



1. Workforce 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 remit of the Workforce Directorate is to support the people infrastructure of NES and align to the Scottish Governments Everyone Matters: 20:20 Workforce Vision.

Educational solutions in support of the 20:20 Vision are delivered in collaboration with health boards, and in partnership with other colleagues across NHSScotland, Scottish Government Health & Social Care Directorates, Scotland's Colleges, Skills Development Scotland and other public sector agencies as appropriate to ensure that the education and training is informed by robust evidence.

The current 20:20 Workforce Priorities are defined within the NES Corporate Plan and our objective is to have a Capable, Sustainable, and Integrated Workforce; Effective Leadership and Management; and a Healthy Organisational Culture.

The Workforce Directorate works at national level and is key to the delivery of national priorities and the NES Strategic Framework. It has responsibility for:

- Both an internal and external service to support NHSScotland to gain the best value from the people who work within the NHSS.
- facilitating the implementation of the Scottish Government's Workforce Strategy Everyone Matters within NES
- a comprehensive People and Organisational Development strategy and service for the people who work for NES. This includes the provision of leadership and strategies for the Diversity, Workforce Planning, Staff Governance and Partnership Working agendas of NES.
- supporting with development of education and development policy and resources for NHSScotland Healthcare Support Workers (Estates & Facilities and Business & Administration staff) and supporting Scottish Government and NHSScotland Boards on the implementation of Scottish Government's Youth Employment Strategy.
- The Directorate is a key partner for Scottish Government in the delivery of its Talent, Leadership and Management and learning and development ambitions.
- a source of information, advice, educational solutions, and support to the wider NHS through links with Territorial Boards and the Scottish Government.

- a key role in facilitating a number of networks across the service that enables effective engagement in the development of education tools, resources and to advance both strategy and policy developments.
- Supporting the workforce of NES (to include trainees) and provides a comprehensive Human Resources service that includes learning and development, and strategic and operational leadership.
- Provides a comprehensive Human Resources and Organisational Development and Learning service to NES and externally to NHSScotland in the recruitment of medical and dental trainees and other vocational trainee groups.
- a range of organisational consultancy and training services to enable the organisation to lead itself effectively through significant organisational change; supporting the development of NES as a learning organisation, contributing towards the continuous performance improvement and development agenda of NES.
- support to the 20:20 priorities, and also provide strategic advice and guidance, and act as a centre of excellence to include the delivery of the human resources strategy for the NES Workforce.
- The Directorate also supports NES in all aspects of its Equality and Diversity responsibilities.

The Directorate aims to support NES with an exemplar level of service that complements Partnership Working, Employee Engagement, Staff Governance, Organisational Development, Recruitment & Selection, Job Evaluation, Appraisal, Performance Management, Policy Research, Development, Occupational Health & Safety, Training & Development, Employee Relations, Salary Administration and Occupational Health and Safety, Modern Apprenticeships, Organisational Change, Leadership and Development.

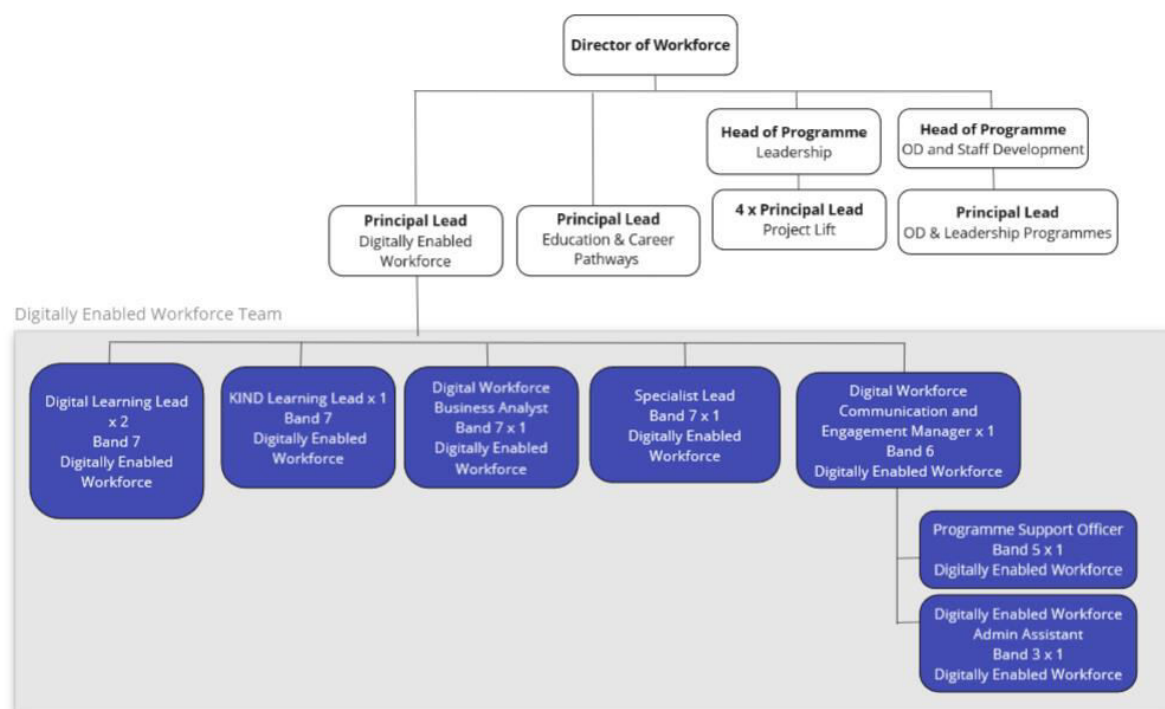
With an overall objective of providing educational solutions that enhance the workforce of the NHS Scotland.

Total Directorate staff (headcount circa 71)

Total Directorate budget – circa £3.8 million

Total staff/trainees recruited (March 16) - 1104

2. Organisation Chart



3. Job Role

This is a new and exciting opportunity to be part of a newly formed team that will influence and support developing the digital capabilities and technology deployment and adoption across Scotland's health and care workforce. Digital technology has been essential in supporting the delivery of health and care provision during the COVID-19 pandemic. Enabling the acceleration of digitally delivered services across the sector during COVID-19 and has highlighted the need for continuing the momentum of digitally enabling the workforce. Therefore, Scottish Government is funding the role of Digital Learning Lead reporting through NES Education for Scotland.

The Digital Learning Lead will provide leadership and specialist input for specific education and other development programmes, projects and services that make up the portfolio of work arising from developing a digitally enabled workforce.

You will have a highly developed specialist knowledge in developing digital skills and leadership capability of the workforce. Including understanding and working to address barriers to the adoption of technology used.

The role will work in partnership with multiple stakeholders within and out with NES, including Scottish Government, Local Government Digital Office, Scottish Social Services Council and Scottish Council for Voluntary Organisations. Social Care partners and other national agencies.

You will be required to demonstrate initiative and show your creativity in finding solutions to problems, working with others to develop positive and productive relationships that balance a wide range of stakeholder needs.

Flexibility of approach and the ability to respond to emerging issues and challenges will be critical in this role, as will the credibility associated with expert knowledge and understanding around the key elements of leadership, culture and skills requiring development support in order to enable the spread and scale of digital health and care in Scotland.

4. Key Tasks

These will include but will not be limited to:

- Develop clear learning pathways for the progression of digital skills across the different levels of essential, operational and specialist digital and data technology skills.
- Developing a central resource and clear learning pathways for the adoption of all of the applications within Microsoft 365 across health and care. Supporting the workforce at all levels from introductory to expert.
- Working with stakeholders to establish existing leadership programmes to ensure that digital skills is incorporated to support the development of leaders now and in the future.
- Leading and managing design, development and delivery and / or commissioning of a range of educational and development programmes, interventions and resources, both face to face and digital, establishing project goals and work plans.
- Engaging and collaborating with a wide range of stakeholders across Health and Care and partner agencies to develop and support the embedding of specific resources linked to current and developing national priorities.
- Establishing, implementing and evaluating strategies, including the use of relevant frameworks and education pathways, to ensure equity of access to education and appropriate learning and development opportunities across the Health and Care workforce around leadership, culture and skills for digital health and care.
- Identify existing and free resources that are there already for digitally upskilling and the workforce and collate into a central library for easy accessibility across Health and Care.
- Coordinating the specification, production and delivery of high-quality digital learning resources and services. That are within budget, delivered on time and are fully accessible to all and in the appropriate style, tone and creative approach.
- Creation of and working with existing Digital Champions Groups and or other initiatives that develop digital skills and technology adoption.
- Supporting, where appropriate, the development, dissemination and sustainability of national guidance for development of digital leadership, culture and skills, through development of knowledge management strategies, supporting infrastructure and action plans.
- Contributing to the implementation of the Organisational, Leadership and Education Development department's frameworks and processes for ensuring the quality and impact of all programmes, projects and services.

- Contributing to departmental operational planning, and participate in in the department's commissioning process, ensuring the efficient and effective use of financial resources.
- Engage with public, voluntary and private sector organisations to keep up to date with latest digital learning technologies.
- Plan and monitor operational budgets for programmes and projects and contribute to the commissioning and procurement process, ensuring the efficient and effective use of financial resources.
- Line management responsibilities as required, including providing leadership, work programming supervision, professional development, appraisal and pastoral support.

5. What Knowledge, Skills and Experience Will You Bring...

- Experience of developing a digitally enabled workforce and supporting service users with the technology used to provide a service.
- Expert knowledge of Microsoft 365 and the applications within including the deployment and adoption of these across large organisations.
- Experience of developing digital leadership capabilities.
- The demonstrated ability in measuring and closing the gap between technology used across the organisation and user adoption.
- Considerable experience in creating learning and development material.
- Experience of working collaboratively with key stakeholders across large organisations.
- Customer, patient, citizen focused with excellent relationship management, communication and negotiation skills.
- Previous experience of working with and or setting up a Digital Champions Group and/or other initiatives that develop digital skills and technology adoption.
- Experience of working with and/or understanding of public sector, education and professional structures and processes along with knowledge of Scottish Policy.
- Experience of project management, service design, business analysis tools, techniques and mythologies.



BAND 7 Specialist Lead

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">• Inspiring• Empowering• Adaptive• Collaborative• Engaged and Engaging		Application & Interview
Education and Professional Qualifications	<ul style="list-style-type: none">• Degree level in relevant subject or equivalent experience.• Postgraduate qualification in relevant subject, masters or equivalent experience.		Application & Pre-Employment checks

Experience/Training (including research if appropriate)	<ul style="list-style-type: none"> • Public Sector knowledge. • Demonstrable experience of financial management within a business (or related) environment. • Experience in drafting and producing papers and publications. • Experience in collection and analysis of qualitative and quantitative data. • Experience and understanding of group dynamics and organisational change processes. • Experience in designing and developing educational programmes. • Experience of budget management. 		Application & Interview
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<p>Specific Skills and Knowledge</p>	<ul style="list-style-type: none"> • Experience of budget management. • Expertise in project management, business analysis tools, techniques and mythologies. • Ability to work in a team. • Innovative. • Research and critical appraisal skills with the ability to disseminate complex, highly specialised information. • In depth knowledge of information governance requirements in respect of sensitive personal data. • Commitment to personal and professional development. • Flexible approach to learning and problem solving. • Excellent analytical and numerical skills. • Presentation skills. • Excellent IT and information management skills. • Management. skills/experience in managerial role. • Organisation/administrative skills. • Ability to work with minimal supervision. • Leadership, communication and interpersonal skills to include presentation, influencing, negotiation and complex report writing. • Knowledge and experience of working with some or all of these organisations and sectors HSCP, SSSC, NHS, eHealth, SSSC, Scottish Care, Housing, Care Homes, Public Health, SCVO, Local Govt Digital Office. • Experience of developing a digitally enabled workforce and how to close the digital skills gap. • Expert knowledge of Office 365 and the applications within including the deployment and adoption of these across a large organisation. 		<p>Application & Interview</p>
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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:	Digital Learning Specialist (Specialist Lead - Workforce)	LOCATION:	Flexible Base Location
REPORTING TO:	Principal Lead - Workforce		
GRADE:	Agenda for Change Band 7	SALARY SCALE:	£39,693 to £46,467 per annum
HOURS AND DAYS OF WORK:	Full time. Based on a normal working week of 37.5 hours. Office opening hours are 0700 to 1900		
JOB STATUS:	Fixed term/ secondment opportunity to May 2023	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
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.		

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.