedom of Information requests, ensure that NHS Orkney complies with the requirements to requests made under the Freedom of Information (FOI) (Scotland) Act by co-ordinating and responding to requests made (under the Act) by:             <ul style="list-style-type: none"> <li>• Establishing the Board's duty to comply</li> <li>• Co-ordinating the response to the information requested in accordance with the Act. Implement processes to ensure response times are met, escalating when breaches may occur and ensuring Executive Director sign-off.</li> </ul> </li> <li>• Ensuring the Board adjusts to meet amendment to any FOI legislation / schemes, maintaining an awareness of changes to FOI legislation and working with line manager to ensure process reflects legal requirement.</li> </ul>

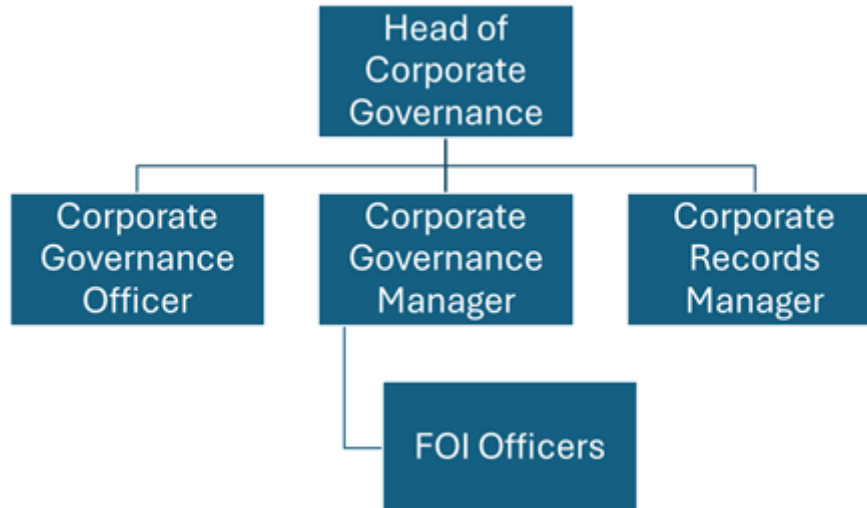
- Line management of Freedom of Information Team, including effectively employing high quality staff management principles for staff engagement and development, professional standards, training, communication and appraisals.
- Strive to continually achieve high quality performance standards across all committees and groups supporting the governance arrangements and highlight and advise on gaps in the governance system to ensure risk is minimised.
- Support the Board Chair and Head of Corporate Governance with the appointment process for new Non Executive members, prepare cases to support the re-appointment process for existing eligible members and lead on the induction programme for the Chair and all Non-Executive Members, by ensuring appropriate arrangements are in place.
- To support the Chief Executive Officer (CEO) and Chair with briefing documents, including those to wider external stakeholders and national teams as appropriate and helping with documents such as the Annual Report and Accounts to ensure such documents are to the required standard.
- The postholder will also support with the organisation of key events, such as the Annual Review meeting for NHS Orkney and will co-ordinate NHS Orkney's responses to key national, regional and local consultation exercises.
- The postholder will be the lead for all public enquiries and local and national consultations, liaising with the Chief Executive to determine the Executive Director who will be Senior Responsible Officer for each item, and working with the Head of Corporate Governance to ensure each response is reported through the corporate governance system.

### **3. DIMENSIONS**

The postholder is one of a small Corporate Governance Team which has responsibility for a range of services:

- Board and Committee governance and administration
- Board development
- Board secretarial services including to various NHS Scotland level fora as needed
- Chief of Staff role to the CEO and Chair
- Freedom of Information
- Development of NHS Orkney-wide policies
- Corporate records
- Oversight of the production of the Annual Report and Accounts
- Lead role for the Annual Review process
- Executive Support function (Personal Assistants)
- Consultations
- Statutory and regulatory compliance in the areas identified

