



JOB SUMMARY

Health and Safety Advisor (Specialist Lead- Property and Facilities Management)

1. Planning and Corporate Governance

The Planning and Corporate Governance team provide key corporate support functions covering: strategic and operational planning; board committee services; performance and risk management; support for organisational change and performance improvement; executive support for the chief executive and the chair; complaints management; policy analysis and corporate report writing and; support for educational and research governance.

The Property and Facilities Management team are responsible for the development and implementation of

- The Property and Asset Management Strategy
- The Facilities Management Strategy
- The Workplace Strategy

The team are responsible for the provision of specialist property and facilities management support services across the NHS Education for Scotland property portfolio, encompassing office and training accommodation at 10 sites across the main cities in Scotland.

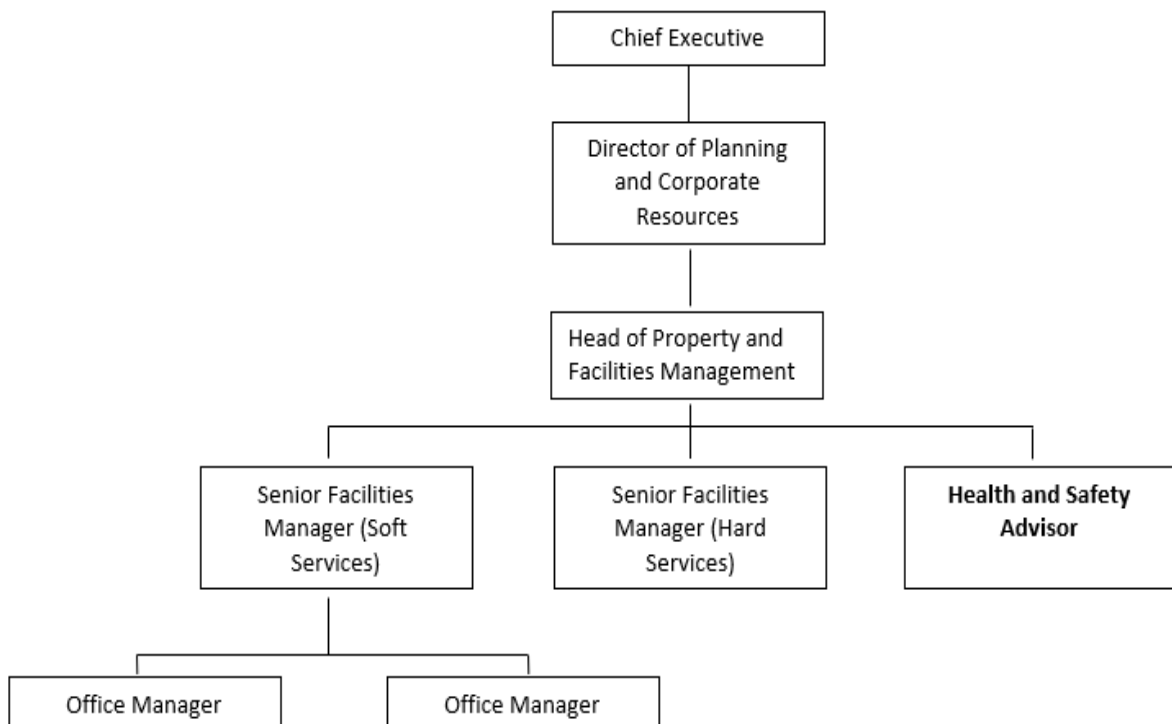
The responsibilities and activities undertaken by Property and Facilities Management include:

- Strategic FM Services – Ensuring the organisational needs of the organisation are achieved, ensuring efficient and effective support services in relation to the workplace, learning environment and provision of FM services. This includes Planning activities (eg FM Strategy development, Services Delivery plans) and Performance Monitoring and Reporting.
- Operational Management – Development of NES wide Policies and procedures, Development of Service Level Standards, Procurement and Contract Management, HealthNES
- Team Management and development.
- Hard FM and Asset Management/Corporate Real Estate – Property Strategy development and implementation, Options Appraisals and Business Cases, Property Management and Property Transactions (eg leases, occupancy agreements), Property Evaluation (6 facet assessment), Planned Preventative Maintenance, Response Maintenance, Forward Maintenance Plan and Investment

Plan, Project Management for Capital and Maintenance Works, and Premises Health and Safety (eg Fire Risk Assessments, Asbestos, Legionella).

