



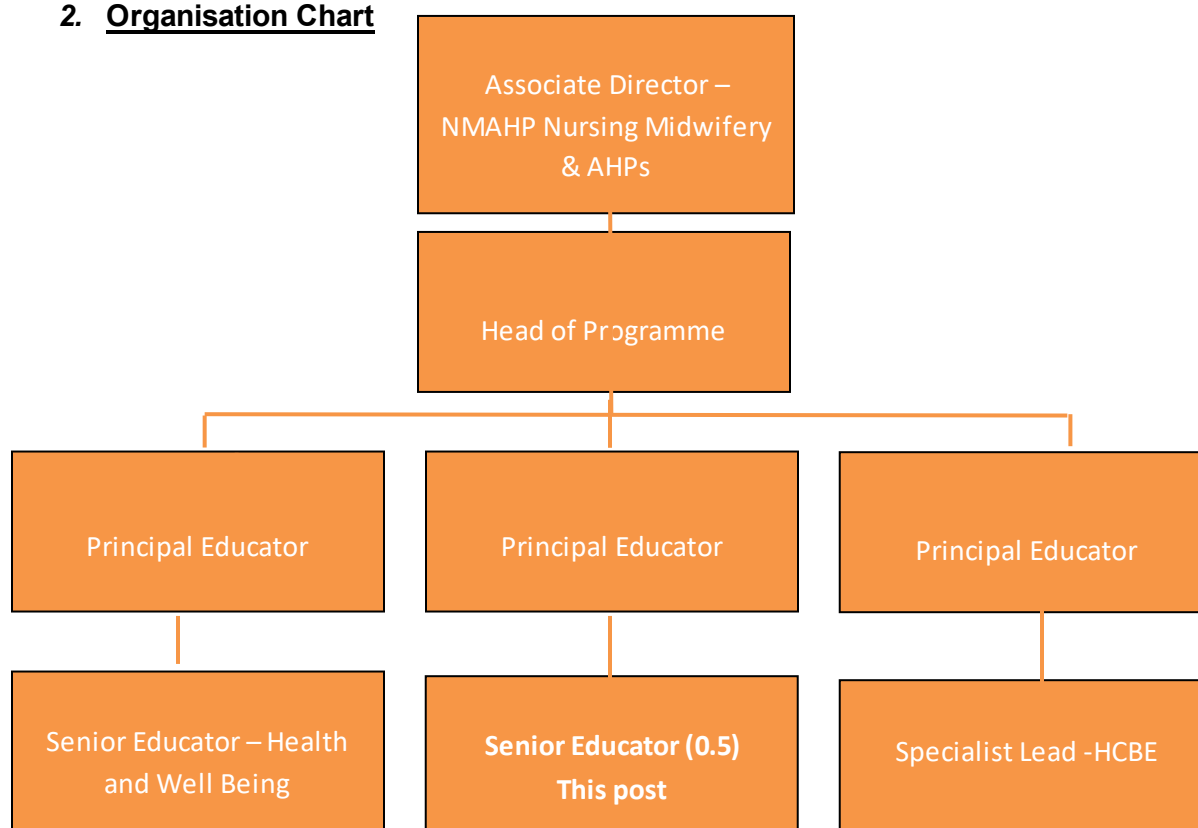
JOB SUMMARY – Senior Educator

1. NMAHP Directorate

NHS Education for Scotland (NES) is a Special Health Board whose mission is to contribute to the highest quality of healthcare throughout NHS Scotland by promoting best practice in the education and life-long learning of all staff.

The core function of the NMAHP Directorate is to support the education, training and continuing professional development of nurses, midwives, allied health professionals, health and social care chaplains and their support workers. The Directorate is also responsible for providing education, training and workforce development across wider professional groups and disciplines, often in partnership with other agencies, to support key policy imperatives such as Public Health, Health Protection, Healthcare Associated Infection (HAI) and Health and Social Care Integration.

2. Organisation Chart



3. Job Role

The Senior Educator will bring professional leadership to the Public Health team and together with the Head of Programme and Principal Educator will play a key role in supporting the infection prevention and control (IPC) and antimicrobial stewardship programmes of work across all health and care settings.

