

Post – Principal Educator (Dementia) – Agenda for change 8b

Directorate: Psychology

Additional information – main role outline

Role of Department

The NES Psychology Directorate has two major areas of responsibility:

- Training of psychologists for NHS Scotland
- Upskilling the existing multi-professional workforce in psychological care

NES has responsibility for commissioning pre-registration training for clinical and applied psychology for NHSScotland. Through partnership working with NHS Boards and Universities, we have been involved in ensuring training pathways reflect changing service needs. The Directorate has developed relationships with a wide range of other stakeholders in Scotland (e.g. Scottish Government, QAA) and across the UK (e.g. Department of Health, professional and regulatory bodies) to take forward its modernisation agenda for this professional group.

The directorate has a leading role in developing NES educational strategy to support increased availability of psychological interventions and therapies. NES has been directed to work in partnership with Scottish Government, the Scottish Social Services Council, NHS Boards and other key stakeholders to increase the capacity within the current workforce to deliver evidence based psychological interventions.

The psychology directorate is based in NES central offices in Edinburgh and Glasgow.

Job Role/s

Reporting to the Head of Programme, this role will support the delivery of a number of national training and education programmes to support the delivery of high quality care to people living with dementia, their families and carers.

The postholder will manage key educational projects for the NES Psychology/Dementia workstream to deliver agreed outcomes identified by the Board, Senior Management Team and sponsoring Scottish Government and Health and Social Care departments in relation to defined aspects of educational infrastructure and provision.

The post-holder will have a multi professional remit spanning all NHS groups. This post has a strong and direct impact on the education and training of relevant professionals, and on the subsequent provision of appropriate care, support and intervention.

The posts will include working on a Scotland-wide basis involving close liaison with colleagues, health boards and key stakeholders

Key Tasks

These will include but not be restricted to:

- Designing, delivering and evaluating a range of dementia specific educational initiatives, including the delivery of training and the design of educational resources targeted at staff working in across all health and social care settings.
- Working collaboratively with a range of partners across NHS Scotland and wider social services, including people living with dementia and their families and carers.
- Working with a range of key stakeholders to inform and influence dementia policy and practice from an educational perspective.
- Promotes a culture of change and leading edge practice, which will have a long term impact internally and/or externally by taking operational lead role in the management of national educational projects.
- Provides professional advice and consultancy on a range of educational issues including quality assurance, enhancement and curriculum design and development.
- Take a lead operational role in the management of educational infrastructure projects within the Psychology Dementia workstream to ensure that they are effectively co-ordinated at national and local events
- Deliver the work of the team through working in a workforce wide partnership with executives and senior managers across NHSScotland and other parts of the public service and 3rd sector, agencies and learning & development providers, thereby influencing and building sustained improvements to capability and capacity.
- Participate in the business planning and monitoring, ensuring that each area of activity is proceeding according to plan.
- Maintain and develop own professional knowledge and expertise, awareness of professional education, good practice and innovation within the UK and abroad through attendance at seminars, conferences, study days, networking and professional contacts.

The postholder will carry out duties deemed reasonable to their role and band.

Please refer to the advert and Person Specification when applying for this role.

Harmonised Band 8b Principal Educator

1. JOB IDENTIFICATION

Job Title: **Principal Educator** - Dementia

Department(s): Psychology

Directorate: Psychology

Job Reference:

Responsible to (insert job title): Head of Programme
* **Operating Division**

2. JOB PURPOSE

The purpose of this role is to have lead responsibility for managing major new and existing educational developments, and lead in the implementation of specific elements of education/leadership development, contributing to the formulation of long term policy and strategy.

These workstreams/initiatives will support the key strategic themes of developing education and infrastructure, with the aim of improving current capability and capacity whilst reflecting the need of patients or services users of NHS Scotland.

The postholder will manage key educational projects for NES to deliver agreed outcomes identified by the Board and sponsoring Scottish Government in relation to defined aspects of educational infrastructure and provision.