- Workplace Management – Workplace Strategy development to maximise space utilisation and ensure work needs are supported in an efficient and effective manner. This encompasses Space utilisation measurement and analysis, Workplace design and transition management.
- Provision of Soft FM Services – Reception, Meeting room administration and set up, catering, cleaning and waste management, mail services, travel, reprographics, security, and office supplies.
- FM information and data management systems – The development, implementation and ongoing management of the Service Desk, Room Booking Systems, Estates Asset Management Software, Fire Risk Manager software, Access Control systems and Environmental Management Systems. This includes ensuring data on the Estates is retained current and regularly reported to NHSScotland and SG.

2. **Organisation Chart**



3. Job Role

The Health and Safety Advisor role is based within the Planning and Corporate Governance Directorate with the role reporting directly into the Head of Property and Facilities Management.

The role ensures that the organisation adhere to all aspects of Health and Safety legislation and will form an essential role as the recovery phase from COVID 19 is entered and the organisation returns to the workplace as well as supporting those staff working from other settings.

4. Key Tasks

These will include but will not be limited to:

- Ensure compliance with Health and Safety legislation creating a safe and welcoming environment for staff and visitors;
- Provide guidance and support to the organisation in identifying risks and hazards in the workplace;
- Provide reports to Committee and Board level on Health and Safety matters;
- Oversee relevant policies and procedures relating to Health and Safety to ensure these are adhered to;
- Support colleagues in Property and Facilities Management in ensuring risk assessments across various sites are produced in a timely manner and to the required standard;
- Identify and support the organisation in making appropriate Health and Safety training is provided to staff including fire warden, first aider training amongst others;
- Ensure recording of any near misses and accidents appropriately;
- COVID19 workplace recovery advice.

5. What you'll bring

These will include but are not restricted to;

- IOSH or NEBOSH qualified, preferably with 5-year experience
- Demonstrative interpersonal skills and evidence of professional expertise
- A broad understanding of current health, social care and political agendas
- Ability to prioritise workload, delegate and manage own time effectively
- Ability to demonstrate initiative and a creative and innovative approach to problem solving
- Proven expertise in accessing, analysing and presenting a wide range of complex information to range of audiences.
- Ability to manage projects/programmes/initiatives at various stages of development.
- Ability to develop and work in partnerships

- Knowledge of business planning and experience of strategic workforce planning and resourcing
- Experience of writing policies and operational procedures
- Ability to summarise complex issues in concise and easily understood fashion
- High standard of IT skills, including Microsoft Office
- Leadership skills
- Organisational and forward planning skills
- Thorough knowledge of internal control procedures
- Experience in embedding change and developing the culture in an organisation
- Numeracy and analytical skills

The successful candidate should be IOSH or NEBOSH qualified, preferably with at least 5 years experience.

Informal enquiries may be directed to Nicola Todd

Band 7 Specialist Lead *or* Educator

1. JOB IDENTIFICATION

Job Title: **Specialist Lead or Educator**

Department: Property and Facilities Management (PFM)

Directorate: Property and Facilities Management (PFM)

Job Reference: 7080BR

Responsible to: Head of Property and Facilities Manager

2. JOB PURPOSE

The purpose of this role is to provide overall management for workstreams/projects by supporting, facilitating and monitoring the progress of these within and across sites. The postholder will support performance management whilst leading on a workstream/project area.