The NHS Education for Scotland ARHAI multi-professional team and a range of stakeholders includes activities that identify learning and development needs, designing and developing learning resources and initiatives. Implementation and the subsequent evaluation of learning resources and initiatives

4. Key Tasks

These will include but will not be limited to:

- Working in partnership with colleagues to progress the workforce education aspects of IPC /antimicrobial stewardship that meet the learning needs of the staff in delivering person centred, safe and effective care
- Leading and operationally managing a range of high-profile educational initiatives at national level
- Liaising with a range of partners from Strategic Leads Antimicrobial Teams in Health Boards, Higher Education Institutions, Scottish Government
- Developing and maintaining effective links with key stakeholders in order to support wider NES activity
- Actively contributing to wider public health programme activities ensuring that plans are progressed

Band 8a Senior Educator

1. JOB IDENTIFICATION

Job Title: **Senior Educator- Scottish Antimicrobial Prescribing Group**

Department(s): Public Health

Directorate: NMAHP

Job Reference: 6078BR

Responsible to: Head of Programme

*** Operating Division**

2. JOB PURPOSE

The purpose of this role is to provide strategic leadership, planning, co-ordination and support for the development and enhancement of education and training, which could be practice based. They will provide expertise within their specialist area as well as manage and play a lead role in the development of colleagues within support teams.

The post holder will have a highly specialised knowledge, some of which is at the forefront of knowledge in a field of work, which they use for the basis for original thinking and/or research. They are leaders with considerable responsibility, and the ability to research and analyse complex processes.

3. DIMENSIONS

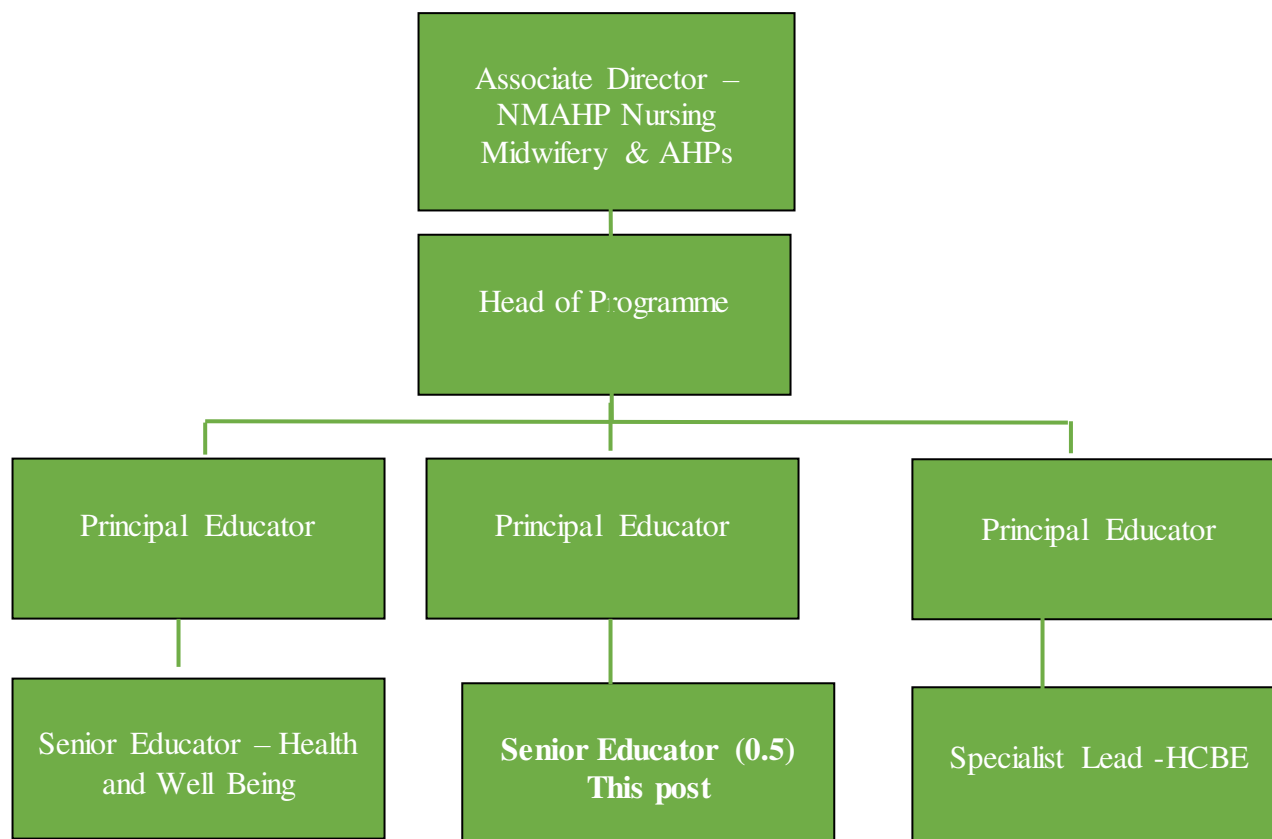
The post will interpret, develop and implement broad national policy, legislation and compliance requirements to provide direction, guidance and support on a range of matters to the organisation as a whole, as well as other areas of NHS Scotland.