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

- Corporate-wide responsibility for the provision of assurance to the NHS Orkney Governance Committees and external regulatory bodies that NHS Orkney meets its regulatory and governance requirements.
- Responsibility for maintaining a high level of awareness and understanding of emerging regulations and policy on behalf of NHS Orkney.
- To lead, develop and operate an effective framework for corporate governance that will allow the Board to effectively discharge its responsibilities.
- To provide high quality professional advice and support to the Board Chair, Chief Executive, Executives and other Board Members, senior management and officers throughout the organisation on all matters pertinent to good corporate governance and internal control.
- To provide competent and efficient administrative and secretarial support to the Board, its standing committees and other committees and groups that the Board may be required by law or Government direction to operate. This will include ensuring that the business of the Board and its various standing committees is progressed in between meetings and that all meetings are managed to a common competent standard.
- To provide direct support to the Board Chair in managing the NHS Orkney Board and its members.
- To oversee the operation of the administrative requirements of the Ethical Standards in Public Life etc. (Scotland) Act 2000.
- To develop information and records management systems that will support the efficient conduct of all Board administration and corporate governance activities and facilitate working practices with the rest of the organisation.
- To oversee the effective distribution of Scottish Government circulars/letters and other relevant correspondence to management.

## **6. KEY RESULT AREAS**

Lead on the development and delivery of a comprehensive business support service to the Board ensuring effective systems and processes are in place to support the planning, organisation and execution of the Board and Executive Management Team responsibilities.

Support the preparation of the Board's response to any relevant formal consultations through engagement with Executive Leads, senior clinical/general managers etc., so that the Chief Executive provides an informed, debated, timely and high quality response to all such requests.

Lead on the development, implementation and maintenance of the Corporate Governance business continuity plan.

Lead on the development and implementation of effective processes which ensure all FOI requests, complaints and professional concerns received or reviewed by the Board are communicated to the Chief Executive.

Lead for the production of NHS Orkney's Annual Report working closely with the Finance Directorate and key stakeholders to provide a report for the annual Accounts in line with Scottish Government Manual.

Ensure effective administration and management of Board Governance Committee business. In conjunction with the relevant Committee Lead and Chair, plan, arrange and ensure the production of agendas, reports and the subsequent minutes for meetings.

Lead for the development, implementation and monitoring of NHS Orkney wide policies, ensuring are up to date and are in alignment with the Corporate Governance Policy Framework:

- Maintain a comprehensive system of corporate records management to meet business and legislation requirements including the Public Records (Scotland) Act
- Reviewing documents prior to upload onto Sharepoint to check for completeness, correct template and formatting
- Maintain the register of policies
- Liaise with document authors to establish that documents are up to date and appropriately approved, contacting document owners to advise of policy coming up for review.
- Producing reports on document status

Budget holder for own area including pay budget for FOI Team.

The post holder will ensure that this line reports have an annual appraisal and personal development plan (PDP), have completed all statutory and mandatory training in year, undertaken the national staff survey (currently iMatter) and completed all relevant action planning.

The postholder will comply with all matters pertaining to Health and Safety legislation including being the holder of the Corporate Governance Risk Register, this includes maintaining the Service Level Risk Register and assist in the completion of Risk Assessments where appropriate.

## **7a. EQUIPMENT AND MACHINERY**

General office equipment e.g. Laptops, photocopier, laminator

## **7b. SYSTEMS**

- Maintenance of electronic diaries

- Digital Corporate Governance Committee portal and MS TEAMS
- Adhere to staff appraisal and personal development planning for self and line report
- Familiarity and competence across Office 365 suite of programmes
- Competence to use and upload to Blog, NHS Orkney website and social media sites ensuring compliance with Information Governance and the Social Media Policy
- Nuance PDF Converter Enterprise – use to create, bookmark and view PDF documents
- e:ESS, SSTS, Turas, Optima

## **8. ASSIGNMENT AND REVIEW OF WORK**

The post holder is accountable to the Head of Corporate Governance who will annually agree the post holder's personal objectives, via Agenda for Change and the TURAS appraisal system. There shall be regular 1:1 meetings with the post holder to review and discuss the performance of duties.

The nature of this role means that the post holder's work is self-directed with the post holder responsible for workload management.

