

**NHS Lothian  
Innovation Project Support Officer, East Region Innovation Office  
Located in Edinburgh**

**Band 4 Post: Fixed term contract / development secondment opportunity for 24 months**

Health Innovation South East Scotland (HISES) is an Innovation Test Bed set up by the Scottish Government Chief Scientists' Office which forms part of national network created to deliver the Government's vision to utilise the innovation process to deliver a healthier and wealthier nation for the future.

Formed through a collaboration of three NHS Boards— Borders, Fife and Lothian, with the latter taking on the role of lead host Board, HISES has a pivotal role in delivering innovative solutions to the health and social challenges, both regionally and nationally.

This full-time post is available on a 24-month fixed-term contract and can be offered as a developmental secondment opportunity. Please note that this post will be working remotely in line with Scottish Government Guidelines.

Hosted by NHS Lothian on behalf of the East of Scotland Region, this exciting full-time opportunity will involve you in providing a key administrative project support role for the Innovation Office which will help deliver transformational and innovative change in the provision of health and care services, working collaboratively with colleagues across the public sector, academia, the third sector and Scottish based life science industries.

We are looking for a highly motivated, experienced and enthusiastic administrator to take on this key support role in the East Region. You should have HNC/HND in Business/Office Administration or equivalent experience in an office environment, proficient use in software systems particularly across the MS Office Suite (Word, Excel, Publisher, Teams) and experience of website editing using an online Content Management System.

The post holder will be a part of the core regional team based in NHS Lothian and will support this new regional programme of work.

Reporting to the Innovation Project Team Manager, you will provide direct support to that role as well as the wider East Region Innovation Team.

The post requires experience and awareness of service delivery in the NHS and with that the ability to work with a broad range of staff, combined with effective interpersonal and communication skills.

More information on the structure of the South East Region Innovation Test Bed and up-to-date team developments can be found on our website <https://hises.edinburghbioquarter.com/>

Informal enquiries to:

Samantha Smith, Innovation Project Team Manager on 07785 531 387 and or [Samantha.S.Smith@nhslothian.scot.nhs.uk](mailto:Samantha.S.Smith@nhslothian.scot.nhs.uk).

**Interviews to be held in January 2022, exact date to be confirmed.**