3. DIMENSIONS

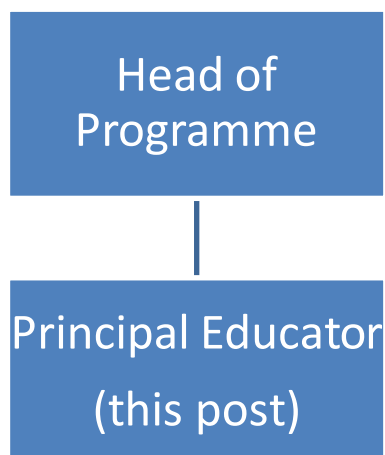
The postholder will work across all of the NHS Boards and other sectors in Scotland, providing professional advice and support in key areas of development to all relevant colleagues including senior leaders, managers, clinicians and development professionals.

They will manage a highly complex set of working relationships which extends beyond health to include other public services, agencies and providers of learning and development.

They will be required to operate at a national level and contribute to the development of policy and practice around development and improvement.

Up to date registration will be a requirement for relevant job roles.

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

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The directorate has a leading role in developing NES educational strategy to support increased availability of psychological interventions and therapies. NES has been directed to work in partnership with Scottish Government, the Scottish Social Services Council, NHS Boards and other key stakeholders to increase the capacity within the current workforce to deliver evidence based psychological interventions. The psychology directorate is based in NES central offices in Edinburgh and Glasgow.

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.)

- Promotes a culture of change and leading edge practice, which will have a long term impact internally and/or externally by taking a leading role in the management of national educational projects.
- Provides professional advice and consultancy on a range of educational issues.
- Develops sector wide strategies and policies which have a long term impact internally and/or externally in specialist area.
- Collating, interpreting and reconciling information and opinions from a range of stakeholders, especially where these may be conflicting, and analysing these to enable a compromise to be brokered or judgement made between the options.
- Leads on specific aspects of education and/or leadership workstreams, ensuring that they are effectively co-ordinated at national and local events and contribute to the achievement of Delivering for Health, Better Health, Better Care.
- Monitors and reviews financial information for the workstream to ensure that they are consistent with guidelines and to make recommendations for efficiencies and service redesign as an ongoing job responsibility.
- Initiation and co-ordination of research into current practice relevant to projects, including analysis of results and presentation of findings in a published report.
- Creative innovative organisational, leadership and management development solutions to improve the effectiveness of individuals, teams, organisations, networks and systems – for example, coaching and strategic team development.
- Deliver the work of the team through working in partnership with executives and senior managers across NHSScotland and other parts of the public service, agencies and learning & development providers, thereby influencing and building sustained improvements to capability and capacity.
- Participate in the business and financial planning and monitoring, ensuring that each area of activity is proceeding according to plan.
- Shape up personal objectives according to organisational needs and depending on areas of expertise and contribute to ensuring that the work of the team is fully covered.
- Scope up requirements for specific programmes of development, through research and consultation with senior leaders in the service and other partners, to ensure that planned provision is fit for purpose and aligned with other local and national provisions.
- Evaluate the impact of investment in development and educational workstream(s) at a personal, organisational and national level, to ensure that it is appropriately targeted and shaped to meet service need.
- Take a leading role in the management of educational infrastructure projects to assist NHSScotland in responding to changes in education and training.
- Maintain and develop own professional knowledge and expertise, awareness of professional education, good practice and innovation within the UK and abroad through attendance at seminars, conferences, study days, networking and professional contacts.

7a. EQUIPMENT AND MACHINERY

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

- 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, including laptop etc

7b. SYSTEMS

- Utilisation of 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 post holder works within objectives agreed and is reviewed formally on an annual basis.
- The postholder is responsible for planning, prioritising and allocating her/his own work and has freedom to initiate, implement and deliver outcomes within the agreed framework. The postholder is expected to work independently, maintaining effective time management and prioritising tasks appropriately.
- The postholder is required to interpret relevant, often highly specialist, national policy and advise NES and key stakeholders on implementation.
- Project plans, progress reports and outcomes are reviewed as appropriate by steering groups and Senior NES Managers and committees.
- Manage, supervise and develop staff in line with NES policy and procedure.

9. DECISIONS AND JUDGEMENTS

- Given the sensitivities of some activities undertaken, the postholder needs to exercise good judgement on any highly complex matters.
- Takes a lead role in developing and securing agreement on detailed plans to implement initiatives to develop workforce capability and capacity and quality learning environment within NHS Scotland.
- Manages key education projects for NES to deliver agreed outcomes in relation to defined aspects of educational infrastructure, provision of development and safety and improvement.
- The postholder is required to interpret relevant, often highly specialist, national policy and advise NES and key stakeholders on implementation.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Consistently working to the highest standards, to increase confidence in the quality of a sustained approach to education/leadership development.

- Balancing national direction with local development.
- Managing 'due process' effectively and efficiently.
- Utilisation of analytical skills and creative strategies to solve highly complex problems relating to national or corporate projects.
- Working within a national remit with all disciplines representing health or social care workers.
- Engaging and maintaining effective communication with senior staff within NES, territorial health boards, special health boards, the education and training sector, professional and statutory bodies, government organisations, social care and third sector/ independent sector organisations.
- Using management strategies and techniques to affect change across professional groups within NHSScotland and internally within NES.
- Collating, interpreting and reconciling information and opinions from a range of stakeholder, especially where these may be conflicting, and analysing these to enable a compromise to be brokered or judgement made between the options.
- Considering the feasibility of initiatives in practice and developing flexible approaches that enable goals/implementation to be successfully achieved.
- Planning and organising the development of NES governance frameworks, when required, which have a significant impact on all of the NES directorates, and thus determining the way in which educational initiatives are implemented, quality assured and monitored.

11. COMMUNICATIONS AND RELATIONSHIPS

- Required to deploy advanced skills in communicating with a wide range of internal and external stakeholders
- Developing consensus about project aims and outcomes and in executing plans.
- Implementation of a communications strategy to develop awareness of the project benefits and outcomes to secure involvement from organisation and individuals from within NHSScotland and other relevant sectors.
- Chair meetings effectively.
- Persuade, influence and negotiate in order to secure funding and contracts, present proposals, obtain support for proposals, and secure involvements of colleagues in initiatives.
- Facilitate workshops and focus group discussions.
- Prepare information, reports, articles and papers to publication standard.
- Present complex/specialist information to internal and external conferences and seminars.
- Present and brief groups of internal and external stakeholders with complex information which may challenge existing practices.
- Maintain communication and working relationships with all departments, committees, the board and the senior management team of NES to affect the work of the post and NES. This communication is verbal, written and electronic and ranges through direct personal contact to scheduled meeting, all with a view to facilitating the work of NES.
- Communication with outside agencies is essential for the efficient and effective conduct of the post and to ensure that the service available from NES is known and understood.

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

Physical skills

- Advanced keyboard skills.

Physical effort

- The postholder should be able to operate standard office procedures. The postholder will be required to sit/stand for long periods of time when working at workstation with ITC equipment while drafting reports and other documents/participating in meetings.

Mental effort

- The postholder will be expected to demonstrate analytical skills and think creatively over sustained periods. It is expected that project strands will run concurrently and the postholder will therefore be required to co-ordinate simultaneous activities. The ability to produce reports and other documents to a high standard is essential.
- There will be a frequent requirement for concentration where their work pattern is often unpredictable.

Emotional effort

- The postholder is required to work to tight deadlines, set by external stakeholders such as the SGHSCD.
- They will occasionally be exposed to distressing or emotional circumstances when they have to impart unwelcome news to stakeholders.

Working Conditions

- Requirement to travel to meetings and conferences has an effect on work patterns. The postholder is required to use VDU for long periods of time whilst working on reports/strategies etc. VDU use on a daily basis.

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

- Educated to at least master's degree level plus substantial postgraduate experience, or working towards this together with registration as a health or social care professional where required.
- Experience of significant expertise within Health or Social Care / Education normally acquired over a significant period.
- Proven leadership/management development capabilities in the delivery of services within Health or Social Care / education / leadership development in a large, complex organisation.
- In-depth knowledge and practical experience within Health or Social care / education / Quality Improvement and leading QI.
- Experience of working with leaders at senior management and Board levels.
- Evidence of personal education skills development.
- Project management experience.
- National policy-level experience in Health or Social care / education / leadership development and an understanding of the policy environment.
- Proven experience in developing, commissioning, managing and evaluating development programmes/activities.

- Ability, experience and judgement to work independently and as part of senior team.
- Experience of complex change management processes.
- Highly developed interpersonal skills.
- Knowledge and expertise in education, leadership, management and models for delivery of development.
- Highly developed written and verbal communication skills.
- Ability to deliver within tight deadlines.
- Understanding and knowledge of government health policy.
- Ability to work in complex environments where the parameters of the job are not necessarily clearly defined.
- Well-developed facilitation skills.

NB: -

Staff employed by NHS Education recruited for a role that has either Mental Health Officer or Special Classes Status will be issued with written confirmation recognising such status at the point of recruitment to ensure that their membership is recognised for the purposes of Pension Calculation. Recognition of either Nurses with MHO Status, or Nurses, Midwives, Physiotherapists, Nursing Assistants or Health Care Assistants with Special Classes Status will be defined explicitly within the advert and job description for future roles, and confirmed in writing to the successful applicant within the offer of employment letter.

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 8b Principal 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. (See Note Below re *Additional Information)

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	Means of Assessment
Leadership	<ul style="list-style-type: none"> Able to demonstrate the NES Leadership Behaviours (see attached document) 	Application & Interview
Education and Professional Qualifications	<ul style="list-style-type: none"> Educated to master's degree level in psychological theory or practice plus substantial postgraduate experience, or working towards this. Post holder must be a registered member of a health or social care professional body relevant to their area of expertise. Required to hold up to date registration relevant to their role. 	Application & Pre-Employment checks
*Additional specific qualifications required for role	<ul style="list-style-type: none"> Significant experience of working within and understanding of services designed to support people living with dementia, their families and caregivers. Direct clinical experience in delivering evidence based psychological interventions and psychologically informed care to people living with dementia, their families and carers across health and social care settings. 	Application & Pre-Employment checks

Experience/Training (including research if appropriate)	<ul style="list-style-type: none"> • Proven experience in developing, commissioning, managing and evaluating development programmes/activities. • Experience of strategic policy development and implementation that reflects both corporate and system wide directives. • Experience in the development and delivery of a range of training programme elements and developing learning materials. • Experience and understanding of educational quality assurance and the healthcare/education sector in the UK • Significant experience of managing large and complex projects/programmes. • Experience of strategic planning. • Significant analytical experience at senior level. • In-depth knowledge and practical experience of Quality Improvement and leading QI. • Significant experience of leading and managing teams. • Experience of design and implementation of change programmes. • Experience of presenting and publishing of records. • Experience in leading and managing new and existing educational developments. • 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. 	Application & Interview
*Additional specific experience/training required for role	<ul style="list-style-type: none"> • Flexible, adaptable and open to change 	Application & Interview

Specific Skills and Knowledge	<ul style="list-style-type: none"> • Knowledge and expertise in education, leadership, management and models for delivery of development. • Knowledge of contemporary issues in clinical practice education as they relate to the training and education of clinical trainees. • Ability, experience and judgement to work independently and as part of a senior team. • Ability to build highly effective relations internally and externally is key as well as excellent facilitation, presentation and strategic thinking and analysis skills. • Extensive knowledge of the legal framework governing: Health and Safety, Employment Law, Freedom of Information, Data Protection, etc. • Excellent communication, interpersonal, negotiating, influencing and facilitation skills at a senior level. • Excellent working knowledge of Microsoft Office packages. • Ability to work autonomously to agreed objectives and timescales. • Effective time management skills and ability to manage conflicting priorities. 	Application & Interview
*Additional specific experience/training required for role	<ul style="list-style-type: none"> • Regular travel throughout Scotland will be required due to the nature of the post. 	Application & Interview

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:





CONDITIONS OF SERVICE

TITLE:	Principal Educator – Dementia	LOCATION:	Glasgow or Edinburgh
REPORTING TO:	Head of Programme		
GRADE:	Agenda for Change Band 8B	SALARY SCALE:	£60,134 to £64,736 per annum pro rata
HOURS AND DAYS OF WORK:	Part time 18.75 hours per week (0.5 wte). Based on a normal working week of 37.5 hours. Office opening hours are 0700 to 1900		
JOB STATUS:	Fixed term/ secondment opportunity until March 2022*	NOTICE PERIOD:	4 weeks
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

** For NHS employees considering this post, please note that appointments will only be considered on a secondment or SLA basis, in the first instance*

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 Disclosure Scotland at a later date, should a post's status change, or if they are transferred or promoted into a post that is exempt.
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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.



CONDITIONS OF SERVICE

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