The postholder will manage and develop colleagues as well as having line management responsibilities.

They will be expected to contribute their specialist expertise to national and regional NES initiatives.

The postholder will be required to assist in any other duties which are deemed reasonable to their role and band.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

NHS Education for Scotland (NES) is a Special Health Board whose mission is to contribute to the highest quality of healthcare throughout NHS Scotland by promoting best practice in the education and life-long learning of all staff

The NMAHP Directorate is structured around seven programmes of work, each led by Heads of Programme and comprising a team of specialist/ clinical education and business support staff. The Public Health programme team focuses on the education and development of the public health workforce including health protection, infection prevention and control in response to national priorities. The programme team lead national work, implementing educational initiatives and providing a wide range of learning resources with an emphasis on digital provision. The Senior Educator is a key member of the team and works within the team, across the NMAHP directorate and with colleagues from other directorates to achieve the objectives of the programme team.

6. KEY RESULT AREAS (Key Result Areas convey **all potential** aspects of a job role. Key result areas will be further developed within the KSF outline with some being more relevant than others dependent on the current requirements for your role.)

- Manage, co-ordinate and support colleagues, within their area of expertise and across NHS Scotland, in developing the learning environment and ensuring education/training provision supports policy initiatives and are cognisant of existing educational frameworks.
- Contribute to the development and implementation of a strategic plan for the provision of support for education and training within the key priority areas.
- Influence national, regional and local agendas in order to progress the development of infrastructures to support and share knowledge about education across professions relevant to their area of expertise within NHS Scotland.
- Develop information sharing networks, structures, and establish appropriate processes supporting effective two-way communication impacting upon colleagues at national, regional and health board levels across NHS Scotland.
- Work closely with a whole breadth of stakeholders to provide ongoing facilitation, support and advice on education. E.g. regional/local managers, Scottish College Sector, Scottish Government Health Directorate.
- Responsible for building capacity and capability within and across the clinical and education workforce.
- Make significant contribution to the on-going development and maintenance of quality standards/frameworks, supporting each Health Board to implement these and monitor the performance of these standards taking any necessary action to communicate/advise/assist on order to meet performance levels.
- Collaborate with key stakeholders to develop robust evidence base to underpin the education and training activities related to the priority areas.
- Liaise with professional groups to establish multidisciplinary / multi-professional education initiatives locally, regionally and nationally.
- Identify gaps in evidence and raise awareness of leads of research programmes/initiatives of potential areas for educational research activity. Where such initiatives attract funding, the post holder may commission and manage any educational research within the region.
- Analyse training and education needs of those colleagues that provide education and/or training to relevant staff.
- Developing briefing documents, background papers, tables and reports and other materials as appropriate for stakeholder groups such as Steering Groups and Scottish Government Health Department.
- Monitors and reviews financial information to ensure that they are consistent with guidelines and to make recommendations for efficiencies and service redesign as an ongoing job responsibility.
- Lead and manage the development of any future additional training provision, responsible for the educational implementation and delivery of training as well as the impact assessment.
- Work and negotiate with Scottish Government funders and policy makers, relevant bodies to area of work and key stakeholders in NES and the service to explore the long term future of the initiatives.
- Develop and maintain effective links with key stakeholders in order to support wider NES activity.
- Maintain and develop own professional knowledge and expertise in relation to area of responsibility; maintain awareness of professional education, good practice an innovation within the UK and abroad through attendance at seminars, conferences, study days, networking and professional contacts

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7a. EQUIPMENT AND MACHINERY

The post holder will be required to use the following equipment in the course of their work:

- Use of equipment and products relevant to specialist area for demonstration and training purposes.
- A range of office, audio-visual and IT equipment
- PC for design, development and maintenance of IT solutions.
- Multi-function devices : scanners, copiers, printers, fax.
- Telephone
- VC facilities
- Portable equipment (e.g. laptop, mobile phone etc.)

7b. SYSTEMS

- Utilisation of current data and information systems relevant to role currently in use throughout the NES organisation.
- Use of complete MS Office suite of programmes.
- Use IT as directed, maintaining confidentiality.

8. ASSIGNMENT AND REVIEW OF WORK

- The postholder is responsible for planning, prioritising and allocating their own work and has freedom to initiate, implement and deliver outcomes within their area. Work will largely be determined by professional, political and educational regulations and boundaries.
- The post holder will be expected to ensure that practiced education initiatives support and influence national policy and professional regulation.
- The postholder will work autonomously in planning, prioritising, and setting objectives for his/her own work within a national team and will agree objectives and report to their line manager.
- Elements of work will be delegated to members of their team as appropriate.

9. DECISIONS AND JUDGEMENTS

- Persuade, negotiate and motivate stakeholders to participate and deliver outputs.
- Guide and support managers in delivering their specific projects and goals set out in the organisation's plans and facilitate the implementation, monitoring and ongoing development of the organisational strategy within their directorate.
- Work undertaken by the postholder will be guided as a result of requirements set out by Scottish Government Health Directorate initiatives and wider national legislation as these relate to directorate plans. The post holder will be required to interpret these and establish

ways in which they should be implemented across the organisation.

- They may be part of a national group, working together to develop strategies.
- Within the context of the role the postholder is expected to act on the basis of their own initiative and interpretation with broad management support intervention as required.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Working with a range of colleagues and securing stakeholder engagement with the development of initiatives which involve the management of change or are politically sensitive.
- Engaging and maintaining effective communication of key issues with senior staff within NES.
- Combining professional expertise and educational judgements.
- Maintaining knowledge and most up to date information of relevant Government information and NES initiatives, relevant to outcomes.
- Exercising high levels of patience, tact and diplomacy when dealing with difficult situations.
- Interpreting for the organisation highly complex policy and legislation, and translating this into an agreed strategy.
- Working to support initiatives and developing more inter-professional learning opportunities aligned to workforce developments.

11. COMMUNICATIONS AND RELATIONSHIPS

- Excellent verbal, nonverbal, written and presentation skills are required, with frequent requirements to present to large groups in formal setting. E.g. conferences, workshops, and seminars as well as occasional presentations of difficult or controversial information.
- The post holder may be required to implement major changes in education delivery which could be influenced by new legislation and or policies which will have to be discussed and implemented with stakeholders.
- The postholder will require a high level of tact, diplomacy, persuasion and influence in order to enable staff to adapt to new or changing practice or overcome resistance to change.
- Persuade and motivate key stakeholders to participate and deliver the required outputs.
- Aware of the political agenda and relevant policy.
- The postholder requires emotional resilience and excellent interpersonal skills to manage oppositional stances within groups.
- Use innovative ways to share and disseminate information.
- Provide high quality briefing papers and reports for internal colleagues and external stakeholders.
- Provide professional advice and consultancy on a range of educational issues/training programmes.

12. PHYSICAL, MENTAL, EMOTIONAL & ENVIRONMENTAL DEMANDS OF THE JOB

Physical skills

- Advanced keyboard skills
- Practical skills required for relevant area of expertise.

Physical effort

- Transportation of training materials to course venues, setting up equipment for training courses.
- The postholder will be required to sit/stand for long periods of time when in office with ITC equipment while drafting reports and other documents.

Mental effort

- The postholder will have occasional requirement for prolonged concentration, when developing documents, drafting complex reports, working on the design and development of educational initiatives and developing and delivering senior level presentations.
- There will be frequent requirement for concentration where the work pattern is unpredictable i.e. delivering complex clinical skills to a wide range of clinicians.
- Maintain concentration for chairing and participating in lengthy meetings of professionals from differing disciplines and ensure the viewpoints are expressed equally.

Emotional effort

- Supporting and mediating others involved in the delivery of the educational programme where there is conflict.
- Maintaining professionalism in situations where individual and group's discuss contentious issues in confidence.

Working Conditions

- A requirement to use laptop/VDU more or less continuously.

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

- Postholder must be a registered member of the body relevant to their area of expertise.
- Holds a nationally recognised education qualification or evidence equivalent experience
- Masters degree or equivalent experience
- Holds a nationally recognised education qualification.
- Significant experience in their specialist area
- Substantial postgraduate experience and will have held enhanced responsibility in an educational or healthcare post
- Experience of working in an educationally focused environment.
- Working within a multidisciplinary environment utilising facilitation and network building skills including excellent stakeholder management.
- Experience of leading, developing and managing health services and applying improvement methodology.
- Highly developed interpersonal skills.
- Knowledge of and expertise in organisational, leadership and management development and models for delivery of leadership development.
- Highly developed written and verbal communication skills.
- Experience in academic and report writing.
- IT literate with experience in Microsoft Office systems.
- Ability to communicate sensitive and complex information.
- Presentation skills.
- Evidence of creativity and innovation.
- Analytical skills.

- Team player.
- Effective leadership and management skills.
- Project management skills.
- Information management skills

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:



BAND 8a Senior Educator

Essential Criteria – these are attributes without which a candidate would not be able to undertake the full remit of the role. Applicants who do not clearly demonstrate in their application that they possess the essential requirements will normally be eliminated at the short listing stage.

