



JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Associate Director

Department(s): NHS Scotland Academy

Responsible to: Director, NHS Scotland Academy

Job Description Reference: 56517

No of Job Holders: 1

2. JOB PURPOSE

NHS Scotland Academy will offer accelerated training for a range of subjects and professions, aligned with, and adding to, existing clinical and simulation training across Scotland.

NHS Scotland Academy aims to provide needs-driven and accelerated, high quality workforce development programmes delivered through state-of-the-art facilities. To ensure equity of access, training may be virtual or classroom-based, with options for residential accommodation, where required. Programme design will be aligned to need and will be linked with recruitment to attract and develop the right numbers of people at the right time, with the right skills and values to deliver high quality health and social care.

The role of Associate Director will be to support the Director of NHS Scotland Academy in leading the business development and implementation of NHS Scotland Academy. The postholder will work with leadership teams within NHS Golden Jubilee and NHS Education for Scotland in order to support the delivery of the objectives of the joint venture of NHS Scotland Academy.

The postholder will be expected to provide a high quality, proactive and professional service, undertaking a portfolio of responsibilities in the development of the blueprint and strategy for the NHS Scotland Academy.

The postholder will require strong links with academia and innovation, and will be expected to support the development of effective quality indicators, policy and performance management of NHS Scotland Academy. The post holder will ensure the continuous review, evaluation and refinement of services to support the delivery of high quality and consistent experiences for all participants, faculty, sponsors

and recruiters in line with the NHS Scotland Academy's vision and strategy and appropriate to standards in health and social care.

The postholder will act authoritatively as a change agent and display the highest professional standards, with experience of working with senior leaders.

The postholder will develop effective and credible working relationships with key external stakeholders to progress and deliver programmes of work with NHS Boards and other potential sources of NHS Scotland Academy users to engage them in the development and future commissioning or purchases of courses/places.

The postholder will support the Director of NHS Scotland Academy to develop and deliver the short, medium and long-term strategic plans for NHS Scotland Academy, aligned to the agreed vision and objectives agreed by NHS Scotland Academy's Strategic Programme Board which are to design and deliver a high quality portfolio of training, education and development. This will include ensuring robust educational governance, monitoring and reporting arrangements are in place, with the need to undertake suitable benchmarking opportunities in order to deliver improved productivity, efficiency and quality. The postholder will also ensure that any strategy or framework adopted is in line with the requirements of the Scottish Credit and Qualifications Framework and other relevant academic and educational frameworks, as appropriate.

The postholder will be accountable for scoping, developing and managing a wide range of programmes of work within NHS Scotland Academy to support delivery of improvement in workforce development.

To provide strategic leadership and be a source of advice, guidance and challenge on the relevant key areas of delivery.

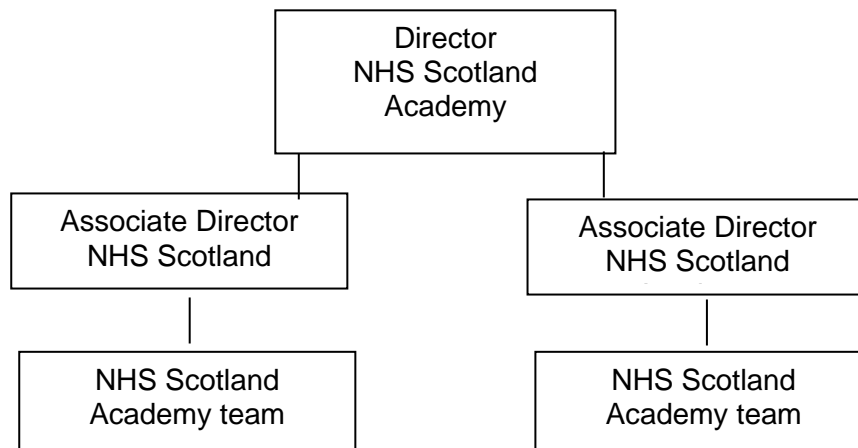
To lead on the presentation of performance information for the programmes, as appropriate, to ensure that milestones and plans are delivered on time and within available resources both workforce and financial.

To act as an integral member of the leadership team working closely with the Director of NHS Scotland Academy and lead the delivery of the required programmes in an environment where there may be resistance to challenge or change.