The postholder will have highly developed specialist knowledge in their field and at the interface between different fields. They are innovative, and have a responsibility for developing and changing practice and/or services in a complex and unpredictable environment.

The post holder will be required to working with/in consultation with colleagues within NES, NHSS and wider public service.

3. DIMENSIONS

The postholder will provide specialist support to their directorate, and where required other boards and NHSS. They will monitor, plan and manage the progress of projects and business investments.

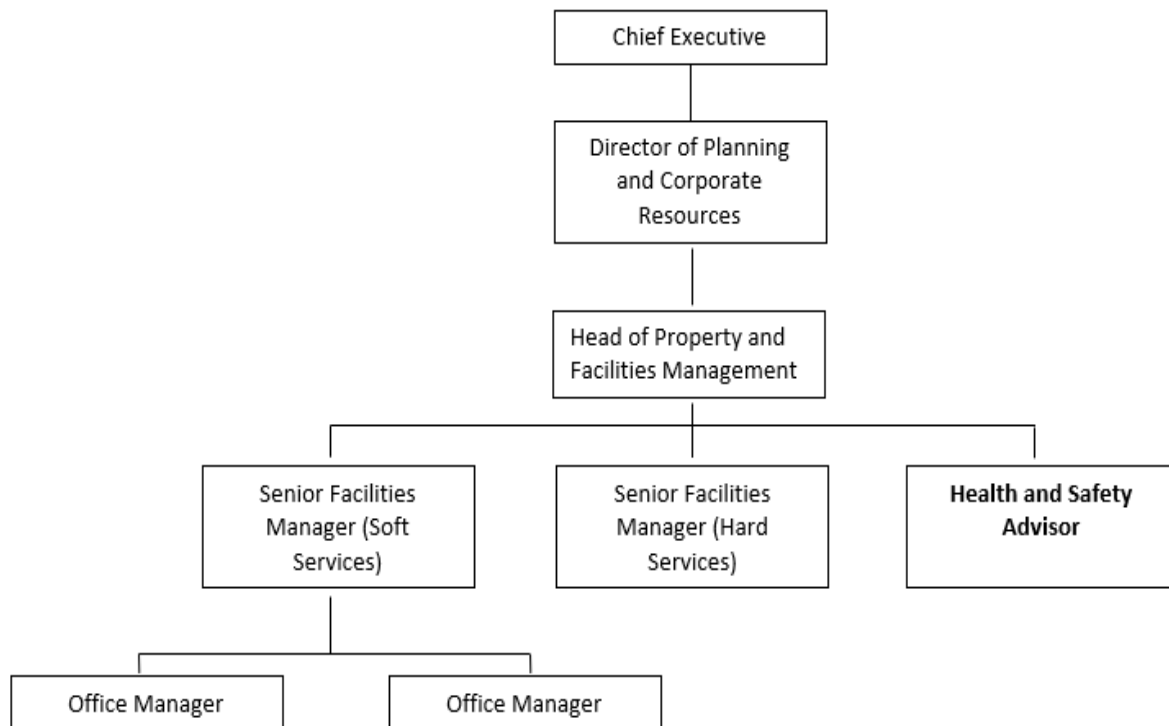
They will communicate business sensitive information/agreement or co-operation from NHS staff at all levels of the organisation as required.

The postholder will lead and develop initiatives in consultation of the key stakeholders, and will be guided by the current policies.

They may manage and develop colleagues and may have line management responsibilities.

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 the national health board with statutory responsibilities to effect sustainable change through workforce development, education and training across the health and social care system in Scotland, while working at UK level with partner organisations.

We are the leader in educational design, delivery and quality assurance and provide wide-ranging support to workforce development. We are the official provider of workforce statistics for NHS Scotland and support national workforce planning. We design and develop digital technologies supporting innovation and transformation.