Desirable Criteria – these are attributes which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential criteria.

Means of Assessment – please note that candidates invited for interview will be notified if there will be a requirement to undertake a test or presentation. These additional assessments may be used to judge one or more criteria within the factor.

Factors	Essential	Desirable	Means of Assessment
Key Leadership Behaviours	<ul style="list-style-type: none"> • Collaborative • Inspiring • Engaged and engaging • Adaptive • Empowering 		Application & Interview
Education and Professional Qualifications	<ul style="list-style-type: none"> • Postholder must be a registered member of the body relevant to their area of expertise or equivalent • Holds a nationally recognised education qualification or evidence equivalent experience • Master's degree or equivalent experience 		Application & Pre-Employment checks

Experience/Training (including research if appropriate)	<ul style="list-style-type: none"> • Significant experience in their specialist area • Substantial postgraduate experience and will have held enhanced responsibility in an educational or healthcare post • Experience in the area of infection prevention and control and/or antimicrobial stewardship • Experience of working in an educationally or knowledge management focused environment • Experience of working within a multidisciplinary environment • Experience of successfully managing staff and teams • Experience of strategic planning, operational planning, policy development and implementation • Experience and/or knowledge of audit, evaluation, research and development • Experience/understanding of the external political and social environment, including NHS policy issues and priorities, and the wider agenda of public policy impacting on other relevant agencies • Communications / Presentation experience • Experience of planning, developing and delivering education and training • Analytical experience • Experience of writing complex reports for diverse audience where interpretation of related policies is required 		Application & Interview
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Specific Skills and Knowledge	<ul style="list-style-type: none"> • Highly developed interpersonal skills. • Highly developed written and verbal communication skills. • Experience in academic report writing. • IT literate with experience in Microsoft Office systems. • Ability to communicate sensitive and complex information. • Presentation skills. • Evidence of creativity and innovation. • Analytical skills. • Team player. • Effective leadership and management skills. • Project management skills. • Information management skills 		Application & Interview
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CONDITIONS OF SERVICE

TITLE:	Senior Educator-SAPG	LOCATION:	Flexible
REPORTING TO:	Head of Programme		
GRADE:	Agenda for Change Band 8A	SALARY SCALE:	£49,480 to £53,414 pro rata per annum
HOURS AND DAYS OF WORK:	Part Time (18.75). Based on a normal working week of 37.5 hours. Office opening hours are 0700 to 1900		
JOB STATUS:	Fixed term/ Secondment opportunity for up to 24 months	NOTICE PERIOD:	4 weeks
<i>* For NHS employees considering this post, please note that appointments will only be considered on a secondment or SLA basis, in the first instance.</i>			
ANNUAL HOLIDAYS:	27 days rising to 29 days after 5 years service, rising to 33 days after 10 years service	PUBLIC HOLIDAYS:	8 local/ Public Holidays per annum
REHABILITATION OF OFFENDERS CLASSIFICATION:	The 'exemption' status of posts within NES may change in the future and all successful candidates should be aware that they may be asked to obtain a further Disclosure from the Criminal Records Bureau at a later date, should a post's status change, or if they are transferred or promoted into a post that is exempt.		

SUPERANNUATION:

Please note under changes to workplace pension arrangements introduced by the UK Government, NHS Education for Scotland along with other employers requires to ensure all staff are automatically enrolled in a pension scheme. Consequently, all new starts from 1 October 2013 will be automatically enrolled into the NHS Superannuation Scheme (Scotland). Contributions are based on whole time pensionable earnings as set out in the table below:

Employee contribution rates 2020/2021		
Tier	Annual Pensionable Pay (Full Time Equivalent)	Contribution
1	Up to £18,936	5.2%
2	£18,937 to £23,228	5.8%
3	£23,229 to £28,891	7.3%
4	£28,892 to £56,266	9.5%
5	£56,267 to £79,801	12.7%
6	£79,802 to £117,960	13.7%
7	£117,961 and above	14.7%

Sessional workers who work more than 10 sessions per week under NHS condition may be unable to contribute further to the superannuation scheme.

The conditions above are for information purposes only and may be subject to variation. They do not form the basis of a legal contract.

Leadership Behaviours

NHS Education for Scotland (NES) assesses and selects employees based on our leadership behaviours which are expected at all levels in the organisations. These leadership behaviours support the NES ways of working and NHS Scotland values.

These leadership behaviours describe how we work, and what is expected of everyone who works in NES. A number of methods may be used to assess these behaviours as part of our recruitment and selection processes. Our leadership behaviours are:

