



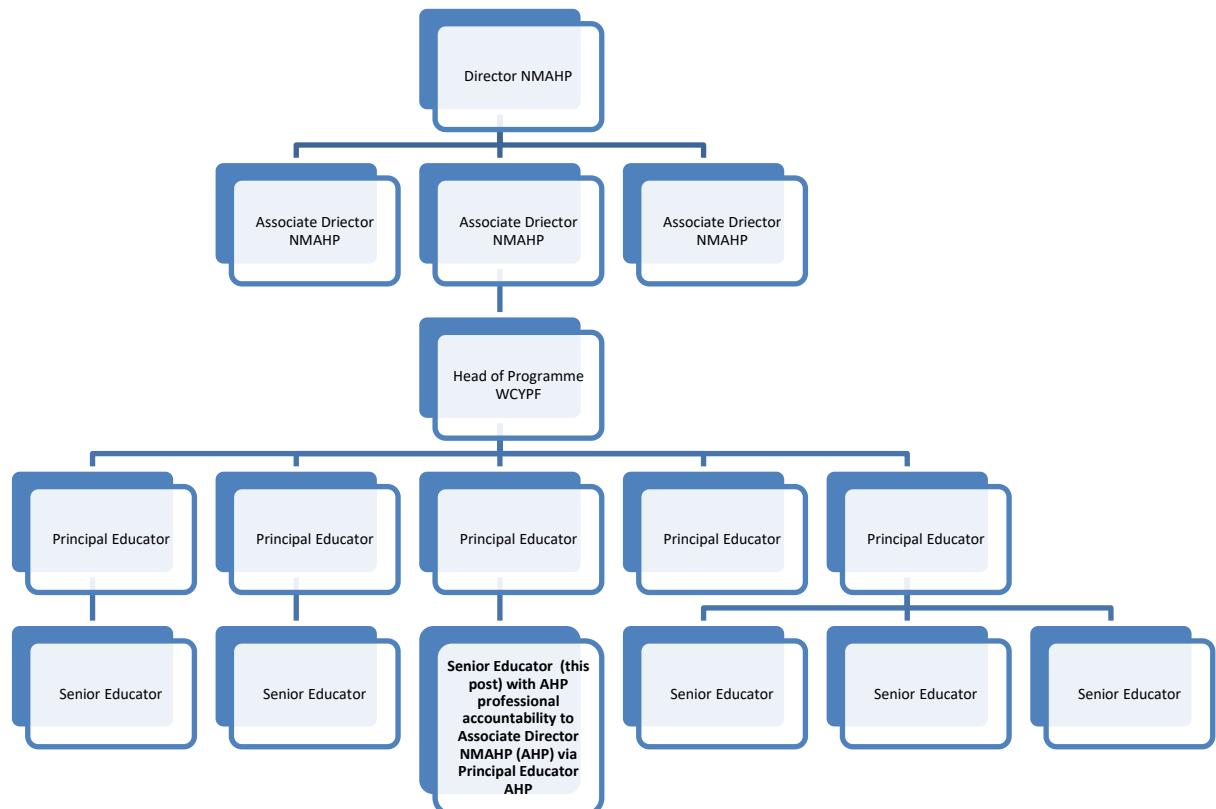
JOB SUMMARY – Senior Educator (Allied Health Professions)

1. NMAHP 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 core function of the Nursing, Midwifery and Allied Health Professions (NMAHP) Directorate is to support the education, training and continuing professional development of nurses, midwives, allied health professionals, health and social care chaplains and their support workers. The Directorate is also responsible for providing education, training and workforce development across wider professional groups and disciplines, often in partnership with other agencies, to support key policy imperatives.

2. Organisation Chart



The post holder will be hosted within the Women, Children, Young People and Families (WCYPF) programme in NMAHP and will report to a Principal Educator in that team.

The post holder will also have AHP professional accountability to the NMAHP Associate Director (AHP) and will link to the AHP team.

NES actively seeks to work across professions and workstreams to support the effective design and delivery of education. This means that the post holder will routinely work across and with other teams and be accountable for work delivered out with the host programme/workstream. In particular the post holder will work with the Mental Health and Learning Disabilities team in NMAHP and the Psychology Directorate.

