Candidate Information Sheet

We use JobTrain, the NHSScotland online application system designed to make the application process easier and quicker for candidates to apply for advertised positions within Healthcare Improvement Scotland and can be accessed by following this link -https://apply.jobs.scot.nhs.uk .You can also register for automatic job alerts as well as applying for jobs immediately.

Applying for Jobs
As a candidate, you will be required to create a user profile (if not already registered) before completing your application. Please answer all questions as accurately as possible and clearly indicate how your skills match those required as outlined in the Job Description or Role Profile.

Although the system allows the option to add a CV as an attachment, **please note these will not be viewed by the selection panel during shortlisting to safeguard anonymity. It is therefore essential that you complete your application as fully as possible (without relying on or referring to an attached CV).** There is a section within the application form itself to cut and paste elements of a career summary or samples of previous project/research portfolios as relevant which will be viewed by the selection panel.

Your application(s) will be stored in your online profile and can be used as a template to respond to future vacancies, avoiding the need to re-enter all your information each time. Please bear in mind, candidates will be automatically logged out of the system after 30 minutes of inactivity as a security measure.

If you experience difficulties with accessing or using JobTrain, please contact: nhsscotland@helpmeapply.co.uk

Confirming Interviews
After submitting an application, you will receive an acknowledgement and will be notified of the outcome once shortlisting has been completed via email. If you are invited to interview, you will be able to book your own interview slot via JobTrain by using your candidate login, locating the vacancy shown in your profile and confirming the time that best suits.

Work location
The base location is detailed within the advert. Your work location may on occasions be different to your base depending on the role and travel may be required during the course of your employment. Further details will be discussed at interview and will be detailed in the Terms and Conditions of Employment for the successful applicant.

Permanent, Fixed Term & Secondment positions* (with a pay band/grade)
If the post you are applying for has an agreed band/grade applicable, it will clearly be shown in the vacancy advert along with the appropriate salary scale for the position. You should expect to start at the minimum of the salary range, although a higher starting salary may exceptionally be offered where a candidate's skills, knowledge and/or experience are considered to be particularly relevant and are clearly evident in the selection process.

Secondment only roles (without a pay band/grade) Positions that have been advertised on a **secondment only basis** (i.e. without showing a pay band/grade), indicates that this role does not have an established pay grade assigned to it within our organisation and as such the pay will be based on your current substantive NHS salary. If you are not currently working within the NHS (i.e. retired from service) and the vacancy has been advertised as secondment only, please contact the recruitment team prior to submitting an application. Secondments are subject to agreement by all parties including your substantive employer and therefore it is essential you obtain their approval prior to applying for a secondment opportunity.

There is a standard 6 months probationary period applicable for new appointments to our organisation.

*** Other arrangements & entitlements may apply for non-Agenda for Change roles (including Medical & Executive posts). Both the salary and holiday entitlement shown are based on working full time hours. Where a position is offered on a part time basis, the pro-rata salary & entitlement will be proportional to the actual hours worked.**

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Why choose to develop your career with us?

Healthcare Improvement Scotland is an employer of choice for those wishing to develop their careers in a supportive organisation which is committed to improving the health and social care for everyone in Scotland. Staff benefit from supportive training, generous holiday entitlement, NHS pension scheme, flexible working and family-friendly policies as well as having wider access to many other NHS Discounts.

Annual Holidays*

On joining the NHS, the Agenda for Change annual leave entitlement is 27 days plus 8 local / public holidays per annum for full time staff. The holiday entitlement increases according to your length of NHS Service which will be confirmed if appointed from another NHS employer.

Please note, as some of our office locations close between Christmas and New Year, you may be required to use some of your holiday entitlement during this period (more details are available on request).

Superannuation
All employees are entitled to become members of the NHS pension scheme and are automatically enrolled into the scheme on their first day of service. Those wishing to opt-out can do so after auto-enrolment. Sessional workers who work for more than 10 sessions per week under NHS conditions may be unable to contribute further to the superannuation scheme.

Protecting your data
During the recruitment process we collect and use different types of personal information about candidates. We do this to assess suitability to work for Healthcare Improvement Scotland. Our legal basis for handling this personal data is to allow us to offer and provide contracts of employment, if appropriate. We will keep your personal data only as long as necessary for recruitment or employment purposes. We will not share your information unless allowed or required by law.

You have several important rights over personal data we collect from you, including those of access, correction, and erasure, as well as the ability to restrict or object to our processing. You can also complain to the UK Information Commissioner. To find out more, and the contact details for our data protection officer, please see our corporate privacy notice.

Equality & Diversity
As an organisation we are committed to advancing equality and promoting diversity in our workforce. We encourage applications from everyone and will always appoint the best candidate for the role, regardless of their protected characteristics.

We are currently under-represented in certain areas and would particularly encourage more applications from candidates in the following categories;

- **Male applicants and those in the under 25 age group (particularly for Band 3 & 4 roles)**
- **Female applicants for Medical and/or Executive positions**

Should you require additional guidance or information please contact our recruitment team jobs.his@nhs.net or further details about our organisation is available from our website

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Our Values and Behaviours

As an organisation, we promote the following values and behaviours in line with those of NHSScotland. It is recommended that when applying for a position with us, you demonstrate how you align to these during the selection process.

Care and Compassion
We care about the impact that our work, our actions and our behaviours have on people. We are considerate in our dealings with people and in the pursuit of the best treatment for everyone, putting them at the centre of everything we do.
Dignity and respect
We value staff and partners' views and we ensure equality and fairness in everything we do. We promote a positive working environment based on constructive relationships. We listen to and respect different points of view and will give fair and honest feedback internally and externally.
Openness, honesty and responsibility
We are objective and impartial in all our work and proactively share knowledge. We are individually and collectively committed to, and responsible for the quality and delivery of our work. We are open and honest in all our dealings with people and maintain the highest integrity at all times.
Quality and teamwork
We are one organisation and we work collaboratively with all our partners, harnessing the expertise from all to deliver reliability to the highest standard. We are committed, flexible and responsive and continually seek out new ways to improve.