To develop positive, effective and credible working relationships, both internally and externally, to support the delivery of change programmes.

The postholder, with delegated responsibility from the Director of NHS Scotland Academy, will provide strong, effective and visible strategic leadership and management internally for the staff working within the NHS Scotland Academy and also with external key stakeholders to support Boards in delivering safe, effective and person centered care to patients accessing services within NHSS.

3. ORGANISATIONAL POSITION



4. SCOPE AND RANGE

The NHS Scotland Academy is an ambitious joint venture between NHS Education for Scotland (NES) and NHS Golden Jubilee (NHS GJ). It will support the transformation and sustainability of the health and social care workforce through the development and delivery of new accelerated learning and development offerings for key roles.

The NHSS Academy will align to NHS Scotland mobilisation plans to ensure appropriate prioritisation of roles and maximise our ability to attract, train and develop people into the health and social care workforce as part of a 'once for Scotland' solution.

The NHSS Academy will be based at the GJ National Hospital (GJNH), as part of a hub and spoke national academy model for NHS Scotland. NES will hold primacy on educational governance, workforce development and planning. The NHSS Academy will build on the respective skills and facilities of both partner organisations, bringing together NES's experience in workforce development and digital learning with NHS GJ's clinical and patient experience outcomes, training and hotel facilities, as well NHS GJ's portfolio of innovation and Centre for Sustainable Delivery (CfSD). NHSS Academy will add to the immersive skills and simulation opportunities in Scotland or learners that make the most of technology enhanced learning.

The overall objectives of the NHSS Academy are to:

- Work collaboratively with key partners to identify targeted priorities for developing additional capacity and new capabilities with NHS Scotland.

- Develop a collaborative model of delivery, ensuring key strengths from NHSS Academy parent organisations are optimised.
- Provide accelerated learning for specific clinical specialisms identified as priority roles/need to deliver a workforce fit for the future using simulation and recognising the future potential of haptics for clinical training.
- Provide engaging and attractive training programmes linked to recruitment and career progression.
- Work in partnership with NHS Boards, schools, colleges, universities and industry partners to provide learners with a positive, modern learning experience using a blended education model, combining state of the art physical facilities with technology enhanced learning.
- Add to current education and training provision to ensure consistency and efficiency across the system, avoiding duplication.
- Support excellence in clinical skills teaching and education, and increase the pace and scale of skills creation to enable sustainability, resilience and innovation in health and social care provision in Scotland.

Working with Scottish Government and other partners to accelerate workforce development, the NHSS Academy will support sustainable growth in NHS Scotland's clinical and non-clinical activity through the delivery of suitably trained roles. With an initial focus on accelerated workforce training to support current elective challenges, course development will be prioritised against need.

The postholder is responsible for exercising autonomy in terms of decision making within their role and in addition requires to have a high level of understanding of a range of different aspects of workforce development. The postholder operates within two different organisational structures (NHSGJ and NES) which have different organisational and delivery requirements.

The postholder will be expected to deputise for the Director of NHS Scotland Academy, as required.

The postholder will receive and provide highly sensitive information and has to demonstrate a high level of political understanding, communication skills, influencing, persuading and negotiating skills in order to achieve their key duties and responsibilities

The postholder has delegated authority from the Director of NHS Scotland Academy to monitor the budgets which are allocated to the programmes within their area of responsibility. The delegated budgetary authority is set by the Director and may be variable as the allocated budget will vary from year to year based upon policy and budgetary decisions.

They have a prime budgetary responsibility for a staffing budget and financial budget of the following:

Details to be confirmed, as NHS Scotland Academy moves in to the delivery phase.

5. MAIN DUTIES/RESPONSIBILITIES

To support the Director in delivering the objectives of the NHS Scotland Academy which includes working across Scottish Government Directorates and with senior leaders across NHS Boards,

academia, regulatory bodies, professional bodies, local authorities and industry partners on programme plan development, implementation and monitoring.

To provide leadership, guidance and support as required and ensuring that the necessary strategic frameworks are in place to ensure successful delivery of the programme in line with the agreed national government policies and local board requirements providing reports, as appropriate.

The postholder will be expected to deputise for the Director as required and potentially on a rotational basis.