3. Job Role

This post is hosted within the NMAHP Directorate and will

- work with colleagues across NES and with external stakeholders to build on and develop work to support AHP workforce development in relation to supporting children and young people experiencing poor mental health and well-being.
- provide an AHP contribution and perspective as required to NES-wide workforce development activity in relation to the mental health and well-being of children and young people

4. Key Tasks

These will include but will not be limited to:

1. Understanding the learning and development needs of
 - AHPs who work in a variety of health, care or education settings with children and young people with poor or low risk mental health and well-being
 - AHPs new to Child and Adolescent Mental Health Service roles
2. Designing and delivering a range of innovative education activities in response to the identified need
3. Working with stakeholders to ensure AHPs access a range of existing and planned education and workforce development activities across health and social care, related to the mental health and well-being of children and young people.
4. Nurturing existing partnerships and relationships, and where necessary, developing additional working relationships with a range of stakeholders across the health and social care sectors in relation to AHP role supporting children and young people experiencing poor mental health and well-being.
5. Supporting multi-professional and inter-agency approaches to learning and workforce development across health and social care.
6. Using high level communication, influencing and relationship skills to shape and articulate NES's contribution to workforce learning and development

Harmonised Band 8a Senior Educator

1. JOB IDENTIFICATION

Job Title: Senior Educator, Allied Health Professions (AHP)

Department(s): AHP

Directorate: Nursing, Midwifery and allied Health Professions (NMAHP)

Job Reference: 7850BR

Responsible to: Principal Educator, Women, Children, Young People and Families Programme

2. JOB PURPOSE

The purpose of this role is to provide strategic leadership, planning, co-ordination and support for the development and enhancement of education and training, which could be practice based. They will provide expertise within their specialist area as well as manage and play a lead role in the development of colleagues within support teams.

The post holder will have a highly specialised knowledge, some of which is at the forefront of knowledge in a field of work, which they use for the basis for original thinking and/or research. They are leaders with considerable responsibility, and the ability to research and analyse complex processes.

3. DIMENSIONS

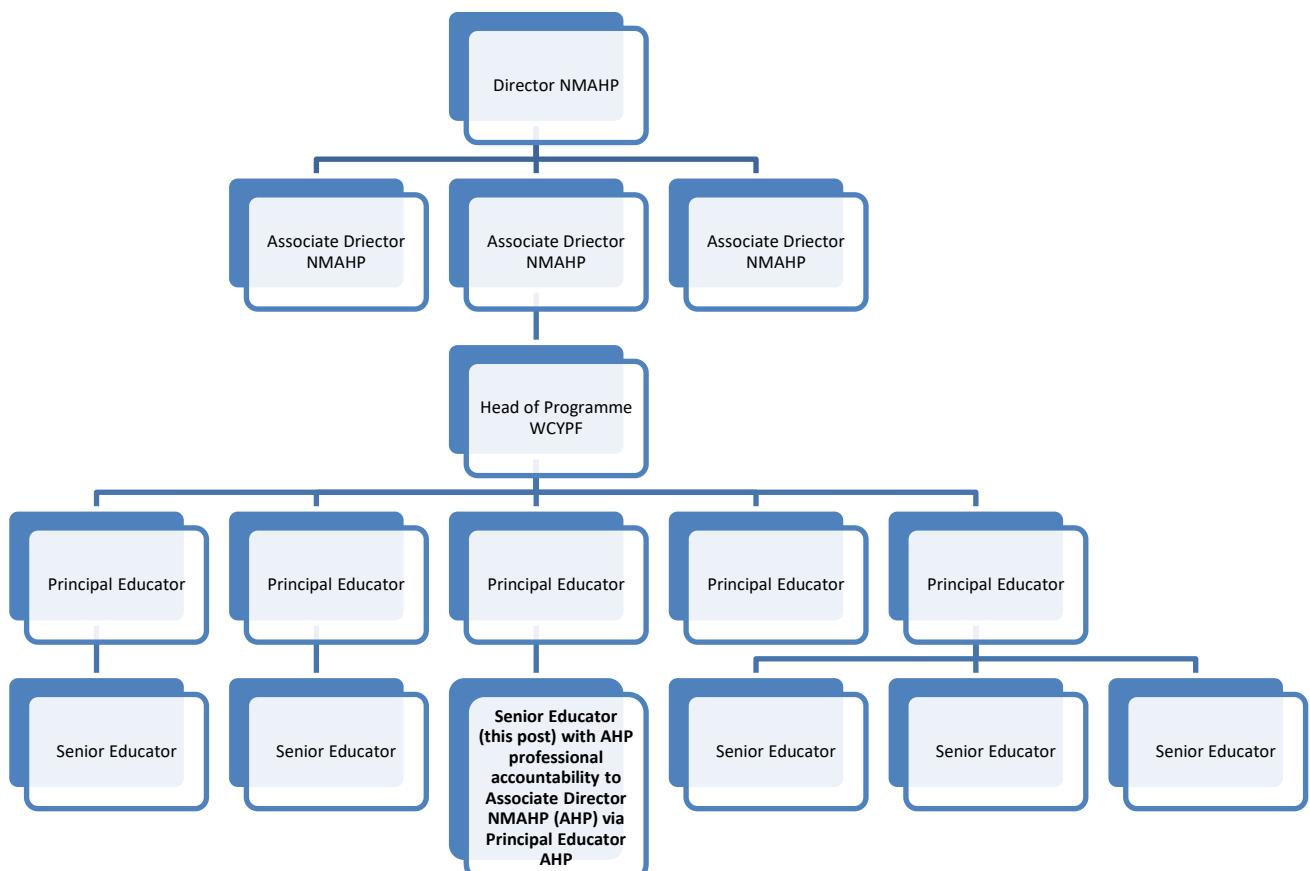
The post will interpret, develop and implement broad national policy, legislation and compliance requirements to provide direction, guidance and support on a range of matters to the organisation as a whole, as well as other areas of NHS Scotland.

