Golden Jubilee Foundation

Beardmore Street, Clydebank G81 4HX
Telephone: 0141 951 5000
www.goldenjubileefoundation.org

Agamemnon Street
Clydebank G81 4DY
Scotland
Telephone 0141 951 5000
Fax 0141 951 5500

Golden Jubilee Foundation
Patients at the heart of progress

Chair: Susan Douglas-Scott CBE
Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

POST:	**Head of Planning**
HOURS:	**37.5**
CLOSING DATE:	**20 February 2020**
INTERVIEW DATE:	**5 and 6 March 2020**

The Golden Jubilee Foundation 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. Unfortunately due to the volume of applications we receive, we are unable to write to applicants who are not successfully shortlisted for interview. If you have not received an invitation for interview within six weeks of the closing date please assume on this occasion you have been unsuccessful. We hope this will not deter you from applying again.

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

Yours sincerely

Lynn Mitchell
Recruitment Assistant

Golden Jubilee Foundation

Patients at the heart of progress

Golden Jubilee Foundation

Information Pack

For the post of

Head of Planning

Job reference: 016015

37.5 hours per week

Closing Date: 20 February 2020
Interview Date: 5 and 6 March 2020

disability confident LEADER

i:value

Valuing dignity and respect
A can do attitude
Leading commitment to quality
Understanding our responsibilities
Effectively working together

Golden Jubilee Foundation

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about the Golden Jubilee Foundation (GJF).

- 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.

- GJF 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 three 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 email your completed application to:-

  recruitment@gjnh.scot.nhs.uk

  - When returning your completed application and any associated enclosures by Royal Mail you must ensure that the correct postage cost is paid. We have been informed by the Post Office that they are retaining those which have been underpaid. This has resulted in completed applications not being returned until after the closing date, and not being included for short listing.

  - 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

Golden Jubilee Foundation

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

£53,291 to £62,259

3. Grade

This post is offered at Band 8B

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 term 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.

Golden Jubilee Foundation

Benefits

NHS Superannuation scheme:

New entrants to the Golden Jubilee Foundation 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 the Golden Jubilee Foundation, 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.

GOLDEN JUBILEE FOUNDATION

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Head of Planning

Department(s): Corporate

Job Description Reference:

No of Job Holders: 1

2. JOB PURPOSE

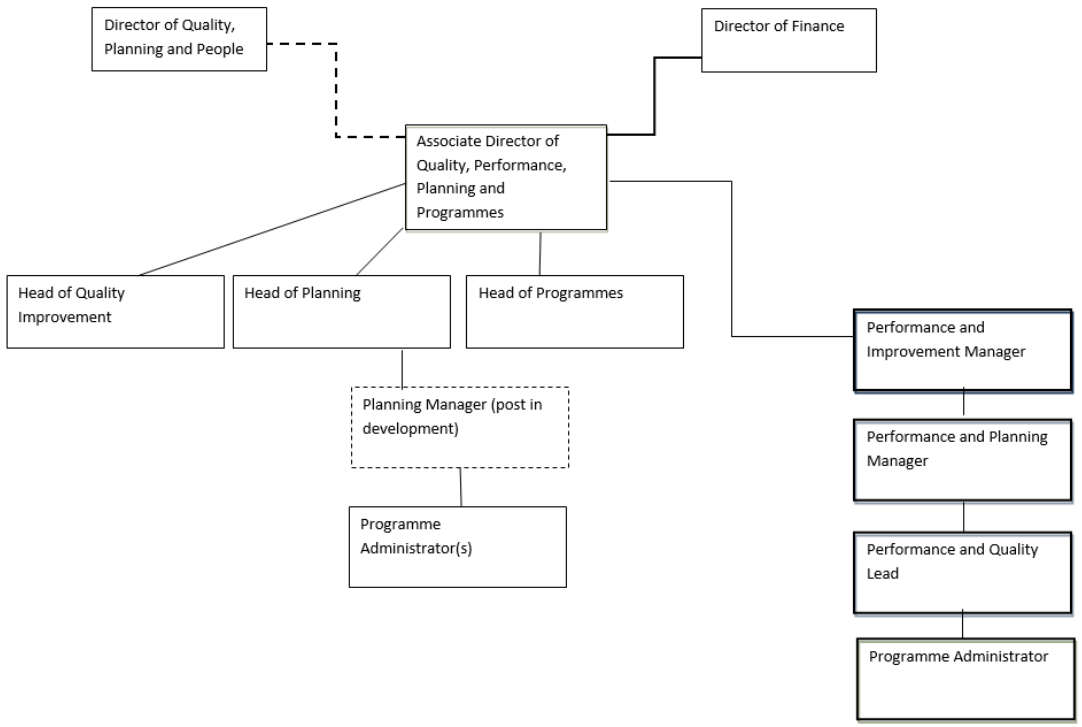
The post will play a central role in the contribution to the strategic direction of NHS Golden Jubilee by providing a lead role in leading corporate planning and strategy delivery and providing support to the Board and Executive Team.