To develop effective and credible working relationships at all levels both within an internal and external context to ensure that all key stakeholders are engaged in the development of any strategic plans and also their successful delivery.

Lead the programme through a model of networked portfolios, incorporating both health and social care, which employs evidence based decision making, addresses gaps in provision and quality and designs safe, effective and patient centred services that achieves best patient outcomes and also fosters a culture of clinical and stakeholder engagement and multidisciplinary involvement.

Support organisations and workforce by ensuring effective contributions to the creation of capacity in the NHS system to stimulate and support service redesign and also help support improvement in performance.

Represent NHS Scotland Academy at national/public meetings/events as required, acting independently, decisively and effectively.

To manage the budget delegated to the postholder within their area of responsibility including staff costs and to ensure that all elements are managed within the available financial and staffing resources taking appropriate remedial action where any issues are identified.

Manage, motivate and develop staff within the tem to ensure that they are able to deliver the responsibilities of NHS Scotland Academy.

To undertake all HR management in respect of team members including absence management, the setting and monitoring of objectives, completion of KSF and PDP planning, iMatter and overseeing of any related iMatter action plans and other related Staff Governance matters.

Manage, monitor and report on the benefits realisation resulting from implementation of the programme also ensuring that appropriate risk management, financial, corporate and staff governance arrangements are incorporated into the programme planning process.

Responsible for providing, evaluating and receiving information, including presenting information about the programmes and dependencies involving a wide range of stakeholders.

Undertake appropriate research to identify best practice which may include: UK-wide, globally, public or private sector both within and outside the health and social care economy in order to develop appropriate options for the programme.

6. SYSTEMS AND EQUIPMENT

The postholder is required to develop systems both manually and by the use of complex databases and provide management information. The following equipment is used on a frequent basis in the execution of duties:

- Personal computer
- Laptop
- Printers etc.
- Audio equipment
- Hands free telecommunications equipment
- Video conferencing equipment
- Standard Microsoft Office packages e.g. Word, Excel, and Powerpoint to manipulate information and produce reports to aid decision making and insight into the Elective Services operational/ strategic matters.
- National data systems which utilise and provide information on the key determinants of health etc., Discovery, in order to ensure effective benchmarking.
- Email for routine communication on a daily basis.
- Understand and can apply the concepts of clinical governance, quality systems, benchmarking and best practice.
- Regular utilisation of patient and activity centered data at both national/ board levels.
- IT literate and competent in the use of IT in-house and related packages to analyse various activity, waiting lists, risk and financial data and turn this into management information to aid decision making.
- An understanding of project, patient data and operating systems is also required

7. DECISIONS AND JUDGEMENTS

The post holder operates with a high level of autonomy and has significant scope to determine how objectives should be met and to plan and prioritise work. Objectives are directly related to national policies and priorities, targets and performance standards.

The postholder is expected to utilise a wide range of information sources including key policy guidance and expert professional and technical knowledge in the provision of advice and support to promote evidence based practice. The post holder uses own discretion in imparting specialised information and through analysis makes independent judgements on the evidence available in order to interpret risk.

Performance is largely assessed through service and project outcomes and NHS Scotland Academy's achievements on the objectives and targets. The Associate Director provides an ongoing overview of overall performance, undertaking a formal annual review against personal objectives. Progress and performance is also measured against formal reports to appropriate forums.

The post holder is expected to lead on the design, implementation and monitoring of programmes. Review of performance is through the agreement of performance objectives and individual appraisal by the Director.

The post holder is required to make decisions which affect NHS Scotland Academy in regard to its ability to meet their objectives, particularly with regards to delivery of targets and implementation plans.

The post holder is an authorised signatory of the Division with authority to order goods and services within the standing financial instructions to budget limits.

The post holder, through the agreed scheme of delegation and supporting the standing financial instructions, has delegated authority to utilise resources however they see fit to ensure the successful attainment of the Centre for Sustainability objectives.

The post holder is expected to anticipate and resolve problems independently and to initiate action to resolve situations. Typical judgments include decisions around priorities for programmes, actions to ensure delivery of challenging targets and operational actions in response to service delivery/ staffing/ budgetary issues.