Our purpose is to drive change and improve the quality of care experienced by citizens across Scotland by ensuring that we have the right staff, with the right skills, in the right place, at the right time. NES is integral to improving outcomes for people and in ensuring a skilled and capable workforce underpins the design and delivery of services. As an organisation, we recognise the significant contribution we can make to improving population health, reducing inequalities and economic development.

The Planning and Corporate Governance team provide key corporate support functions covering: strategic and operational planning; board committee services; performance and risk management; support for organisational change and performance improvement; executive support for the chief executive and the chair; complaints management; policy

analysis and corporate report writing and; support for educational and research governance.

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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.)

- Research information for working groups/projects/services, including current guidance, research evidence, legislation, regulations and information which does not appear in standard published form (including project work, reports and ongoing research).
- Designing research strategies to provide new information to inform decision making by working groups.
- Contribute to NES national work corresponding with the postholder's specific professional expertise establishing project goals, timescales and work plans, collaborating with regional, clinical/non clinical staff and key stakeholders as necessary.
- Writing reports to formally record the achievement of project/service milestones and to plan and promote project/service initiatives.
- Conduct national research, involving designing research tools, collecting data, writing reports and disseminating findings.
- Provide highly specialised support (research and/or information) for senior members of staff.
- Contribute to the securing of internal and external funding where required
- 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.
- Identify, review/systematically review, critically appraise and interpret information to enable the development of evidence-based guidance.
- Present highly complex, specialist information where a range of options is available in a form that facilitates understanding, discussion and decision-making.
- Liaise with numerous and senior stakeholders from within and out with the organisation in respect to the development of systems and support for the implementation of complex projects.
- Develops and implements changes to policies within own area of expertise as well as proposing changes in conjunction with working groups which have wider impact

on other workstreams

- Design, develop and implement various training practices/courses to staff within own area of expertise, as well as external stakeholders and the wider audience throughout the organisation.
- Plan, develop and design programmes at a variety levels within the area of expertise, within a project management structure.
- Support the implementation and review of multidisciplinary education initiatives.
- Line management responsibilities, including providing leadership, work programming, supervision, professional development and appraisal as required.
- Devise and/or collate background papers, briefs, reports and other material as appropriate to disseminate knowledge, experiences and outcomes for external and internal use.
- Demonstrating knowledge of the diversity agenda of NHS Scotland and NES and being aware of the impact of equality legislation within the training or knowledge management environment and ensuring the diversity agenda is at the core of all appropriate initiatives.
- To liaise with and inform policy makers, professionals and other relevant organisations to further policy and service development.
- Build partnerships with health and social care organisations to support them in embedding knowledge management in their culture, policy and practice – for example, through development of knowledge management strategies and action plans.

7a. EQUIPMENT AND MACHINERY

- 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's activities will be generated by local and national strategies and priorities.
- The postholder has considerable freedom in meeting the requirements of the post.
- It is vital that the postholder is able to take initiative, develop, plan and organise a broad range of complex activities, direct groups within workstreams and make key decisions to contribute to an effective and efficient programme.
- The postholder is responsible for planning, prioritising and allocating their own work

and has freedom to initiate implement and deliver outcomes within agreed framework. The postholder is expected to work independently and autonomously maintaining effective time management and prioritising tasks appropriately.

- Line management support is provided through regular meetings. A formal appraisal and personal development plan is agreed annually, with input as appropriate by other senior staff that the postholder will be working with. Annual objectives are agreed and the postholder is responsible for ensuring delivery of these objectives. There will also be ad-hoc meetings with the line manager to discuss issues as they arise.
- The postholder may have line manager responsibility.