The postholder will manage and develop colleagues as well as having line management responsibilities.

They will be expected to contribute their specialist expertise to national and regional NES initiatives.

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 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.

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.

The core function of the NMAHP directorate is to support the education, training and continuing professional development of nurses, midwives and allied health professionals, health and social care chaplains and their support workers. The directorate is also responsible for providing education, training and workforce development across wider professional groups and disciplines, often in partnership with other agencies, to support key policy imperatives.

This post will sit within the Women, Children, Young People and Families team within NMAHP Directorate. Getting it Right for Every Child (GIRFEC) and the United Nations Convention on the Rights of the Child underpins our work in NMAHP and across NES and we recognise our contribution through education and workforce development, in improving health and wellbeing outcomes for children, young people and their families. It is through a range of programmes and projects we consider and address the education and learning needs across professions and sectors, in order to positively and effectively impact health and wellbeing outcomes.

As an HCPC registered practitioner, and as one of the Allied Health Professions, the post holder will join the AHP community within NES

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.)

- Manage, co-ordinate and support colleagues, within their area of expertise and across NHS Scotland, in developing the learning environment and ensuring education/training provision supports policy initiatives and are cognisant of existing educational frameworks.
- Contribute to the development and implementation of a strategic plan for the provision of support for education and training within the key priority areas.
- Influence national, regional and local agendas in order to progress the development of infrastructures to support and share knowledge about education across professions relevant to their area of expertise within NHS Scotland.
- Develop information sharing networks, structures, and establish appropriate processes supporting effective two-way communication impacting upon colleagues at national, regional and health board levels across NHS Scotland.

- Work closely with a whole breadth of stakeholders to provide ongoing facilitation, support and advice on education. E.g. regional/local managers, Scottish College Sector, Scottish Government Health Directorate.
- Responsible for building capacity and capability within and across the clinical and education workforce.
- Make significant contribution to the on-going development and maintenance of quality standards/frameworks, supporting each Health Board to implement these and monitor the performance of these standards taking any necessary action to communicate/advise/assist on order to meet performance levels.
- Collaborate with key stakeholders to develop robust evidence base to underpin the education and training activities related to the priority areas.
- Liaise with professional groups to establish multidisciplinary / multi-professional education initiatives locally, regionally and nationally.
- Identify gaps in evidence and raise awareness of leads of research programmes/initiatives of potential areas for educational research activity. Where such initiatives attract funding, the post holder may commission and manage any educational research within the region.
- Analyse training and education needs of those colleagues that provide education and/or training to relevant staff.
- Developing briefing documents, background papers, tables and reports and other materials as appropriate for stakeholder groups such as Steering Groups and Scottish Government Health Department.
- Monitors and reviews financial information to ensure that they are consistent with guidelines and to make recommendations for efficiencies and service redesign as an ongoing job responsibility.
- Lead and manage the development of any future additional training provision, responsible for the educational implementation and delivery of training as well as the impact assessment.
- Work and negotiate with Scottish Government funders and policy makers, relevant bodies to area of work and key stakeholders in NES and the service to explore the long term future of the initiatives.
- Develop and maintain effective links with key stakeholders in order to support wider NES activity.
- Maintain and develop own professional knowledge and expertise in relation to area of responsibility; maintain 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:

- Use of equipment and products relevant to specialist area for demonstration and training purposes.
- 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 is responsible for planning, prioritising and allocating their own work and has freedom to initiate, implement and deliver outcomes within their area. Work will largely be determined by professional, political and educational regulations and boundaries.
- The post holder will be expected to ensure that practiced education initiatives support and influence national policy and professional regulation.
- The postholder will work autonomously in planning, prioritising, and setting objectives for his/her own work within a national team and will agree objectives and report to their line manager.
- Elements of work will be delegated to members of their team as appropriate.

9. DECISIONS AND JUDGEMENTS

- Persuade, negotiate and motivate stakeholders to participate and deliver outputs.
- Guide and support managers in delivering their specific projects and goals set out in the organisation's plans and facilitate the implementation, monitoring and ongoing development of the organisational strategy within their directorate.
- Work undertaken by the postholder will be guided as a result of requirements set out by Scottish Government Health Directorate initiatives and wider national legislation as these relate to directorate plans. The post holder will be required to interpret these and establish ways in which they should be implemented across the organisation.
- They may be part of a national group, working together to develop strategies.
- Within the context of the role the postholder is expected to act on the basis of their own initiative and interpretation with broad management support intervention as required.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Working with a range of colleagues and securing stakeholder engagement with the development of initiatives which involve the management of change or are politically sensitive.

- Engaging and maintaining effective communication of key issues with senior staff within NES.
- Combining professional expertise and educational judgements.
- Maintaining knowledge and most up to date information of relevant Government information and NES initiatives, relevant to outcomes.
- Exercising high levels of patience, tact and diplomacy when dealing with difficult situations.
- Interpreting for the organisation highly complex policy and legislation, and translating this into an agreed strategy.
- Working to support initiatives and developing more inter-professional learning opportunities aligned to workforce developments.

11. COMMUNICATIONS AND RELATIONSHIPS

- Excellent verbal, nonverbal, written and presentation skills are required, with frequent requirements to present to large groups in formal setting. E.g. conferences, workshops, and seminars as well as occasional presentations of difficult or controversial information.
- The post holder may be required to implement major changes in education delivery which could be influenced by new legislation and or policies which will have to be discussed and implemented with stakeholders.
- The postholder will require a high level of tact, diplomacy, persuasion and influence in order to enable staff to adapt to new or changing practice or overcome resistance to change.
- Persuade and motivate key stakeholders to participate and deliver the required outputs.
- Aware of the political agenda and relevant policy.
- The postholder requires emotional resilience and excellent interpersonal skills to manage oppositional stances within groups.
- Use innovative ways to share and disseminate information.
- Provide high quality briefing papers and reports for internal colleagues and external stakeholders.
- Provide professional advice and consultancy on a range of educational issues/training programmes.

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

Physical skills

- Advanced keyboard skills
- Practical skills required for relevant area of expertise.

Physical effort

- Transportation of training materials to course venues, setting up equipment for training courses.
- The postholder will be required to sit/stand for long periods of time when in office with ITC equipment while drafting reports and other documents.

Mental effort

- The postholder will have occasional requirement for prolonged concentration, when

developing documents, drafting complex reports, working on the design and development of educational initiatives and developing and delivering senior level presentations.

- There will be frequent requirement for concentration where the work pattern is unpredictable i.e. delivering complex clinical skills to a wide range of clinicians.
- Maintain concentration for chairing and participating in lengthy meetings of professionals from differing disciplines and ensure the viewpoints are expressed equally.

Emotional effort

- Supporting and mediating others involved in the delivery of the educational programme where there is conflict.
- Maintaining professionalism in situations where individual and group's discuss contentious issues in confidence.

Working Conditions

- A requirement to use laptop/VDU more or less continuously.

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

- Postholder must be a registered member of the body relevant to their area of expertise.
- Masters degree or equivalent experience
- Holds a nationally recognised education qualification.
- Significant experience in their specialist area
- Substantial postgraduate experience and will have held enhanced responsibility in an educational or healthcare post
- Experience of working in an educationally focused environment.
- Working within a multidisciplinary environment utilising facilitation and network building skills including excellent stakeholder management.
- Experience of leading, developing and managing health services and applying improvement methodology.
- Highly developed interpersonal skills.
- Knowledge of and expertise in organisational, leadership and management development and models for delivery of leadership development.
- Highly developed written and verbal communication skills.
- Experience in academic and report writing.
- IT literate with experience in Microsoft Office systems.
- Ability to communicate sensitive and complex information.
- Presentation skills.
- Evidence of creativity and innovation.
- Analytical skills.
- Team player.
- Effective leadership and management skills.
- Project management skills.
- Information management skills

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:



Person specification – Band 8a Senior Educator Allied Health Professions

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">• Collaborative• Inspiring• Engaged and engaging		Application & Interview
Education and Professional Qualifications	<ul style="list-style-type: none">• Registration as one of the Allied Health Professions (AHP) with the Health and Care Professions Council (HCPC)• Master's degree or equivalent experience	<ul style="list-style-type: none">• Nationally recognised education qualification	Application & Pre-Employment checks
Experience/Training (including research if appropriate)	<ul style="list-style-type: none">• Experience of planning, developing, delivering, and evaluating workforce education and training• Understanding of the current workforce development / education and training issues for AHPs in health and care services	<ul style="list-style-type: none">• Substantial postgraduate experience and enhanced responsibility in an educational, social care or healthcare post	Application & Interview

	<ul style="list-style-type: none"> in Scotland • Experience of working within a multidisciplinary environment • Experience of successfully managing staff and teams • Experience in service improvement and development • Experience/understanding of the external political and social environment, including health and care policy issues and priorities, and the wider agenda of public policy impacting on other relevant agencies 	<ul style="list-style-type: none"> • Experience of working in an interprofessional AHP role 	
Additional specific experience/training required for role	<ul style="list-style-type: none"> • Subject and clinical expertise working with children, young people and families • Good understanding of AHP service delivery underpinned by GIRFEC values and principles 	<ul style="list-style-type: none"> • Experience promoting human rights, addressing health inequalities and enhancing participation and inclusion with and for children and young people 	Additional specific experience/training required for role
Specific Skills and Knowledge	<ul style="list-style-type: none"> • Highly developed interpersonal skills with the ability to communicate sensitive and complex information • Highly developed written communication skills • IT literate with experience in Microsoft Office systems • Presentation skills • Team player • Effective leadership and management skills • Able to meet the travel requirements of the post • Evidence of creativity and innovation 	<ul style="list-style-type: none"> • Project management skills • Experience in academic report writing • Analytical skills • Awareness of role of technology in supporting learner experience and outcome 	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:	Senior Educator	LOCATION:	Flexible- your Contractual NES Office location will be agreed upon appointment
REPORTING TO:	Caroline Mearns		
GRADE:	Agenda for Change Band 8A	SALARY SCALE:	£50,965 to £55,016 pro-rata per annum
HOURS AND DAYS OF WORK:	Full time OR Part time. Based on a normal working week of 37.5 hours. Office opening hours are 0700 to 1900		
JOB STATUS:	Fixed term/ secondment opportunity up to 31 st March 2023	NOTICE PERIOD:	4 weeks
ANNUAL HOLIDAYS:	27 days pro-rata rising to 29 days pro-rata after 5 years service, rising to 33 days pro-rata after 10 years service	PUBLIC HOLIDAY	8 local/ Public Holidays per annum
REHABILITATION OF OFFENDERS	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.		
CLASSIFICATION:			

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.