To lead the ongoing development and delivery of the Board Strategy and associated work programmes.

To lead and develop planning frameworks ensuring principles of good governance are embedded. Provide specialist expertise and leadership in continuously developing, implementing, and reviewing effective corporate planning across the Board.

3. ORGANISATIONAL POSITION

The postholder will report to the Associate Director of Quality, Performance, Planning and Programmes. They will be expected to maintain effective working relationships with all members of the Executive Team to ensure the effective delivery of Corporate Planning Management.



4. SCOPE AND RANGE

This post will provide senior leadership and support to the Associate Director of Quality, Performance, Planning and Programmes supporting delivery of the Board Strategy.

The post holder will support the planning, design and delivery of key elements of the board strategy which will be managed and overseen through the Strategic Programme Board in collaboration with the Associate Director of Quality, Performance, Planning and Programmes

The postholder will be lead the planning and design of strategic programmes that support the board strategy. This will include leading on programmes that involve collaborative work with other NHS Boards, including territorial and national boards. Consequently the postholder will work both within the organisation and at regional and national level to plan and design strategic programmes.

The postholder will be responsible for approximately 2 staff within the Performance, Planning and Programmes Department.

They will be responsible for overall budget setting for a range of major planning programmes and priorities.
Responsible for the planning aspects of cost improvement programmes, saving initiatives and other activities related to the financial provision and spend of the Golden Jubilee planning team.

5. MAIN DUTIES/RESPONSIBILITIES

- Support the development, agreement and implementation of the Golden Jubilee Strategy and associated delivery plans ensuring that programme resources are assigned to maximise effectiveness.

- Develop and maintain key strategic relationships with external senior operational leads as part of the GJF Commissioning and Collaboration approach

- Assist the Associate Director of Quality, Performance, Planning and Programmes to maintain strategic plans including the Annual Operational Plan for Senior Management and ensure collaborative working and delivery of projects in line with project plans and national timescales.

- Deputise for the Associate Director of Quality, Performance, Planning and Programmes on national and regional meetings, where appropriate.

- Advise and where appropriate, lead in the delivery of best practice in corporate planning.

- Develop and maintain robust and highly effective relationships with Directors and other Senior Managers that result in connected and coherent planning processes and outputs

- Provide highly specialist advice to Senior and Executive Managers in the production of strategic plans and progress monitoring.

- Inform the planning of service change/reconfiguration by sourcing, analysing and interpreting relevant highly complex data (e.g. peer performance, best practice analysis, workforce data etc), using established planning groups/processes e.g. specialty specific planning groups, utilising negotiating and influencing skills when required

- Participate in the systematic application of service reviews based on a standardised and robust methodology to provide assurance and direction to Senior and Executive colleagues on the need for service change, development and resource allocation.

- Support the creation of business plans and cases ensuring that service developments are consistent with the strategic direction and have a realistic assessment of risks and costs.

- Establish and maintain effective working relationships with senior operational, clinical and support functions and other agencies whose input to the planning process is required to ensure delivery of improved services

- Undertake audit and internet research as required. Develop corporate level strategic plans and ensure collaborative working and delivery of projects in line with project plans.

- Provide specialist advice and services on planning across the Board to achieve operational effectiveness and strategic ambitions.

- Participate or lead, as appropriate overseeing Business Case development as directed by the Board, seeking out relevant information on current and proposed services to assess

options and affordability of project. Determine relevance of information provided, ability to challenge, analyse and identify data trends, and probe relevant personnel on the accuracy of data provided. Research and use benchmarking data where appropriate.

- Promote the embedding of best practice planning principles within the Organisation

- Regularly undertakes complex surveys and audits relating to planning objectives e.g. analysis of current service delivery / provision and lead the development and monitoring of subsequent action plans.

- Carry out relevant assessments as part of strategic planning developments e.g. Equality Impact Assessment, Quality Assessment and Data Privacy Impact Assessments.

6. SYSTEMS AND EQUIPMENT

The post holder should have an understanding of information systems in general, particularly the storage and retrieval of electronic reports and spreadsheets. They should be able to collate information and produce reports.

Use of specialist databases and other software to deliver the planning function.

Regular use of MS Word to create documents and reports for Senior meetings and the Board.

Use of MS Excel and project planning tools to analyse data, calculate statistics, produce graphical displays of data and produce reports.

Use of MS Powerpoint to create and deliver presentations.

Use of MS Outlook for correspondence with internal and external colleagues.

7. DECISIONS AND JUDGEMENTS

- Advise the Associate Director of Quality, Performance, Planning and Programmes on strategic developments including, agreed priorities, financial impact, risk management and processes to ensure effective implementation of strategic developments.

- Analysis of activity and performance data and comparison of targets with actual performance is a key element of this post and interpretation of the reasons for divergence will be required. In this respect, there may be differences in opinion among planning experts and comparison of a range of options when providing advice and recommendations.

- The post holder is expected to operate independently within defined financial and policy frameworks to deliver agreed high level strategic goals, with access to support and guidance from the Associate Director of Quality, Performance, Planning and Programmes as required.

- Interpret health policy and strategy from the Scottish Government and other public agencies in order to shape, develop and deliver GJF goals, objectives and standards for the Executive Team, SMT and Board approval. Specific requirements will also be generated through the planning processes as directed by the GJF Board and committees, the Chief Executive and relevant Scottish Government Directorates

- Develops strategic plans linked to Corporate Planning which are multi-stranded and will impact across all Divisions.

- Makes decisions and recommendations within the framework of corporate policies and is expected to fulfil this role autonomously within the parameters of established local and national priorities, general policies and procedures set in conjunction with the Associate Director of Quality, Performance, Planning and Programmes and/or Senior Management Team. The post holder operates autonomously within this framework and will make decisions and exercise judgement that can have a significant organisational impact.

- Develops and/or proposes changes to proposals, policies and strategic documentation.

- Plans in conjunction with the members of the executive team workshops/forums for developing strategy.

8. COMMUNICATIONS AND RELATIONSHIPS

- The post holder will develop highly effective working relationships and communicate regularly with a wide range of individuals, clinical and non-clinical, internal and external to GJF.

- Provide information to and negotiate with senior and executive officers within and outside the Health Board. Information communicated is often of a highly complex or sensitive nature

- Deliver briefings and reports which contain complex and often sensitive information relating to strategic objectives in an appropriate and understandable manner for the particular audience group. The post holder will require highly developed influencing and negotiating skills in order to shape strategy and planning processes across GJF. These approaches may be strongly challenged and or opposed by senior staff and/or clinicians and where there may be significant barriers to be overcome.

- Required to use highly developed negotiation, communication and change management skills to meet the critical needs of a project or strategic document under development, ensuring that critical timescales are not compromised by competing priorities.
- Required to make presentations to groups of staff, lead workshops and chair meetings with senior and executive officers
- Take account of the role, skills and competence of staff when seeking information and inclusion into project delivery

- Demonstrate the ability to function competently both as a leader and member of the multi-disciplinary team and understand and acknowledge the role and function of other members of the team.

- Communication with patients as part of public involvement/engagement requirements for business case / planning work.

- The post involves multi-disciplined co-ordinating and prioritising of work undertaken by various functional groups. Complex challenges may arise and solutions will require creativity within the conflicting parameters of the project specification, budget and schedule.

- Excellent communication skills and interpersonal skills when dealing with highly complex and sensitive information to a wide range of stakeholders across organisational boundaries.

- Ensure that partnership working principles and behaviours are followed.

9. PHYSICAL DEMANDS OF THE JOB

- Requires advanced keyboard skills with a high degree of accuracy.

- Light physical effort

- Required to use VDU for most of the day. Frequent travel to other sites for the purpose of attending national, regional and local meetings.

- There is frequent requirement for prolonged concentration and post holder will be subject to frequent interruptions, resulting in a requirement to change tasks.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Developing strategic plans that reflect operational issues and challenges and contribute to effective delivery agreed service change, maintain highly effective working relationships across NHS Boards and Partner organisations within a constantly changing political environment and continually evolving health and care policies.

- Ensuring approach to strategic planning is intelligent to achieve Golden Jubilee priorities and enables effective collaboration with other key partners

- Demonstrate clear understanding of organisational goals and alignment to national policy relating to performance targets and objectives.

- Developing and maintain a high level knowledge of effective planning models in the delivery of modern health care and persuading others of the benefits of changing existing clinical

practice

- Demonstrate clear understanding of organisational goals and actively contribute to them
- Maintain the mental flexibility and concentration to deliver timely and accurate judgement and solutions whilst working concurrently on multiple issues and plans despite constant interruption and conflicting prioritisations.
- Demonstrate a systematic, flexible and innovative approach to problem solving and implement decisions.
- Is required to develop and deliver successful and measurable outcomes
- Manage of a range of conflicting priorities. Complex challenges may arise and solutions will require creativity within the conflicting parameters of the planning programme.
- Dealing with sensitive HR and partnership issues related to the programme.
- Exposure to emotional or distressing circumstances, imparting unwelcome news with regards to planning proposals.
- Excellent negotiation skills to persuade others for whom you have no direct responsibility to either participate in activities, for example audit, or complete work which is a priority for the strategy i.e. as a result of chairing forums or leading on organisational developments
- Chairing complex high-level groups and committees with a multi-disciplinary range of members with conflicting priorities.
- Planning and implementing services and developments (both local and national) against a background of limited resources and within challenging time constraints and conveying this to others.

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

Education

- Educated to masters level or equivalent
- Post graduate Management or Project Management qualification.

Experience, Skills and Knowledge

- Extensive senior experience within the NHS or another complex public sector organisation and with a high level of interpersonal, strategic and technical skills.
- Significant experience of inter-agency working at a strategic level.
- Extensive experience in planning management within a large complex organisation

preferably within the NHS or public sector.

- Strong leadership and team working skills
- Decision making abilities
- Sound and creative problem solving ability
- Highly developed influencing, communication and presentation skills.
- Experienced negotiator/facilitator with the ability to influence others.
- Must be able to demonstrate experience of leading complex change.
- Credibility and integrity at the most senior levels.
- Political awareness and understanding of national and regional healthcare planning policy
- High intellectual capacity
- Highly motivated, assertive and confident, with drive and enthusiasm
- Flexible and adaptable to change.

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
Head of Planning

	Essential	**Desirable**
Qualifications/Training	1. Educated to masters level or equivalent 2. Post graduate Management or Project Management qualification.	11. Prince 2 or MSP qualification
Experience	3. Extensive senior experience within the NHS or another complex public sector organisation and with a high level of interpersonal, strategic and technical skills. 4. Significant experience of inter-agency working at a strategic level. 5. Extensive experience in planning management within a large complex organisation preferably within the NHS or public sector.	
Skills/Knowledge	6. Strong leadership and team working skills 7. Highly developed influencing, communication and presentation skills. 8. Must be able to demonstrate experience of leading complex change.	
Additional job requirements Eg. unsocial hours	9. Highly motivated, assertive and confident, with drive and enthusiasm 10. Flexible and adaptable to change	.
Any other additional information		