9. DECISIONS AND JUDGEMENTS

- The postholder must demonstrate an ability to provide professional leadership in team decisions.
- They must be able to take responsibility for own work area making judgements involving complex facts or situations, which require the analysis, interpretation and comparison of a range of options.
- The postholder must assess, weigh and take steps to minimise and manage risk and be accountable for their own actions and the actions of their group, through effective leadership.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Keeping up to date with changes in legislation and organisational procedures.
- Political awareness to be able to engage strategically and work operationally across organisational boundaries.
- Maintaining a high degree of autonomy and ability to direct own work.
- The requirement to work and manage detailed data.
- The ability to cooperate and collaborate with a range of people.
- Requirement to implement changes to systems and procedures in the face of opposition from some stakeholders.
- Collating, interpreting and reconciling information and opinions from a range of stakeholders, especially where these may be conflicting, analysing the options and producing detailed reports.
- Balancing conflicting priorities, forward planning and the interpretation of relevant complex information.
- Actively promoting the aims and objectives of the workstreams, while maintaining sensitivity to the learning cultures within a variety of NHS services.
- Communicating and negotiating effectively to take forward the diverse and complex range of workstream objectives with both service and NES stakeholders with reference and knowledge that they may have and their diverse objectives and demands.
- Critical analysis of design and methodology. This role will challenge the postholder in terms of reviewing vast sources of educational evidence, linking best practice with feasibility within a highly specific environment, and innovation regarding

assessment methodology and implementation strategies.

- Excellent time management, an ability to be flexible in responses to changes, either as rapid advances or delays, in project milestones, working to tight deadlines and being able to anticipate and provide effective solutions to procedural or practical changes to planning in the implementation and evaluation of training/learning and development.

11. COMMUNICATIONS AND RELATIONSHIPS

- Operate to the highest level of impartiality, fairness and confidentiality, while providing a high degree of support.
- Require a high level of diplomacy, persuasion and influence in order to enable often very senior staff to adopt new or changing practice or overcome resistance to change.
- Excellent verbal, nonverbal, written and presentation skills. There will be frequent requirements to present complex and sensitive information to large groups in formal settings e.g. conferences, workshops and seminars as well as occasional presentation of difficult or controversial information. This may involve formal slide show presentations of facilitating group work.
- The postholder is frequently required to discuss project work effectively with a wide range of senior individuals within and outwith NES, and to communicate with a variety of outside agencies to gather information and material for reports and briefing papers. The postholder will provide and receive highly complex, sensitive and contentious information on a very frequent basis. Research enquiries often require a great deal of tact. Other information of a sensitive nature includes collating workforce data. In these cases, there is a particular requirement for accuracy along with technical justification and rationale to accompany data.
- A particular emphasis of the post is being able to prepare and disseminate written information for a variety of audiences. The provision of advice and interpretation for complex information is a regular requirement of the post. These include the ability to assemble information for briefing reports; translating research data into working documents/writing for publication in academic and practice journals; preparing/advising others in presentations of information for conferences, seminars.
- Listen to, understand and communicate complex information from a range of sources, adopting effective questioning techniques to elicit a range of views
- Respond constructively and confidently to queries and complaints, negotiating with others in a way that suits the situation
- Evaluate a range of texts and write effectively for a range of contexts, situations, maintaining honesty, integrity and transparency
- Select, compare and discuss mathematical information from a range of sources and use appropriate mathematical method and tools to solve identified problems and assist with clinical trials, audits or research projects as required
- Work with others towards sharing goals, ensuring the team's goals are clear and achievable
- Demonstrate honesty, integrity, care and compassion when dealing with others,

taking the lead on promoting personal and group health and safety procedures

- Assess the root cause of problems in complex and unpredictable environments
- Seek and evaluate different points of view to inform solutions, maintaining honesty, integrity and transparency
- Show interest in your work, developing, with the team, a clear purpose and work objectives
- Seek and value the contributions of others, managing and resolving conflict when appropriate
- Lead, support, value and motivate other members of the team, sharing information as appropriate to achieve high performance
- Understand your rights and responsibilities in the workplace including promoting equality of opportunity, valuing diversity and maintaining confidentiality, raising concerns relating to service provisions with more senior staff
- Make best use of resources including time, to achieve agreed goals for service delivery
- Take responsibility for your own actions and the actions of your team, reflecting on own practice and encouraging others to reflect on theirs
- View change as an opportunity and cope with uncertainty, assessing and managing risk.