8. COMMUNICATIONS AND RELATIONSHIPS

The effectiveness of the postholder's contribution is dependent on knowledge and relationships, the ability to communicate clearly and consistently, and to negotiate, influence and persuade. The post holder is therefore required to have particular skills in managing both internal and external relationships and good communication skills to ensure the effective development of working relationships.

The post holder is expected to communicate with a wide range of senior colleagues within Scottish Government, NHS Boards and partner organisations.

Excellent communication skills are required to persuade others and negotiate the implementation of change.

The post holder is expected to have strong interpersonal skills and be able to express a view convincingly and coherently.

Maintain excellent working relationships with colleagues ensuring maximum co-operation and willingness to work together in improving services for patients/ relatives and staff.

Strong presentation skills are required as is the ability to express views convincingly and coherently using a variety of media e.g. presentation of business plans to senior NHS and academia representatives.

Internal relationships:

- Chief Executive, Executive Directors and Senior Management Team members of both parent Boards
- Senior medical leads across Boards
- Senior clinical leads across the Boards
- Clinical and non-clinical staff within Boards

All of the above relationships will involve the requirement within the role to influence decisions, discuss issues of common interest and ensure effective utilisation of the support provided by NHS Scotland Academy.

External relationships:

- Scottish Government and key stakeholders to influence and deliver plans to achieve maximum effect in improving services across NHS Boards
- Learner participation groups through citizen engagement for programmes
- Clinical and managerial colleagues across health and social care in the development of programmes of work.
- Academic partners, industry partners, professional bodies, regulatory bodies, other public service partners.

9. PHYSICAL DEMANDS OF THE JOB**Mental Effort:**

- Strong analytical and numerical ability, and be able to quickly digest and retain information and take action on complex issues.
- Effective time management skills with the ability to prioritise and meet tight deadlines.
- Adaptable and able to respond to often unpredictable demands.
- Able to deal with very frequent interruptions which often change priorities, require immediate decisions and require a rapid change in the focus of the task being undertaken at that time.
- Periods of intense concentration required associated with decision making.
- Ability to think laterally to aid problem solving

Physical Skills:

- Able to use PC and associated equipment
- Considerable driving/travel commitment

Physical Effort:

- Able to work across a number of locations within the same day including remote working

Emotional Effort:

- Ability to relate to colleagues and external colleagues, in an understanding and sympathetic manner.
- Able to deal with conflict situations or highly emotional situations for example in situations where challenge is not welcome or there is resistance to change
- Maintaining composure and focus on programme priorities in times of uncertainty/organisational change and role modeling

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Under the direction of the NHS Scotland Academy Director, managing and leading the development of the programmes within the specified Portfolio, whilst retaining clear individual accountability for delivery of the agreed objectives.

Managing the significant and complex workload, balancing the constant and varied demands to meet key national targets in relation to defined area of responsibility.

Balancing the long-term strategic issues with the day to day operational demands of the role.

To support the development of high quality person centered services which make a significant impact on the patient experience within Scotland.

Working across a broad range of professionals and disciplines to develop, enhance and provide a range of National and Regional services for the benefit of patients across NHS Scotland.

To provide leadership in an environment that is continuously evolving and expanding.

To find practical solutions to wide ranging complex issues within a demanding and diverse stakeholder environment.

To effectively manage resources and budgets to deliver sustainability, value for money and excellent patient care.

To deliver change and embed new and sometimes radically different ways of providing services through engagement, persuasion and facilitation in order to meet the demands of NHS Scotland.

To provide support to enable local leaders to enable a culture of continuous improvement that is supportive of sustainable new models of working inclusive of clinicians, managers, a wide ranging workforce and the wider NHS.

To support the Director of NHS Scotland Academy in establishing an ethos of enthusiasm and motivation within the defined areas of responsibility in order to respond positively to a continuously changing and rapidly growing environment.

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

The post holder must:

- Be educated to Masters level or equivalent with evidence of continued personal development or a proven track record of relevant senior experience in the successful delivery of performance improvement or transformational change programmes.
- Possess full relevant professional qualification or equivalent levels of professional and technical knowledge through extensive professional and managerial experience.
- Have a demonstrable track record of success in a senior leadership role within a complex environment.