The post holder's work will be generated by:

- The post holder's analysis of what the priorities are for maintaining the Board's system of corporate governance. This analysis will be informed by changes to the law, Scottish Government direction, regulatory activity, and developments in good practice in corporate governance.
- The demands of the Governance system and its committees, both in terms of the conduct of their normal business and any development needs they may identify.
- The Head of Corporate Governance, Committee chairs and other Board members may generate work for the post holder as appropriate.

## **9. DECISIONS AND JUDGEMENTS**

The post holder is accountable for driving progress in areas of responsibility identified by the Head of Corporate Governance and Board Secretary within the parameters of the NHS Orkney's Corporate Strategy and will work autonomously within this framework.

The post has freedom and responsibility to develop functional policy and strategy to meet the needs of NHS Orkney. The post holder will be largely self-directing and is expected to work to own initiative, although supervision and support is on hand via one to one meetings.

Lead and be responsible for the interpretation and respective implementation of national guidance and audit reports mapped across to the Corporate Governance Structure e.g. Health and Sport Committee Corporate Governance Report recommendations which require to be mapped to the governance committee annual report business cycles to ensure developments are reported on and assurance gained by each Committee.

Is guided by broad occupational policies and in making decisions and judgements the post holder will be required to analyse and interpret facts that have a range of options available e.g. Board decisions, to ensure all governance committee work complies with the Code of Corporate Governance.

Will be expected to formulate a broad range of complex activities and plans including producing and presenting papers at Board and Committee meetings around Corporate Governance and ensuring that Corporate Documents such as the Code of Corporate Governance are updated in line with relevant guidance.

Line management of the Freedom of Information Team with autonomy for decisions relating to the management of physical, human and financial resources within own area including recruitment and workforce planning.

Other typical judgements involve balancing and prioritising often unpredictable workloads.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

The post holder will be expected to manage and deliver often challenging and competing priorities within set deadlines. Balancing and prioritising diverse and often unpredictable workload across different aspects of roles, whilst ensuring that quality is maintained and deadlines are met at all times.

- Exercising discretion when dealing with information at executive level within the organisation often requires sensitive handling.
- Taking minutes at high level meetings and transcribing these accurately and timeously
- Time management when dealing with competing priorities and an ever-changing environment.
- Maintaining relationships whilst making urgent requests of senior staff.
- Effective communication and networking with a range of staff.
- Ensuring the needs and requirements of the Chief Executive Office are met whilst dealing with resistant staff.
- Working in a demanding and diverse environment. The role can be emotionally demanding resulting in a consistent exposure to a high level of intensity to effectively respond to the requirements of the Board Office.

Often working to tight deadlines, to produce and distribute papers in line with the Boards Code of Corporate Governance, in a pressurised environment whilst ensuring accuracy is maintained and most effective decisions are taken at all times.

Ensuring Executive and Non-Executive Members and Senior Managers are aware of and adhere to legislation, Standing Orders, the Schedule of Matters reserved for the Board, Codes of Corporate Governance and operating procedures.

Prioritisation and communication during times of high pressure and stress, working with the Corporate Governance Officer and Executive Assistant to the Chair and CEO and Board members to prioritise key areas of work and maintaining good communication.

## **11. COMMUNICATIONS AND RELATIONSHIPS**

The ability of the post holder to maintain key relationships and effective communication with a range of other individuals and parties will be crucial to the success of this role.

Complex, sensitive and sometimes contentious information will require to be communicated at every level of the organisation and within the NHS and beyond.

Provide responses to internal colleagues and external agencies (e.g. deliver responses to consultations on policies) who have an equally strong sense of their own priority or business need.

Communication will need to be appropriate and flexible to meet the requirements of the recipient(s), including written reports, presentations, formal and informal briefings, group discussions, and one to one meetings.

Maintain communication and working relationships within NHS Orkney on a day to day basis with the Chief Executive, Chair, Non-Executive Members and Executive Directors, Senior Managers and their staff. Will also communicate with NHS staff at all levels and external contacts.

The information being communicated can range from analysis of complex legal/regulatory matters that affect the whole organisation to advice on internal control or good governance as it should be applied to one topic in one area. All information and advice must be conveyed in a clear and concise manner for all audiences. The work of the post holder may be communicated to inform and influence key decisions, to serve the Board's governance processes, or to educate and develop Board employees.

## **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

### **Physical**

- High standard of written and oral presentation skills required
- Regular long periods spent working on a PC writing reports, producing various papers, notes, and reviewing documents.

### **Mental**

- Accuracy of minutes
- Frequent concentration required for preparing reports, collating papers, information etc. and checking to ensure high quality standard maintained.
- Frequent unpredictable, unplanned reactive demands as workload can be unpredictable due to changing priorities, deadlines can be multiple, short and demanding on a daily basis.
- Need to meet deadlines and timescales in delivery of work for meetings.
- Frequent concentration required when attending meetings, taking, transcribing and producing formal minutes (Board and Governance Committee meetings generally last for over three hours – can be a whole day sitting in meetings).

### **Emotional**

- Occasional exposure to distressing or emotional circumstances with line managing staff and through facilitating/minuting meetings e.g. Executive Director performance issues / severance packages at Remuneration Committee / In Committee meetings when changes in services are considered or other sensitive, emotive and controversial issues are being discussed.
- Requirement for sensitively handling staff emotional welfare and personal development and managing change

### **Environmental**

- Shared office / open plan

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

Management qualification to Post Graduate level or equivalent experience with demonstratable experience or operating in a large, complex organisation, to Post Graduate Diploma level.

Experience of management duties and functions, including line management, budgeting and workload allocation.

The ability to communicate effectively and confidently with senior members of the Board and have experience of working at such a level previously.

<b>Job Description Agreement</b>	
Job Holder's Signature	Date:
Head of Department Signature	Date:

## Person Specification

**Job Title:** Corporate Governance Manager

**Department:** Department

**Location:** Location

FACTOR	ESSENTIAL	DESIRABLE
<b>EXPERIENCE</b>	<p>Experience of management duties and functions including line management, budgeting and work allocation</p> <p>Must be able to communicate effectively and confidently with senior members of the Board and have experience of working at such a level previously</p>	Previous experience within the NHS or local Authority
<b>QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS</b>	Management qualification to post graduate level or equivalent experience with demonstrable experience of operating in a large complex organisation to post graduate diploma level	Post graduate level business management equivalent qualification
<b>KNOWLEDGE AND SKILLS</b>	<p>Well-developed organisational, management and supervisory skills</p> <p>Report Writing</p> <p>Knowledge of full range of administrative and organisational policies and procedures</p> <p>Ability to adapt to changing needs and demands</p> <p>Ability to prioritise, plan and be proactive</p> <p>Ability to work collaboratively on delivering improvements</p> <p>Evidence of strong written and oral communication skills, networking and interpersonal skills</p> <p>Attention to detail and ability to work under pressure.</p>	

<p><b>DISPOSITION</b></p>	<p>A strong team player with exceptional interpersonal and communication skills and have the ability to demonstrate initiative.</p> <p>Diplomatic and discreet in approach, able to manage a complex, demanding and diverse workload, including matters of a highly confidential and sensitive nature, and be able to work to deadlines.</p> <p>High degree of self-awareness – know own strengths and limitations</p> <p>Demonstrable ability to manage self</p> <p>Demonstrable evidence of drive for improvement</p> <p>Flexible positive approach with the ability to motivate</p>	
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## Introduction to Orkney and NHS Orkney



Lying off the northern coast of Scotland, between John O’Groats and the Shetland Isles, Orkney is an archipelago of over 70 beautiful islands; 17 of which are inhabited. The total population is approximately 22,000, with most people living on the Orkney Mainland. Kirkwall, the capital with its spectacular red sandstone 12th-century cathedral and a population of 7,500, is the administrative centre of Orkney with a good mixture of shops, supermarkets, and businesses.

Orkney is a wonderful place to live and offers excellent schools and leisure facilities, low pollution, low crime, unique wildlife, and amazing scenery. Although remote, there are excellent transport connections with numerous flights to Aberdeen, Glasgow, Edinburgh, and Inverness every day. There are ferry services to Aberdeen, Scrabster, and Gills Bay, and of course to the smaller isles in Orkney.

Orkney’s economy is based on agriculture, generating some £30 million per year. Farmers breed and rear beef cattle, dairy cows, and sheep of the highest standard. Orkney has international recognition for its food, with cheese, beef, lamb, and fish produce becoming well known; not to mention whiskey, beer, and gin. Tourism, oil, and the renewable energy sectors are increasingly important. Orkney is at the forefront of the renewable wave and tidal energy drive in the UK.

Kirkwall is a great place for children and a wonderful environment for a family. There is a very strong community spirit with a wide range of cultural and sporting activities for adults and children. Schools in Orkney are very good, with no private fees. Imagine all of this within walking distance of your home and workplace. For residents and visitors there is so much to see and do: playing a round of golf, fishing, kayaking, walking, cycling, diving, wind surfing and horse riding are but a few. The Pickaquoy Centre provides a modern well-equipped sports facility, swimming pool and entertainment centre. There are many cultural activities, with annual music, jazz and science festivals attended by internationally renowned artists and scientists. There is an extremely wide variety of activities for children



and young people. Homes are very affordable and with little traffic, travelling around the islands is easy.

According to the 2020 Bank of Scotland quality of life survey, for eight years in a row Orkney was crowned the best place to live in Scotland. The island took the top prize due to high employment levels, low crime rates, smaller primary class sizes along with good health and happiness scores. With its strong sense of community, picturesque landscape and rich archaeological treasures, the archipelago frequently wins the hearts of visitors.

Not only is Orkney one of the most affordable places to live in the UK, it also has one of the highest employment rates, with 88 per cent of residents between 16 and 64 currently in work. The low crime rate means that many people do not even lock their front doors to allow the postie to place the post and packages inside the door. As for overall wellbeing, more than nine in 10 Orkney residents report good or fairly good health.

To find out more about living and working in Orkney go to [www.orkney.com](http://www.orkney.com) or [www.orkneycommunities.co.uk](http://www.orkneycommunities.co.uk) and learn more about NHS Orkney at [www.ohb.scot.nhs.uk](http://www.ohb.scot.nhs.uk).



## Recruitment Process

The NHS Scotland Everyone Matters 2020 Workforce Vision outlines the commitment the Scottish Government has in putting people at the centre of everything the NHS in Scotland does. Working to a common set of values, the vision will continue to modernise the way we work, embracing technology and digital transformation.

All vacancies will be advertised on NHS Scotland's recruitment website:

<https://apply.jobs.scot.nhs.uk/>

Internal vacancies will be advertised on NHS Scotland's internal recruitment website:

<https://apply.jobs.scot.nhs.uk/internal/>

CVs are not accepted as a form of application; NHS Scotland's electronic application form must be used on the above links.

All adverts will close at midnight on the advertised closing date.

Our selection process will consist of the following assessments:

- **Application short listing** – application forms are reviewed and those meeting the role requirements will be invited to a competency-based interview
- **Interview/Assessment** – competency-based interviews have a focus on NHS Orkney's core values and the candidate's technical expertise. The interview may also include a role specific test or a presentation topic.

Any job offer will be subject to meeting the conditions of NHS Orkney's safer pre- and post-employment checks policy:

- **Employment references** - references should include current and previous employers covering the last 3 years of your employment history
- **Evidence of qualifications** – candidates will be required to provide evidence of their qualifications, including proof of professional registration if required
- **Medical assessment** – the Occupational Health service will make an assessment on your fitness to carry out the information provided in a questionnaire. In certain circumstances further information is required and Occupational Health may contact you by telephone or request that you attend for an appointment
- **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 during their employment will be required to consent to a Disclosure Scotland Criminal Records Check or join the Protection of Vulnerable Groups Scheme.
- **Immigration, Asylum and Nationality Act 2007 – Prevention of illegal working** – candidates must be eligible to work in the UK, evidence of this must be provided.

For any queries relating to this vacancy, or our Recruitment Process, please email

[ork.recruitment@nhs.scot](mailto:ork.recruitment@nhs.scot)

## Equality and Diversity

NHS Orkney is committed to Equality & Diversity <https://www.ohb.scot.nhs.uk/about-us/equality-and-diversity>