

**JOB TITLE: CONSULTANT IN PUBLIC HEALTH JOB REFERENCE: : 209316**

**CLOSING DATE: 12 March 2025 INTERVIEW DATE: TBC**



**mradisability**

**H!i** confident

**EMPLOYER**

**Contents**

|  |  |
| --- | --- |
| **Section** | |
| Section 1: | Person Specification |
| Section 2: | Introduction to Appointment |
| Section 3: | Departmental and Directorate Information |
| Section 4: | Main Duties and Responsibilities |
| Section 5: | Job Plan |
| Section 6: | Contact Information |
| Section 7: | Working for NHS Lothian |
| Section 8: | Terms and Conditions of Employment |
| Section 9: | General Information for Candidates |

We cannot accept CVs as a form of application and only application forms completed via the Jobtrain system will be accepted. Please visit https://apply.jobs.scot.nhs.uk for further details on how to apply.

You will receive a response acknowledging receipt of your application.

**This post requires the post holder to have a PVG Scheme membership/record. If the successful applicant is not a current PVG member for the required regulatory group**

**i.e. child and/or adult, then an application will need to be made to Disclosure Scotland and deemed satisfactory before the successful post holder can commence work.**

Please visit our Careers website for further information on what NHS Lothian has to offer http://careers.nhslothian.scot.nhs.uk

**Section 1: Person Specification (Generic)**

|  |  |  |
| --- | --- | --- |
| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and Training** | The National Health Service (Appointment of Consultants) Regulations 1996 (legislation.gov.uk)  In line with current legislation, inclusion in the GMC Full and Specialist Register with a license to practice/GDC Specialist List **or** inclusion in the UK Public Health Register (UKPHR) for Public Health Specialists **at the point of application**  If included in the GMC Specialist Register/GDC Specialist List in a specialty other than public health medicine/dental public health, candidates must have equivalent training and/or appropriate experience of public health practice  Public Health **Specialty Registrar applicants** who are not yet on the GMC Specialist Register, GDC Specialist List in dental public health or UKPHR **must provide verifiable signed documentary evidence that they are within 6 months** of gaining entry to a register at the date of interview\*.  *\*Applicants going through the portfolio registration routes (GMC or UKPHR) are not eligible to be shortlisted for interview until they are included on the register. The six-month rule does not apply to these portfolio route applicants.*  If an applicant is UK trained in Public Health, they must ALSO be a holder of a Certificate of Completion of Training (CCT) or be within six months of award of CCT by date of interview.  If an applicant is non-UK trained, they will be required to show evidence of equivalence to the UK CCT.  Applicants must meet minimum CPD requirements (i.e. be up to date) in accordance with Faculty of Public Health requirements or other recognised body  MFPH by examination, by exemption, or by assessment, or equivalent.  Have documented evidence of current (or past) competence at the level required by the legislative guidance in order to be appointed as an NHS Health Board “Competent Person” for the purposes of the Public Health etc. (Scotland) Act 2008, as set out in the appropriate regulations  A relevant degree level qualification or equivalent.  Evidence of regular Appraisal, or participation in a training programme leading to Revalidation or equivalent. | **Qualifications and Training** |
| **Knowledge** | Inequalities, health improvement and health service improvement theory and application to an expert level.  A strong and demonstrable understanding of interfaces between health, social care and key community planning partners.  Methods and approaches in community and public engagement  Research methods including application of complex qualitative and quantitative analytical approaches  Resource management |  |
| **Post Specific Experience** | Evidence of substantial understanding of and expertise in: public health practice, health improvement interventions and health care  service delivery and evaluation, environmental, social and  behavioural determinants of health  Providing public health expertise, leadership and NHS strategic advice and support in managing a major incident at multiagency Strategic Co- ordinating Group level  Developing and interpreting national, regional and local policies or strategies to deliver key public health targets  Using evidence to support the development of policy, strategy, service change or programmes to improve health and reduce inequalities  Teaching, training and mentoring scientific and professional staff  Working in or with communities and the public using a range of public health and health improvement approaches  Commissioning, monitoring and evaluating programmes through partnership working  Expert programme management, report writing and ability to use a range of presentation methods  Undertaking and supporting research and audit, literature searching and critical appraisal  Experience of using complex information to explain public health issues to a range of audiences | Media experience demonstrating delivery of effective public health messages |
| **Skills** | Strategic thinker with proven leadership skills  Excellent oral and written communication skills (including dealing with the media)  Effective interpersonal, motivational and influencing skills, including multidisciplinary working   Ability to lead and manage appropriately in unplanned and unforeseen circumstances  Good presentational skills (oral and written) |  |
| **Ability** | Excellent communication skills and judgement. Demonstrate an ability to communicate compassionately, clearly and effectively with patients, population and other stakeholders.  Self-motivated, pro-active, and innovative  Able to prioritise work, and work well against a background of change and uncertainty  Adaptable to situations, can handle people of all capabilities and attitudes  Commitment to team-working, and respect and consideration for the skills of others  Demonstrate an ability to deliver fair, effective and compassionate leadership, communicate clearly with, and motivate team members. |  |
| **Academic Achievements including Teaching** | Evidence of research activity and presentations  Evidence of commitment to: formal and informal teaching and training of trainee doctors, medical students, FPH public health training programme and other staff  Have achieved ‘Recognised Trainer’ status or evidence commitment to working to achieve this. | Evidence of research and publications in peer reviewed journals  Evidence of poster or oral presentations at national or international meetings  Experience of simulation training  Evidence of training in clinical and/or educational supervision  Training and mentoring skills |
| **Audit and Quality Improvement (QI)** | Evidence of an understanding of audit principles, and previous participation in audit projects.  Applicants must meet minimum CPD requirements (i.e. be up to date) in accordance with the requirements of the Faculty of Public Health or other recognised body | Experience of designing and delivering audit programmes  Evidence of an understanding of QI methodology, and previous participation in QI projects |
| **Motivation** | Evidence of commitment to:  Protecting and improving the public’s health, addressing the social determinants of health and reducing inequalities  Continuous professional development and lifelong learning  Effective and efficient use of resources, reducing harm and waste |  |
| **Team Working** | Able to both lead teams and contribute effectively within teams led by junior colleagues  Demonstrated ability to work in a team with colleagues within own and other disciplines  Demonstrated ability and commitment to meeting NHS Lothian’s ‘Our Values into Action’  Demonstrated ability to organise time efficiently and effectively  Demonstrated Reliability and Flexibility | Ability to motivate colleagues  Evidence of previous leadership or managerial training and experience |
| **Circumstances of Job** | Required to work at any of  NHS Lothian’s sites and those of partner organisations  Relevant use of IT, and any other appropriate listed skills |  |
| **Equality and diversity** | An understanding of and commitment to equality of opportunity and good working relationships, both in terms of day-to-day working practices, but also in relation to management systems |  |

**Section 2: Introduction to Appointment**

**Job Title:** Consultant in Public Health/Medicine

**Department:** Public Health and Health Policy

**Base:** Westport 102, West Port, Edinburgh, EH3 9DN

You may also be required to work at any of NHS Lothian’s sites and those of partner organisations.

# Post Summary:

To provide Consultant level expert leadership for the Population Health agenda across Lothian as part of a department that provides a comprehensive public health function, encompassing: population health, health protection, healthcare public health and health intelligence. This post is a replacement for an existing position and is situated within the Population Health Division and reports to the Lead Consultant for Population Health.

The post-holder will develop and interpret national, regional and local policies and evidence. The role will require a high level of tact, diplomacy and ability to provide leadership on complex and contested areas of public health. The post holder will advise, challenge and advocate to enable effective working across organisational boundaries. The post holder will be a strong advocate for public health and reducing inequalities and able to contribute at consultant level to the wider work of the department and profession at local and national level. The post-holder will also contribute key public health competencies to a range of health and care service plans, policies and strategies.

Please note: At the time of advertisement this fixed-term post attracts an availability supplement for on-call public health duties however this is subject to change as we are planning to move our on-call service to a health-protection-specialist-led service in early 2024 (date TBC) as the transition to East Region Health Protection concludes. Further details available on enquiry.

**Section 3: Departmental and Directorate Information**

The Department of Public Health and Health Policy aims to improve and protect the health of the people in Lothian as part of a whole system approach to public health in Scotland. Work in the department aims to deliver on the six national public health priorities: https://www.gov.scot/publications/scotlands-public-health-priorities/. The Public Health Scotland Strategic Plan is another key policy reference: https://publichealthscotland.scot/our-organisation/a- scotland-where-everybody-thrives-public-health-scotland-s-strategic-plan-2020-23/.

The department is organised into four multidisciplinary Divisions: Population Health, Healthcare Public Health, Health Protection and Business and Administration. All current work plans take into account the remobilisation, recovery and renewal demands of COVID-19.

* Population Health: place-based working focusing on partnership, prevention and inequalities.
  + Deliver a health in all policies approach in health and social care partnerships and community planning partnerships with a focus on prevention and tackling inequalities
  + Deliver a public health intelligence function for Lothian that supports epidemiology, planning, quality improvement and health promotion work within partnerships and hospital settings
  + Provide oversight and public health leadership across Lothian for: Maternal and Infant Nutrition; Maternal and Child Health; Healthy Respect (Sexual Health); Quit Your Way (Tobacco); and NHS Lothian Resilience.
* Health Care Public Health:
  + Provide oversight and leadership for screening programmes, immunisation, dental public health, pharmaceutical public health and equalities and human rights
* Health Protection: leading a health protection service. NB: at the time of writing NHS Lothian is moving to delivering our health protection service at a regional level in partnership with a number of neighbouring Health Boards.
  + Deliver an effective health protection function for NHS Lothian encompassing COVID- 19 and non-COVID-19 work
  + Prevent the proliferation of communicable and non-communicable diseases and environmental hazards
* Business and Administration:
  + Provide a centralised business, PA and project administration support function across the Directorate;
  + Lead and provide guidance on Governance across the Directorate;

There is a strong commitment to multi-disciplinary public health reflected in the range of staff within the department. There are approximately 180 staff working across all areas of public health. Teams within the Department have regular meetings to discuss strategic direction, shared challenges and ideas.



**THIS POST**

Figure above: Position of this post within the Directorate (NB: see below for detail of Partnership and Place Team).

**Consultant in Public Health**

**THIS POST**

**Population Health**

**Project Manager**

**Population Health**

**Project Manager**

**Population Health**

**Project Manager**

**Population Health Strategic Programme Manager**

Figure above: West Lothian Public Health Partnership and Place Team structure.

**Section 4: Main Duties and Responsibilities**

# Public Health Leadership:

* To demonstrate leadership and behaviours which adhere to organisational policy and exemplify NHS Lothian’s values of quality; dignity and respect; care and compassion; openness; honesty and responsibility; and teamwork.
* To develop extensive professional and community support, co-operation and participation to improve health and reduce inequalities by working with a wide range of stakeholders: within the team, across Lothian and, where appropriate, beyond (e.g. regionally or nationally).
* To utilise highly developed interpersonal communication skills to consult, negotiate, mediate, facilitate and influence effectively in order to promote and progress the public health agenda. This will involve employing diplomacy, tact and compassion to influence and persuade individuals and groups through collaborative and partnership working; fostering trusting relationships with senior colleagues within NHS Lothian and among partners and wider communities.
* To work collaboratively with colleagues within the Department to ensure excellence in individual and team performance and to help foster a learning culture.
* To consistently follow NHS Lothian and the Department’s policies and procedures

# Leadership and Team Working:

* To demonstrate excellent leadership skills with regard to individual performance, clinical teams and NHS Lothian and when participating in national or local initiatives
* To work collaboratively with all members of the team
* To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties
* Adhere to NHS Lothian and departmental guidelines on leave including reporting absence
* Adhere to NHS Lothian values

# Partnership and collaborative working for public health:

* To lead the development of inter-agency and interdisciplinary short and long-term strategic working to improve public health in the general population and in vulnerable groups. This requires the ability to work across a range of disciplines and geographies/organisational boundaries.
* To support and promote the integration of health, statutory services and voluntary organisations to promote effective joint working between NHS Lothian, Integration Joint Boards/Health and Social Care Partnerships and Community Planning Partnerships.
* To build and maintain effective relationships with external agencies and other stakeholders to influence their policy decisions. This will involve working with complex professional, managerial and population groups across the statutory, non-statutory and independent sectors.

# Health improvement and tackling health inequalities:

(In addition to the partnership and collaborative working outlined above)

* To lead, develop, monitor and evaluate a range of health improvement programmes and inequalities approaches. This will include engagement with professionals and communities using whole systems working; raising awareness around the role stakeholders can play in reducing inequalities and improving health.
* To lead, influence and support the development of structures and mechanisms which may use: a commissioning model, a range of community development approaches and methods in needs assessment, planning and development, implementation and evaluation of policies, strategies, services, programmes or interventions.

# Policy and strategy development and implementation:

* To lead on the communication, dissemination and implementation and delivery of national, regional and local policies, developing inter-agency and interdisciplinary strategic plans and programmes, with delegated Board or organisational authority to deliver key public health targets.
* To act in an expert advisory capacity on public health knowledge, standards and practice, across the spectrum of public health at Board or equivalent level and beyond.
* To be responsible for the development and implementation of multi-agency long-term strategic public health programmes as required, based on identification of areas of potential health improvement, the diversity of local needs and the reduction of inequalities.

# Strategy and Business Planning:

* To participate in the clinical and non-clinical objective setting process for the directorate

# Assessing the evidence of effectiveness of health and healthcare interventions, initiatives, programmes and services:

* To provide highly specialised public health advice and leadership to support and inform an evidence-based approach for the commissioning, development and improvement of high- quality equitable services across primary, secondary and social care, and local authorities, voluntary and community organisations in potentially contentious and hostile environments where barriers to acceptance may exist.
* To be responsible for leading service development, evaluation and quality assurance governance in specific areas and for preparing and adjusting action plans in line with changing needs and geographical boundaries.
* To be responsible for the identification and implementation of appropriate health outcome measures, social and health care pathways/protocols and guidelines for service delivery across patient pathways for the local population.

# Surveillance and assessment of the population’s health and well-being:

* To maintain and improve effective systems for the surveillance of both non-communicable and communicable disease and environmental hazards across Lothian and ensure that these inform national surveillance systems.
* To develop information and intelligence systems to underpin public health improvement and action across disciplines and organisations.
* To receive, interpret, provide and advise on highly complex epidemiological, qualitative and quantitative information about the health of populations to colleagues and wider partners.
* To write and/or contribute to local, national and international reports on the health of the population of NHS Lothian.

# Health Protection:

* To work with colleagues across Lothian and Scotland to safeguard the population’s health through the development of public health strategies and policies for communicable disease, reduction of vaccine preventable disease, infection control and environmental health
* To communicate effectively and diplomatically with the media and the public on health improvement and/or health protection issues that may at times be in challenging, sensitive or difficult circumstances, for example, during a major incident.
* As a competent person (under the Public Health (Scotland) 2008 Act), to take part in the health protection out of hours on-call rota for the effective control of communicable disease, environmental health hazards and emergency planning. This will include participation in the out of hours rota. *(NB: see please note under Post Summary)*

# Research, Teaching and Training:

* Where possible to collaborate with academic and clinical colleagues to enhance NHS Lothian’s research portfolio, at all times meeting the full requirements of Research Governance
* To undertake and commission research, surveys and audits, including literature reviews, to inform equitable services, to protect and improve health, and reduce inequalities.
* To develop links with academic centres as appropriate, such as universities, the Scottish Public Health Observatory and Medical Research Council Centres, to ensure the work of the organisation is based on sound research and evidence.
* To develop public health capacity through education and training by raising awareness of the contribution of public health skills and knowledge in the local health community, including the local authority and the third sector.
* To contribute, where required, to high quality teaching and training including for Specialty Registrars in Public Health, other public health colleagues and partners.
* To deliver core aspects of training for Public Health Specialty Registrars and other trainees.
* To act as educational supervisor and appraiser as delegated by the Director to ensure external accreditation of training posts with an appropriate allocation of SPA time for these roles

# Staff Management:

* To manage one’s own time and workload and contribute to the general functions of the Directorate.
* To provide leadership for colleagues working on priority programmes and associated teams.
* To undertake line management role(s) in line with the needs of the Directorate
* To demonstrate competence in people management when dealing with staff and all manners of staffing issues (e.g. performance) which may cause significant stress.
* To work with colleagues to ensure junior doctors’ hours are compliant in line with EWTD and New Deal
* To ensure that adequate systems and procedures are in place to control and monitor leave for staff and to ensure that there is appropriate cover within service areas
* To participate in the recruitment of staff as and when required
* To participate in team objective setting as part of the annual job planning process

# Management of resources:

* To be an authorised signatory of designated budgets in line with the Directorate Scheme of Delegation and in accordance with the Lothian NHS Board’s Standing Financial Instructions, to be responsible for the monitoring of budget activity. The post-holder will be expected to demonstrate competence in the sourcing and application of funds.

# Out of Hours Commitments

* The post holder will be part of NHS Lothian’s out of hours public health function and be able to undertake complex telephone assessments and chair incident management team meetings, Scientific and Technical Advice Cells (STAC) or provide an equivalent response (Level 1). (NB: see note under Post Summary).

# Location

* It is anticipated the principal base of work will be Waverley Gate
* As part of your role, you will be required to work at any of NHS Lothian’s sites and those of partner organisations.

# Provide high quality care to patients

* Maintain GMC specialist registration and hold a licence to practice or equivalent specialist status on the UK Public Health Register or GDC Specialist List for Public Health Specialists.
* Develop and maintain the competencies required to carry out the duties of the post.
* Ensure patients are involved in decisions about their care and respond to their views.

# Governance and Professional Obligations

* To participate in departmental objective setting as part of the annual job planning process.
* To pursue a programme of CPD/CME, in accordance with Faculty of Public Health requirements or other recognised body, and undertake revalidation, audit or other measures required to remain on the GMC/GDC Specialist Register or the UK Public Health Register or other specialist register as appropriate.
* To participate in annual appraisal, clinical audit, incident reporting and analysis and ensure resulting actions and plans for improvement are implemented.
* Keep fully informed about best practice in the specialty areas and ensure implications for practice changes are discussed with the Deputy Director of Public Health.
* The post-holder will be expected to undertake any other duties as agreed with the Deputy Director of Public Health, to support delivery of the public health effort and assist colleagues locally, regionally and nationally.

# Interpersonal and Communications

* Demonstrate a wide range of interpersonal and communication skills including tact, negotiation, sensitivity and empathy.
* Handle sensitive information (e.g. confidential patient and/or staff information)
* Have strong written and presentation skills and be able to express a view convincingly and coherently both verbally and in writing.
* To communicate highly complex concepts and ideas to all parts of the population using appropriate oral, written and multimedia methods. This will include appropriate tailoring of communication approaches for individuals with differing needs (e.g. when language barriers, sensory impairment or learning difficulties might be present).
* Demonstrate effective media and social media handling skills, for example, in a major incident where the post-holder may be required to give media interviews and press statements to tight deadlines and in a highly pressurised environment.
* To receive, interpret and provide public health information and advice that is highly complex, emotive, sensitive or contentious to the NHS, Local Authorities, other statutory sector and voluntary and community organisations and to members of the public. This must be done sensitively in environments where others will have conflicting views and may be hostile or antagonistic.
* The post may involve work with partners such as the Central Legal Office, Police, Crown Office, Local Authority legal teams and others to fulfil public health statutory and regulatory functions.

# Most challenging parts of the job

* Improving the health of the population in partnership with many organisations and individuals who are not managed through the Directorate of Public Health and whose primary purpose may not be improving health and reducing inequalities. Funding around such work may be: absent, limited, unpredictable and/or withdrawn at short notice.
* Balancing conflicting demands on time and choosing between strategic work priorities, all of which have implications for population health and wellbeing.
* Dealing with difficult circumstances with the general public and patients for example speaking with parents whose child is critically unwell with meningitis about other household contacts.
* Managing and prioritising a diverse and challenging workload within a multidisciplinary organisation whilst fulfilling public health responsibilities for numerous different stakeholders.
* Maintaining awareness of developments, specialist expertise and knowledge within a rapidly moving agenda to enable the provision of highly specialised expert advice based on interpretation of robust, reliable evidence.
* Responding to demands for advice, reports and briefings with short timescales from, for example, Director of Public Health, Board Members, Senior Managers, Local Authority partners or the Scottish Government.

**Decisions and judgements**

* Within the agreed job plan, the post holder has responsibility and delegated authority to take the necessary action to deliver on the objectives agreed. The post holder will also be governed by professional ethics, guidance issued by the Scottish Government, professional and expert bodies and the clinical governance framework. The post holder will be responsible for planning and organising complex workloads. The post holder will be expected to anticipate problems, needs and emerging issues, identifying and initiating actions required to resolve highly complex situations. Where appropriate, the post holder will independently liaise with relevant partners, such as the Scottish Government, national agencies and local partners to further the strategic aims of NHS Lothian and partners in relevant areas of work.

**Section 5: NHS Lothian – Indicative Job Plan**

**Post:** Consultant in Public Health/ Medicine

**Specialty:** Public Health

**Principal Place of Work:** Westport 102, West Port, Edinburgh, EH3 9DN

**Contract: Fixed term maternity cover for 12 months**, opportunity for job share/ flexible working (6–10 PAs)

**Availability Supplement: Currently: CPHM = 5%, CPH = as per Agenda for Change contract.**

# Out-of-hours: 1 in 5 to 1 in 8 with prospective cover (under review);

**Managerially responsible to:** Lead Consultant, Population Health

# Timetables of activities that have a specific location and time: Indicative Job Plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DAY / LOCATION** | **TIME (hrs)** | **TYPE OF WORK** | **DCC [PAs]** | **SPA [PAs]** | **OOH [PAs]** | **HOURS** |
|  | 08.30- |  |  |  |  |  |
| Monday | 12.30  13:00- | Priority Public Health Duties | 2 | 8 |
|  | 17:00 |  |  |  |
|  | 08.30- |  |  |  |  |  |
| Tuesday | 12.30  13:00- | Priority Public Health Duties | 2 | 8 |
|  | 17:00 |  |  |  |
|  | 08.30- |  |  |  |  |  |
| Wednesday | 12.30  13:00- | Priority Public Health Duties | 2 | 8 |
|  | 17:00 |  |  |  |
| Thursday | 08.30-  12.30 | SPA (indicative time) |  | 1 |  | 8 |
|  | 13:00-  17:00 | Priority Public Health Duties | 1 |  |  |  |
|  | 08.30- |  |  |  |  |  |
| Friday | 12.30 | Priority Public Health Duties  Prospective cover | 2 | 8 |
|  | 13:00- | (indicative day) |  |  |
|  | 17:00 |  |  |  |
| **Out of hours: 17-00 – 09:00 hours on weekdays, 09:00 to 09:00 at weekends** | | | | | | |
| **TOTALS** | | | **9.0** | **1.0** | **0.0** | **40** |

The balance of time within the job plan and any specific portfolio is for negotiation taking account of the interests of the successful applicant and the needs of the organisation.

The Job Plan is negotiable and will be agreed between the successful applicant, and the Clinical Director. NHS Lothian initially allocates all Consultants 10 PAs made up of 9 PAs in Direct Clinical Care (DCC) and one core SPA for CPD, audit, clinical governance, appraisal, revalidation job planning, internal routine communication and management meetings. As a major teaching and research contributor, NHS Lothian would normally expect to allocate additional SPA time for activities to do with undergraduate education, educational supervision of trainee medical staff, research and other activities. These are all areas where NHS Lothian has a strong commitment, and we recognise the contribution that Consultants are both willing and eager to make. Precise allocation of SPA time and associated objectives will be agreed with the successful applicant and will be reviewed at annual job planning.

**Section 6: Contact Information**

Informal enquiries and visits are welcome and should initially be made to:

First Contact: Philip Conaglen, Lead Consultant, Population Health Email: philip.conaglen@nhslothian.scot.nhs.uk



**Section 7: Working for NHS Lothian**

# Working in Edinburgh and the Lothians Who are we?

NHS Lothian is an integrated teaching NHS Board in Scotland providing primary, community, mental health and hospital services. Calum Campbell is the Chief Executive, Professor John Connaghan CBE is the Chair and Tracey Gillies is the Executive Medical Director.

NHS Lothian provides services for the second largest residential population in Scotland – circa 850,000 people. We employ approximately 26,000 staff and are committed to improving all patient care and services and engaging staff in service planning and modernisation.

Over the next year across Scotland there will be significant changes in the way health and social care services are provided. In April 2015, integration came into effect in local areas led by four Health and Social Care Partnerships in East Lothian, Edinburgh, Midlothian and West Lothian. Working together will help us provide even better services for our communities and, where appropriate, people will receive high quality care closer to home. There is work underway in relation to the operational and governance capacity required, ensuring that planning for unscheduled and scheduled care is done in tandem between the four Integrated Joint Boards and the acute service.

Further information about Edinburgh and NHS Lothian can be found at https://org.nhslothian.scot/Pages/default.aspx

# Location

Edinburgh and the Lothians are on the eastern side of Scotland’s central belt in the heart of the country. Four main areas make up Edinburgh and the Lothians – Edinburgh, East Lothian, Mid Lothian and West Lothian.

Edinburgh and the Lothians are a place of exceptional beauty and contrast, from Edinburgh’s historic skyline to the scenic countryside and coastline that surround it. Edinburgh is famous for its castle, military tattoo, fringe and international festival.

Edinburgh and the Lothians are home to top-ranking state and private schools and world class universities and colleges. Edinburgh offers a rich diversity of parks and gardens to spend time relaxing with friends and family. Whether you want to buy or rent Lothian also offers a diversity of accommodation ranging from city centre based flats, waterfront living, Victorian or Georgian villas to more rural farm houses or coastal homes.

Local and wider transport networks are excellent. Glasgow is less than 50 minutes away by train. The Scottish Highlands are accessible in a few hours offering opportunities for skiing and walking. National and international transport links make it easy to keep in touch with friends and family via Edinburgh Airport which offers a variety of international flight opportunities.

If you are thinking about joining us from overseas further information can be found at www.talentscotland.com. For a comprehensive list of services to help moving to the City of Edinburgh, please visit the City of Edinburgh Council Website at: www.edinburgh.gov.uk.

# What we can offer you

Working with NHS Lothian offers a variety of opportunities and benefits:

* Access to the NHS pension scheme
* Assistance relocating to Edinburgh
* NHS Lothian is an equal opportunities employer and promotes work-life balance and family- friendly policies
* A beautiful setting to live and work and to take time out after a busy day or week
* Access to a transport network offering easy travel links to the rest of the UK and Europe, as well as international options

# Teaching and Training Opportunities

NHS Lothian has one of the largest and some of the most successful teaching hospitals in Scotland. We have a growing national and international reputation for medical teaching and research and are recognised as a centre of excellence.

We successfully train medics, nurses and other healthcare professionals from all over the UK and the world, many of whom choose to remain in employment with NHS Lothian and continue to contribute to the development of the organisation, promoting new techniques and going on to train the doctors, surgeons and nurses of tomorrow.

NHS Education for Scotland (NES) and NHS Lothian recruits junior medical staff both UK and worldwide. We are committed to providing a high standard of medical education and are able to offer training in a variety of specialties at foundation and specialty level, with the majority of training posts in the South East of Scotland rotating through Edinburgh and Lothian hospitals.

Information regarding training with links to the appropriate UK websites can be found at http://www.scotmt.scot.nhs.uk/ and http://nes.scot.nhs.uk/

We enjoy close links with the University of Edinburgh (http://www.ed.ac.uk/home) whose Medical School is renowned for preparing its medical students to become world-class doctors. Alongside NHS Lothian, the University of Edinburgh offers state-of-the-art medical teaching facilities at the Chancellors Building, including lecture theatres, seminar rooms, clinical skills training area, computing suites, as well as library facilities at the main university, Western General Hospital and Royal Hospital for Sick Children.

# Our vision, values and strategic aims

We strive to provide high quality, safe, effective and person centred healthcare, continually improving clinical outcomes for patients who use our services and for our population as a whole.

To achieve this, we are committed to ever-closer integrated working with patients and our other partners in healthcare and to embedding a culture of continuous improvement to ensure that:

* Our staff can contribute fully to achieving the best possible health and healthcare, based on evidence and best practice
* Everything we do maximises efficiency and delivers value for patients and the public

We have identified six strategic aims to ensure we can deliver safe, effective and person-centred health and social care:

1. Prioritise prevention, reduce inequalities and promote longer healthier lives for all
2. Put in place robust systems to deliver the best model of integrated care for our population – across primary, secondary and social care
3. Ensure that care is evidence-based, incorporates best practice and fosters innovation, and achieves seamless and sustainable care pathways for patients
4. Design our healthcare systems to reliably and efficiently deliver the right care at the right time in the most appropriate setting
5. Involve patients and carers as equal partners, enabling individuals to manage their own health and wellbeing and that of their families
6. Use the resources we have – skilled people, technology, buildings and equipment –efficiently and effectively.

The specific areas of focus and actions needed to achieve each of these aims are detailed in “Our Health, our Future: NHS Lothian Strategic Clinical Framework 2014 – 2024,” consultation document which you will find at: https://org.nhslothian.scot/Strategies/Pages/default.aspx

# Our Health, Our Care, Our Future

NHS Lothian works to help people live healthier, longer lives – no matter who they are or where in the region they live. Much progress has been made, but significant challenges and opportunities lie ahead. NHS Lothian draft strategic plan - Our Health, Our Care, Our Future – sets out what we propose to do over the coming decade to address these challenges and continue to provide a high quality, sustainable healthcare system for the people of Lothian.

In developing the strategic plan we have:

* + asked staff and patients what and how things need to change to deliver our aims
  + brought together local plans into an integrated whole
  + identified opportunities to make better use of existing resources and facilities
  + prioritised areas that will make most difference to patients

The plan outlines a range of proposals, which will allow us to:

* + improve the quality of care
  + improve the health of the population
  + provide better value and financial sustainability

Over the coming months we will discuss the need for change and the proposals set out in the plan with staff, patients, communities and other stakeholders. A summary of the plan can be found at https://org.nhslothian.scot/Strategies/OurHealthOurCareOurFuture/Pages/default.aspx

# NHS Lothian’s Clinical Quality Approach – Quality Driving Improvement

This is a new way of approaching quality in NHS Lothian. With this approach to service improvement we aim to deliver ‘high quality, safe and person-cantered care at the most affordable cost’. This acknowledges that every £1million of waste, unnecessary or inappropriate costs in one area of our system, denies us the opportunity to invest that £1million in another area of our system.

In all highly reliable healthcare organisations, it is clear that senior leadership commitment to the importance of the work, the introduction of consistent improvement methodology, the use of good quality data and building improvement capability within the workforce, are key to the successful delivery of improvement strategies.

To allow NHS Lothian to meet the needs of our population today and in the future, we need to build on the good work that is already being done to redesign services and create a whole organisation approach to quality improvement.

# Our Values and ways of working

NHS Lothian is determined to improve the way their staff work so they have developed a set of common values and ways of working which they now need to turn into everyday reality - to the benefit of everyone working in the organisation and, most importantly, to the benefit of their patients.

# NHS Lothian – Our Values into Action:

**Care and Compassion**

* We will demonstrate our compassion and caring through our actions and words
* We will take time to ensure each person feels listened to, secure, understood and is treated compassionately
* We will be visible, approachable and contribute to creating a calm and friendly atmosphere
* We will provide a safe and caring setting for patients and staff, and an efficient, effective and seamless care experience
* We will meet people’s needs for information and involvement in all care, treatment and support decisions.

# Dignity and Respect

* We will be polite and courteous in our communications and actions
* We will demonstrate respect for dignity, choice, privacy and confidentiality
* We will recognise and value uniqueness and diversity
* We will be sincere, honest and constructive in giving, and open to receiving, feedback
* We will maintain a professional attitude and appearance.

# Quality

* We will demonstrate a commitment to doing our best
* We will encourage and explore ideas for improvement and innovation
* We will seek out opportunities to enhance our skills and expertise
* We will work together to achieve high quality services
* We will use our knowledge and enthusiasm to implement positive change and overcome challenges.

# Teamwork

* We will understand and value each other’s role and contribution
* We will be fair, thoughtful, welcoming and kind to colleagues
* We will offer support, advice and encouragement to others
* We will maximise each other’s potential and contribution through shared learning and development
* We will recognise, share and celebrate our successes, big and small.

# Openness, Honesty and Responsibility

* We will build trust by displaying transparency and doing what we say we will do
* We will commit to doing what is right – even when challenged
* We will welcome feedback as a means of informing improvements
* We will use our resources and each other’s time efficiently and wisely
* We will maintain and enhance public confidence in our service
* We will be a positive role model.

Throughout the recruitment process candidates will need to demonstrate they meet all of Our Values.

Further information on our values into action can be found at https://org.nhslothian.scot/OurValues/Pages/default.aspx

**Section 8: Terms and Conditions of Employment**

For an overview of the terms and conditions visit: http://www.msg.scot.nhs.uk/pay/medical.

|  |  |
| --- | --- |
| **TYPE OF CONTRACT** | Fixed Term |
| **GRADE AND SALARY** | Consultant  AFC - £99,534 – £103,795  Medical - £107,144 – £142,369 |
| **HOURS OF WORK** | 40 hours per week (Medical Consultants)  37 hours per week (Agenda for Change) |
| **SUPERANNUATION** | New entrants to NHS Lothian who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Should you choose to "opt out" arrangements can be made to do this via: www.sppa.gov.uk |
| **GENERAL PROVISIONS** | You will be expected to work with local managers and professional colleagues in the efficient running of services and will share with Consultant colleagues in the medical contribution to management. Subject to the provision of the Terms and Conditions, you are expected to observe the organisation’s agreed policies and procedures and to follow the standing orders and financial instruction of NHS Lothian, in particular, where you manage employees of the organisation, you will be expected to follow the local and national employment and personnel policies and procedures. You will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of your patients to be able to contact you when necessary. |
| **REMOVAL EXPENSES** | Assistance with removal and associated expenses may be awarded (up to 10% of salary) |
| **EXPENSES OF CANDIDATES FOR APPOINTMENT** | Candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Re-imbursement shall not normally be made to employees who withdraw their application, refuse an offer of appointment. Non NHS employees are not normally awarded travel expenses. |
| **TOBACCO POLICY** | NHS Lothian operates a No Smoking Policy in all premises and grounds. |
| **DISCLOSURE SCOTLAND** | This post is considered to be in the category of “Regulated Work” and therefore requires a Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG) Membership. |
| **CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK** | NHS Lothian has a legal obligation to ensure that it’s employees, both EEA and non EEA nationals, are legally entitled to work in the United Kingdom. Before any person can commence employment within NHS Lothian they will need to provide documentation to prove that they are eligible to work in the UK. Non EEA nationals will be required to show evidence that either Entry Clearance or Leave to Remain in the UK has been granted for the work which they are applying to do. Where an individual is subject to immigration control under no circumstances will they be allowed to commence until right to work in the UK has been verified. |

|  |  |
| --- | --- |
| **REHABILITATION OF OFFENDERS ACT 1974** | The rehabilitation of Offenders act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as “spent” after the lapse of a period of years. However, due to the nature of work for which you are applying this post is exempt from the provisions of Section 4 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are “spent” under the provision of the act in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by NHS Lothian. Any information given will be completely confidential. |
| **MEDICAL NEGLIGENCE** | In terms of NHS Circular 1989 (PCS) 32 dealing with Medical Negligence the Health Board indemnity will cover only Health Board responsibilities. Paragraph 63 of the General Medical Council's Good Medical Practice requires you to have adequate insurance or indemnity cover. You may wish to consider taking out additional medical indemnity e.g. with a Medical Defence Organisation to ensure that you have indemnity for the whole of your practice. |
| **NOTICE** | Employment is subject to three months’ notice on either side, subject to appeal against dismissal. |
| **PRINCIPAL BASE OF WORK** | You may be required to work at any of NHS Lothian’s sites and those of partner organisations as part of your role. |
| **SOCIAL MEDIA POLICY** | You are required to adhere to NHS Lothian’s Social Media policy, which highlights the importance of confidentiality, professionalism and acceptable behaviours when using social media. It sets out the organisation’s expectations to safeguard staff in their use of social media. |

**Section 9: General Information for Candidates**

# Data Protection Legislation

During the course of our activities we will collect, store and process personal information about our prospective, current and former staff. The law determines how organisations can use personal information. For further information on the type of data that is handled, what the purpose is of processing the data and where and why we share data, please see the NHS Lothian Staff Privacy Notice, found at: NHS Lothian Staff Privacy Notice

For the purposes of this privacy notice, 'staff' includes applicants, employees, workers (including agency, casual and contracted staff), volunteers, trainees and those carrying out work experience.

# Counter Fraud

NHS Lothian is under a duty to protect the public funds it administers, and to this end will use the information you have provided on your application form for the prevention and detection of fraud. It will also share this information with other bodies responsible for auditing or administering public funds for these purposes. More detail on this responsibility is on NHS Lothian intranet (Counter-Fraud and Theft page) and further information is available via Audit Scotland.

# References

All jobs are only offered following receipt of three satisfactory written references. At least one reference must be from your current/most recent employer or your course tutor if you are currently a student. If you have not been employed or have been out of employment for a considerable period of time, you may give the name of someone who knows you well enough to confirm information given and to comment on your ability to do the job.

# Disclosure Scotland

Where a Disclosure or Protection of Vulnerable Groups Check is deemed necessary for a post, the successful candidate will be required to undergo an appropriate check. Further details on the Recruitment of Ex-Offenders are available from the recruitment centre.

# Work Visa

If you require a Work Visa, please seek further guidance on current immigration rules, which can be found on the UK Government Home Office website.

# Job Interview Guarantee Scheme

As a Disability Symbol user, we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities, all applicants who are disabled and who meet the minimum criteria expressed in the job description will be guaranteed an interview.

# Overseas Registration and Qualifications

NHS Lothian will check you have the necessary professional registration and qualifications for this role. You will need to provide an official translation of qualifications notarized by a solicitor of your overseas qualifications to be checked by the recruiting panel. Please ensure that this is available before applying for the post.

# Workforce Equality Monitoring

NHS Lothian is committed to supporting and promoting dignity at work by creating an inclusive working environment. We believe that all staff should be able to fulfil their potential in a workplace free from discrimination and harassment where diverse skills, perspectives and backgrounds are valued.

In order to measure and monitor our performance as an equal opportunities’ employer, it is important that we collect, store and analyse data about staff. Personal, confidential information will be collected and used to help us to understand the make-up of our workforce that will enable us to make comparisons locally, regionally and nationally.

# Equal Opportunities Policy Statement

NHS Lothian considers that it has an important role to play as a major employer and provider of services in Lothian. We are committed to encouraging equality and diversity among our workforce and seek to eliminate discrimination. The aim is for our workforce to be truly representative and for each employee to feel respected and able to give their best.

The objectives of its policy are that no person or employee receives less favourable treatment on the grounds of gender identity, gender expression, disability, marital status, age, race (including colour, nationality, ethnic or national origin), religion or belief, sexuality, responsibility for dependants, socio- economic status, political party or trade union membership or activity, HIV/AIDS status or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our Equal Opportunities in Employment policy can be viewed on our careers website: https://careers.nhslothian.scot/equal-opportunities/

# NHS Scotland Application Process

* The purpose of an application form is to help evidence that the applicant has all the requirements applicable to carry out the job applied for.
* It is essential to read both the job description and the person specification to gain a full understanding of what the job entails and the minimum criteria required.
* Please note for equal opportunity purposes NHS Lothian do not accept CVs as a form of application.
* Your personal information will not be sent with the application for shortlisting. The application form will be identified by the candidate number only to ensure that no applicant will be unfairly discriminated against.
* Please complete all sections of the application form. Those sections that are not relevant please indicate ‘not applicable’, do not leave blank.
* Please visit https://apply.jobs.scot.nhs.uk for further details on how to apply.