- Have a portfolio of successful leadership and delivery of quality improvement and innovative initiatives.
- Have highly effective influencing and interpersonal skills.
- Have behaviour that fulfill positive organisational values based upon the NHS agreed values.
- Possess drive, enthusiasm and confidence to deliver successful programmes focused upon patient experience, safety, quality improvement and innovation.
- Possess ability to contribute to and influence the strategic agenda and translate strategy into operational deliverables and evidence of strategic working in a complex environment.
- Have demonstrable success in managing significant change/development strategies.
- Be able to demonstrate inspirational and innovative leadership and foster a culture of entrepreneurship, innovation and quality improvement.
- Must have the stature to earn the confidence and respect of key stakeholders across NHS Scotland and also externally with partners to effectively contribute to a national agenda that has a high political and public profile.
- Possess high levels of interpersonal and strategic skills, combined with a supportive and visible leadership style which demonstrates competencies in the critical leadership behaviours identified as crucial to achieving success within NHS Scotland:
 - Working in partnership
 - Learning and development
 - Caring for staff
 - Improving performance through team-working
 - Communicating effectively
 - Improving quality
 - Achieving innovative result.

12. 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:

Head of Department Signature:

Date:

Date:

Person Specification
Post: Associate Director – NHS Scotland Academy

	Essential	Desirable
Qualifications and Training	<p>Educated to Masters level or equivalent</p> <p>Possess full relevant professional qualification or equivalent levels of professional and technical knowledge gained through extensive professional and managerial experience</p>	Evidence of Continued Personal Development
Experience	<p>Demonstrable track record of success in a senior leadership role within a complex environment.</p> <p>Have a portfolio of successful leadership and delivery of quality improvement and innovative initiatives.</p> <p>Have demonstrable success in managing significant change/development strategies.</p>	
Skills/Knowledge	<p>Possess high levels of interpersonal, communication and strategic skills, combined with a supportive and visible leadership style which demonstrates competencies in the critical leadership behaviours identified as crucial to achieving success within NHS Scotland:</p> <p>Working in partnership</p> <p>Learning and development</p> <p>Caring for staff</p> <p>Improving performance through team-working</p> <p>Communicating effectively</p> <p>Improving quality</p>	

	<p>Achieving innovative result.</p> <p>Ability to operate with a high level of autonomy</p> <p>Ability to operate successfully within a highly complex political and high profile public environment</p> <p>Well developed influencing, persuading and negotiating skills</p>	
Any other additional information	<p>The post will involve undertaking working from home in relation to the current Covid-19 environment</p> <p>If future working arrangements change the role may involve travel throughout Scotland</p>	

Delivering care through collaboration

NHS Golden Jubilee

Beardmore Street, Clydebank G81 4HX

Telephone: 0141 951 5000

www.nhsgoldenjubilee.co.uk

Chair: Susan Douglas-Scott CBE

Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

POST: Associate Director

HOURS: 37.5 per week

CLOSING DATE: 20 June 2021

NHS Golden Jubilee welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely

Recruitment Assistant

NHS Golden Jubilee

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about NHS Golden Jubilee (NHSGJ).
- The contents of this package are as follows:-
 - Job Description/person specification
 - Terms and Conditions of Service
 - Application Form
 - Equal Opportunities Monitoring Form
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- NHSGJ operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of two year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please submit your completed application through the Jobtrain Recruitment System
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
 - Valuing dignity and respect
 - A "can do" attitude
 - Leading commitment to quality
 - Understanding our responsibilities
 - Effectively working together

NHS Golden Jubilee
Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from to 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£72,792 to £78,452 per annum

3. Grade

This post is offered at Band 8C.

4. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

5. Hours of Duty

37.5 Hours per week

6. Tenure of Employment

This post is offered on a permanent basis

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

NHS Golden Jubilee

Benefits

NHS Superannuation scheme:

New entrants to NHS Golden Jubilee who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days' annual leave on appointment
37 days' annual leave after 5 years
41 days' annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

Leisure Club membership – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £30 per month.

Discounted Room Rates - Rooms rates discounted subject to specific conditions.

Discounted Dining - 20% off food and beverage when dining in the hotel.

Golden Bistro (Hospital Restaurant) - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in NHS Golden Jubilee, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.