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

Physical skills

- Require advanced accurate keyboard skills in order to produce regular reports and updates.

Physical effort

- Office conditions - light physical effort required.
- Training and facilitation presentations may require periods of standing.

Mental effort

- Training, facilitation and research requires creativity, knowledge, attention to detail and the requirement to update and maintain knowledge and skills. Working with multi-disciplinary teams can be challenging and can require empathy, tact and negotiation skills.
- Requires extended periods of concentration in analyses of information and preparation of various outputs e.g. reports, training information etc.
- Having to work on different programmes requires an in-depth approach and also understanding the breadth of issues impacting on the particular learning aspect of the programme/initiative.
- Work pattern is unpredictable and postholder will be required to switch tasks with no notice and to answer complex queries. Telephone calls and emails are a frequent cause of interruption and often result in a re-prioritisation of work due to unforeseen circumstances.

Emotional effort

- Negotiation with stakeholders on complex and sensitive matters.
- Communicating on partnership issues across organisational boundaries.
- Communicates complex, sensitive or contentious information to individuals, groups or large audiences.
- Managing change.
- The postholder is occasionally required to deal with emotive circumstances (e.g. highly controversial or complex issues during meetings).

Working Conditions

- Post based mainly within an office environment with long periods of daily use of Visual Display Unit however postholder may be required to visit educational establishments and practices where the environmental conditions might be different
- The post may demand some travel throughout Scotland.

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

- Degree level in relevant subject or equivalent experience
- Postgraduate qualification in relevant subject, masters or equivalent experience
- Science/Healthcare background
- Expertise in project management
- Demonstrable experience of financial management within a business (or related) environment
- Ability to work in a team
- Experience in drafting and producing papers and publications
- Research and critical appraisal skills with the ability to disseminate complex, highly specialised information
- Experience in collection and analysis of qualitative and quantitative data
- Innovative
- Experience and understanding of group dynamics and organisational change processes
- 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
- Experience in designing and developing educational programmes
- Management skills/experience in managerial role
- Organisation/administrative skills
- Ability to work with minimal supervision
- Experience of budget management
- Leadership, communication and interpersonal skills to include presentation, influencing, negotiation and complex report writing

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 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"> IOSH or NEBOSH qualified Experience with H&S in an office environment 		Application & Pre-Employment checks
Experience/Training (including research if appropriate)	<ul style="list-style-type: none"> 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 Demonstrable experience of financial management within a business (or related) environment 	<ul style="list-style-type: none"> Demonstrable experience of presenting at all levels within organisations. 	Application & Interview

Specific Skills and Knowledge	<ul style="list-style-type: none"> • Expertise in project management • Ability to work in a team • Research and critical appraisal skills with the ability to disseminate complex, highly specialised information • Innovative • 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 		Application & Interview
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CONDITIONS OF SERVICE

TITLE:	Specialist Lead	LOCATION:	Flexible- your Contractual NES Office location will be agreed upon appointment
REPORTING TO:	Head of Property and Facilities Manager		
GRADE:	Agenda for Change Band 7	SALARY SCALE:	£40,872 to £47,846 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 for up to 12 months	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. Your employer also contributes an amount equal to 20.9% of your pensionable pay into the scheme on your behalf.

Employee contribution rates 2020/2021		
Tier	Annual Pensionable Pay (Full Time Equivalent)	Contribution
1	Up to £20,605	5.2%
2	£20,606 to £24,972	5.8%
3	£24,973 to £31,648	7.3%
4	£31,649 to £64,094	9.5%
5	£64,095 to £89,731	12.7%
6	£89,732 to £119,560	13.7%
7	£119,561 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:

