

**WELCOME TO
NHS GREATER GLASGOW AND CLYDE
CANDIDATE INFORMATION PACK**



Delivering better health

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Dear Applicant

Welcome to NHS Greater Glasgow and Clyde

We would like to thank you for your interest you have shown in working for NHS Greater Glasgow and Clyde and hope you are encouraged to apply for the many excellent employment opportunities we have on offer.

If you are new to making an application to NHS Greater Glasgow and Clyde then please take your time and read through this information pack to learn more about us.

We hope that the accompanying Guidance Notes for Applicants will assist you with your application should you decide to apply and help you participate in the recruitment process as effectively as possible by providing relevant information to enable us to make our selection decisions.

NHS Greater Glasgow and Clyde follows fair and consistent recruitment and selection processes to ensure recruitment decisions are based on candidate's skills, knowledge, experience and qualifications. To ensure fairness to all applicants, any decisions to shortlist you for interview will be based solely on the information you supply on your application form.

Please ensure you complete all sections of the application form. Incomplete application forms or applications received after the closing date may not be accepted.

If you have a disability or long-term health problem, the Board is committed to offering reasonable adjustments throughout the recruitment process and employment. If you require further information or support, please contact the Recruitment Service.

We look forward to hearing from you and wish you success in your application.

Recruitment Services



Come to Work at NHS Greater Glasgow and Clyde

NHS Greater Glasgow and Clyde is the largest healthcare system in the UK with an annual revenue budget of £3.1 billion, employing around 39,239 staff.

We serve a population of around 1.4 million (21.4% of the Scottish population).

We have 35 hospitals of differing types providing a comprehensive range of Acute Hospital, Maternity, Mental Health and Community Care facilities.

We work with our six Health and Social Care Partnerships covering Glasgow City, Renfrewshire, East Renfrewshire, Inverclyde, East Dunbartonshire and West Dunbartonshire.

In addition we are supported by our Board-wide Estates and Facilities Directorate, eHealth Directorate, as well as corporate teams in Finance, Planning and Human Resources and Organisational Development and other specialist services.

We are committed to delivering high quality, innovative health and social care that is person-centred. Our ambition is to be a quality-driven organisation that cares about people - patients, their relatives and carers and our staff and is focussed on achieving a healthier life for all.

As the largest Health Board in Scotland, NHS Greater Glasgow and Clyde plays a vital role in the education and training of doctors & dentists, nurses, midwives, community nurses and allied health professionals and other support staff, working closely with local universities and colleges.

NHS Greater Glasgow and Clyde provides services through 6,000 beds across:

- 9 acute inpatient sites
- The Beatson West of Scotland Cancer Centre
- 61 health centres and clinics
- 10 Mental Health Inpatient sites
- 6 Mental Health long stay rehabilitation sites

Our Acute care is provided across NHS Glasgow and Clyde on a range of main sites (more information can be accessed by visiting <https://www.nhsggc.org.uk/locations/hospitals/>)

- Beatson West of Scotland Cancer Centre
- Gartnavel General Hospital
- Glasgow Royal Infirmary
- Inverclyde Royal Hospital
- Lightburn Hospital
- Queen Elizabeth University Hospital
- Royal Hospital for Children
- Princess Royal Maternity Hospital
- Royal Alexandra Hospital
- Vale of Leven Hospital

3 Ambulatory care hospitals are located at:

- New Stobhill Hospital
- New Victoria Hospital
- West Glasgow Ambulatory Care Hospital

Each year we deliver around 170,000 emergency medical and 62,000 emergency surgical episodes and 165,000 day cases. We continue to operate one of the busiest A&E/minor injuries units in the UK with 455,000 attendances. We deliver 400,000 new outpatient attendances.

NHS Greater Glasgow and Clyde is responsible for improving the health of our local population and delivering the healthcare it requires. Our purpose is to provide strategic leadership and direction, and ensure the efficient, effective and accountable governance of the local NHS system.

Our Culture and Values

'It is key that we are all committed to the core NHS values of: Care and Compassion – Dignity and Respect – Openness, Honesty, Responsibility, Quality and Teamwork – and we use these values to guide us in all that we do.'

NHS Greater Glasgow and Clyde is a great organisation with a huge pool of terrific talent. We are committed to equality and diversity – to a zero tolerance toward racism, sexism and homophobia.

We have access to some of the finest facilities and resources in the country, but it is the values and attitudes we demonstrate as individuals that make the biggest difference to our patients and their families.

These key messages are important for new colleagues joining our organisation – but I also believe it is important that we all remind ourselves of the opportunities we have to impact very positively on the lives of thousands of patients and their families no matter what job we do as part of NHS Greater Glasgow and Clyde'.

Jane Grant, Chief Executive, NHS Greater Glasgow and Clyde



Living and Working in the Greater Glasgow and Clyde area

As a place to live, the Greater Glasgow and Clyde area has many attractions. The West of Scotland combines cosmopolitan charm, lush countryside and soothing seaside. Culturally diverse, architecturally stunning and historically rich, this vibrant region is home to innovation, celebration and the largest city in Scotland – Glasgow.

As Scotland's most populous region, the West of Scotland is home to approximately two million people who live and work in this captivating and eclectic part of the country.

It is a region of striking contrast with larger areas like Glasgow within easy reach of picturesque towns, villages and some of Scotland's most scenic beaches, captivating wildlife and tranquil countryside.

Glasgow

Multicultural, magnificent and brimming with personality, Scotland's largest city is home to nearly 600,000 people. Discover rich history, stunning architecture and the best shopping in the UK outside London. Glasgow is one of the highest ranking cities in the UK for quality of life. (Mercer survey, 2012)



This aptly-named 'Dear Green Place' blends the best of urban-living with the splendour of lush gardens and parks. Impressively, the city boasts more green space per square mile than any other UK city. With some of the biggest and brightest businesses Scotland has to offer, in addition to enjoying the scenery, you can explore the many great career opportunities the city offers.

Offering the best of both worlds, Glasgow is close to breathtaking countryside offering up nearby hill walking, sailing, and cycling. Some of the world's greatest golf courses are all within an hour's drive of the city. And this bustling city's arts and culture, nightlife and food are hard to surpass.

Home to over 133,000 students from around the world, this vibrant city has five world-renowned universities and seven colleges.



Lots to see and do

No matter what your age or interest, the West has something for you. Be dazzled by Charles Rennie Mackintosh's iconic architecture in Glasgow or satisfy your appetite with mouth-watering produce at the farmers' markets in Renfrewshire and Inverclyde.

You also have your choice of impressive year-round events and festivals, attractions or some of the best leisure facilities in the country and as a UNESCO City of Music, Glasgow offers an impressive range of musical delights.

Experience the award-winning wonder of Kelvingrove Art Gallery and Museum and the awe-inspiring Glasgow Science Centre, or enjoy international musicians, sporting events and more at the city's last addition, the 12,000 seat SSE Hydro Arena.

This year's Mercer's Quality of Living survey sees Glasgow beat the likes of Rome, Prague, and Dubai to be named as one of the best cities in the world to live.

The West loves its sports – evident in its numerous outstanding leisure centres and facilities. Glasgow is one of the world's top 10 destinations for sports events and in 2014, Glasgow hosted the 20th Commonwealth Games. The newly built Commonwealth Arena and adjoining Sir Chris Hoy Velodrome in the East End of Glasgow hosted badminton and cycling events for the 2014 games.

In Ayrshire you can celebrate the national poet at the Burns and a' that Festival, admire the spectacular scenery at the Ayr Flower show or try your luck at the races at the Scottish Grand National.

Housing

Whether you are renting or buying, Glasgow offers a superb selection of housing. Here you'll have your choice of apartments on the River Clyde, spacious Victorian flats in the West End and family homes in leafy suburbs conveniently located near to schools.



Getting around

The region's excellent transport links mean you're connected to the rest of the UK - and the world.

The M8 motorway connects the West with the rest of Scotland, taking just under an hour to drive between the country's major cities Glasgow and Edinburgh, a well-used commuter's route.

The bus is an effortless way to get around because it's inexpensive and widely available across the region – even in remote locations. Glasgow has the UK's largest suburban rail network outside London. An abundance of stations and travel times makes exploring the region by train an easy option. The rail network links both rural areas and cities with the rest of Scotland and the wider UK.

From Ardrossan, Gourock and Wemyss Bay you can also travel by ferry to many of Scotland's islands, or further afield from one of the cruise ships that dock at Greenock harbour.

Glasgow's two international airports connect the region with the rest of the UK and beyond. There are approximately 200 flights per day from Glasgow international airport alone, ready to fly you to over 90 destinations like London, Dubai and New York.

The best of the city-living, magnificent countryside and an opportunity to work in some of Scotland's most exciting industries means this region is a hugely popular place to live, play and work.

Terms and Conditions Overview

The terms and conditions of service are those approved and amended from time to time by the National Agenda for Change Terms and Conditions Agreement. - <https://www.msg.scot.nhs.uk/pay/agenda-for-change>

Contract type: Details of the contract type e.g. permanent, fixed term, bank, temporary etc will be contained in the Recruitment advertisement

Salary: The Agenda for Change Salary Scale for the post will be contained in the recruitment advertisement

Entry point in the salary scale (for staff new to the NHS) is generally at the minimum point. Any appointments above the lowest point of the pay band/range will be subject to verification of previous NHS service or experience outside the NHS, which is given in recognition of relevant complete years of experience. A formal process of approval would need to be completed before confirmation could be provided.

Salaries are paid on a monthly basis in arrears by credit transfer on the last Thursday of every month.

Hours of Work: The standard hours of all full time staff (Agenda for Change) is 37.50 hours per week excluding meal breaks (pro rata for part time posts). Start and finish times will be determined by the department/service rosters.

Annual Leave: The basic annual leave entitlement in a full year commencing 1st April to 31st March is 27 days on appointment, rising to 29 days after five years and 33 days after 10 years. Leave entitlement is pro rata where applicable. An hourly pro-rata calculation will be used for part time staff. For all staff commencing employment during the leave year annual leave will be calculated on a pro rata basis for complete months of service.

In addition you are entitled to 8 public holidays as they fall in accordance with your working arrangements, again a pro-rata calculation will be used for part time staff.

NHS Pension Scheme: New entrants to NHS Greater Glasgow and Clyde who are aged 16 but under 75 will be enrolled automatically into the NHS Pension Scheme.

Our Scheme is provided by the Scottish Public Pension Agency (SPPA). - <https://www.sppa.gov.uk/>

All benefits including life insurance and family benefits are explained on the SPPA website

Your remuneration is automatically subject to deduction of Superannuation contributions unless you formally opt out of the Scheme.

Contributions rates will vary from 5.2% to 14.7% depending on pensionable earnings.

Healthcare Support Workers:

All NHS Scotland post holders that are not governed by a regulatory or professional body are considered to be healthcare support workers. On appointment, you will be expected to comply with the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers. -

<http://www.hcswtoolkit.nes.scot.nhs.uk/resources/hcsw-standards-and-codes/>

Healthcare Support Workers are expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues. Whether in a clinical or non-clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team.

Smokefree Policy:

NHS Greater Glasgow and Clyde is committed to providing a safe and healthy environment for all staff, patients and visitors. In line with this we have revised our Smokefree Policy to reflect our move towards smoke-free premises.

Smoking is banned on NHS Greater Glasgow and Clyde property, including all buildings, all vehicles and grounds. Staff must not smoke when on duty, including when on rest breaks, whilst on NHSGGC property or grounds.

Equal Opportunities:

NHS Greater Glasgow and Clyde is as an equal opportunities employer.

We offer all our staff a range of other excellent benefits including;

- NHS Credit Union - **<https://www.nhscreditunion.com/>**
- Cycle to Work Scheme - **<https://www.cyclescheme.co.uk/>**
- Health Service discounts - **<https://healthservicediscounts.com/>**
- Bursaries to support education and training - **<https://www.nhsggc.org.uk/working-with-us/hr-connect/learning-education-and-training/staff-bursary-scheme/>**
- Help with childcare costs - **<https://www.childcarechoices.gov.uk/>**
- Discounted gym membership - **<https://www.nhsggc.org.uk/working-with-us/staff-communications/staff-benefits-services-travel/gym-memberships-for-staff/>**
- Travel tickets scheme



Further information

For further information on any aspect of the recruitment process or for further details on working within NHS Greater Glasgow and Clyde contact:

**NHS Greater Glasgow and Clyde
Recruitment Services
West Glasgow Ambulatory Care Hospital
Dalnair Street
Glasgow
G3 8SJ**

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Email: NHSGGCrecruitment@nhs.net**