

# DEPUTY CHIEF EXECUTIVE

## Information Pack

Closing date: Friday 13<sup>th</sup> March 2020

Post ref No: 11919



Working  
With Us



## Welcome from Grant Archibald, Chief Executive, NHS Tayside

Thank you for your interest in this post. As you'll see we have put together some information on this site both about NHS Tayside and where we are located in Scotland. I hope that you find this useful and that you translate your interest in this post into a formal application.

NHS Tayside has a strong track record in delivering high-quality, safe and effective care for all our patients. However, like other NHS Boards across Scotland, NHS Tayside is facing significant challenges including growing demand for all services, workforce challenges that are impacting upon how we deliver services and continuing pressures on our finances.

In response to these challenges, NHS Tayside has embarked up on a programme of transformation to ensure that services are safe, affordable and, importantly, sustainable for the future.

**Transforming Tayside** aims to deliver Better Health, Better Care, Better Workplace and Better Value for the population of Tayside.

The programme is clinically-led and is being delivered in partnership with our staff and trades unions and our local health and social care partnerships. It is structured to respond to issues and make changes to services in the short to medium-term, as well as presenting an ambitious vision of transformation for Tayside in the longer term. It will provide clear and credible choices for transforming the future of local healthcare.

A new, innovative leadership model for clinical directorates is now in place to drive the changes necessary in health and social care across the whole system. Clinicians are taking the lead to design and provide evidence-based models of care which are safe, accessible, effective and person-centred in the Transforming Tayside programme.

Innovation and research are at the forefront of what NHS Tayside stands for and we are proud to have established the first academic health science network in Scotland, jointly supported by the Scottish Government and the University of Dundee. The Academic Health Science Partnership in Tayside brings together the delivery of healthcare services, education, quality improvement and research with the purpose of improving the health of patients.

NHS Tayside, alongside the Academic Health Science Partnership, has welcomed funding announced in the Tay Cities Deal to grow the Tayside Biomedical Cluster. The project aims to make the region one of the most attractive and sought after biomedical locations in the UK. A £25million investment to grow the Tayside Biomedical Cluster was one of the projects announced to receive investment in the Tay Cities Deal Heads of Terms Agreement. The funding will stimulate a step change in innovation-led growth and create new jobs for the region.

The final thing I would like to say to any potential applicant is that Tayside occupies an enviable location on the east coast of Scotland with rivers, hills, mountains and rolling countryside right on our doorstep, as well as vibrant urban areas. The V&A Museum of Design in Dundee is an international centre of design and the centrepiece of Dundee's innovative new waterfront development. This, along with Tayside's great links to all other major cities in Scotland, means the area can offer employees plenty of choice when it comes to both accommodation and opportunities of things to do in the pursuit of the right work-life balance.

We would be delighted to hear from you should you have any questions or require any further information regarding the post.

Grant R Archibald,  
**Chief Executive of NHS Tayside**



**Dundee, North East Scotland**

**Deputy Chief Executive**

**Executive and Senior Manager Grade F**

**Salary: £91,040 - £122,918 per annum**

**(Grade and salary are indicative only and are subject to NEC job evaluation)**

*Do you want to make a difference to the people of Scotland?*

*Are you committed to improving health, delivery and reputations?*

*Could you be our new Deputy Chief Executive?*

NHS Tayside is the fourth largest healthcare provider in Scotland and one of only four teaching Boards. With strong links to local Universities, the Board provides tertiary services to around 350,000 people across Tayside and North East Fife, employing over 13,000 staff across three hospitals and many other sites. Primary and community care services are currently organised into three Health and Social Care Partnerships (HSCPs) in Dundee city, Perth and Kinross and Angus which are overseen by Integration Joint Boards. Our ambition is to be regarded as a sector leader in the provision of high quality patient care.

We are transforming the way we deliver healthcare through the Transforming Tayside programme, an ambitious programme of whole-system redesign which seeks to find solutions and new ways of delivering health and care, which is led by our clinicians. It is rooted in maintaining safe, high-quality patient care, remodelling our workforce and improving outcomes whilst bringing the organisation back into financial balance. Whilst seeking to implement fundamental transformation towards modern world class services, the Board also has to address underlying financial, workforce and service delivery issues.

To thrive in this role, the new Deputy Chief Executive will need to demonstrate passion for modern healthcare and the delivery of high quality care in the right place; you will care about how we deliver the best for our population and provide a positive workplace for our staff to ensure they are developed and empowered. With senior or executive management experience in health or social care organisations or in other public or private sector customer-facing organisations, you will be attuned to the demands of regulation and of public scrutiny, and you will bring a demonstrable track record of high level achievement against challenging performance targets. Given the critical nature of our relationships with Local Authorities, the Third and Voluntary Sectors and with the patients, their families and carers, you must possess exceptional influencing and communication skills. You must also be able to provide strategic and professional leadership to multi-disciplinary staff groups.

Dundee is a thriving, upcoming city with excellent educational facilities and boasts a wide range of entertainment and art venues, including the iconic V & A Gallery, which opened in 2018. People in Tayside enjoy an area of outstanding natural beauty and an excellent location for outdoor activities.

We would welcome confidential informal discussions – to arrange a suitable date or time, please contact the Chief Executive's office on 01382 740115. Alternatively, please email [chiefexec.tayside@nhs.net](mailto:chiefexec.tayside@nhs.net).

To access the full candidate information, application form and details of how to apply, please visit the vacancies page of the Aspen People website at [www.aspenpeople.co.uk](http://www.aspenpeople.co.uk)

Closing date for receipt of applications is **Friday 13<sup>th</sup> March 2020**

Completed application should be returned via email to [ksinclair@aspenpeople.co.uk](mailto:ksinclair@aspenpeople.co.uk) – if you have any problems please contact Kelsey Sinclair at Aspen People on 0141 212 7555.



## NHS TAYSIDE VISION, AIM AND VALUES



### Our Vision



## OUR VALUES

Care and Compassion

Dignity and Respect

Openness, Honesty and Responsibility

Quality and Teamwork

To find out more about NHS Tayside visit our website at:

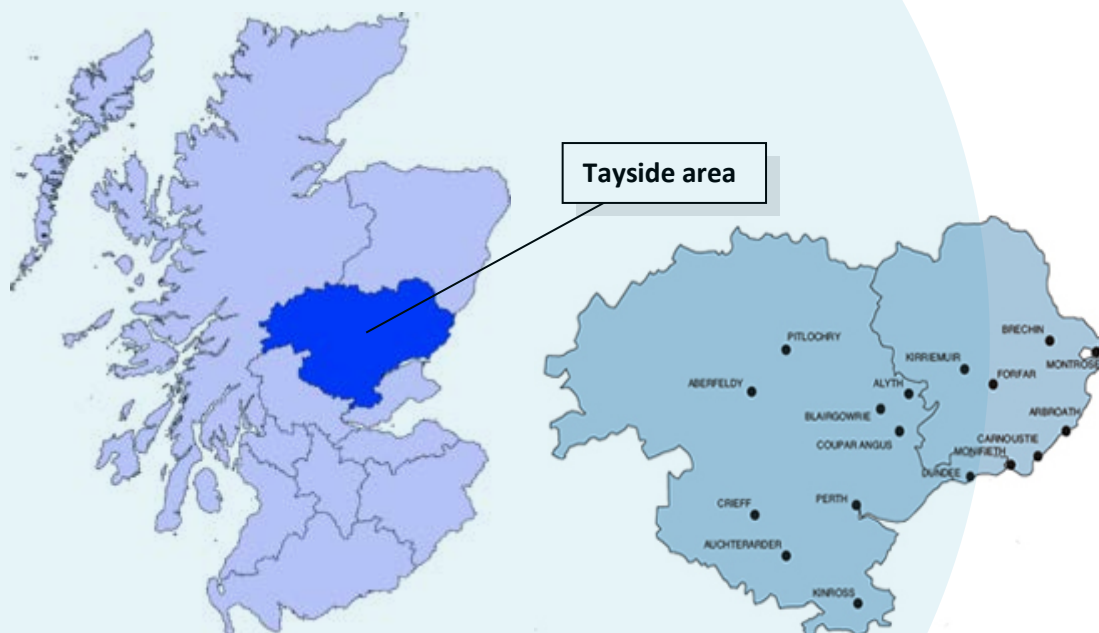
<http://www.nhstayside.scot.nhs.uk/index.htm>



## About NHS Tayside



NHS Tayside is responsible for delivering healthcare to more than 415,000 people living in Tayside. We employ around 14,000 staff and provide a comprehensive range of primary, community-based and acute hospital services for the populations of Dundee City, Angus and Perth & Kinross. Our annual budget is now circa £910 million of public money which works out at around £2.5 million spent by NHS Tayside for every day of the year.



Within NHS Tayside and based on the western edge of Dundee, Ninewells Hospital is one of the largest teaching hospitals in Europe. It is internationally renowned for introducing laparoscopic surgery to the UK as well as being a leading centre in developing fields such as the management of cancer, medical genetics, cardiovascular disease, diabetes, informatics, neuroscience and imaging.

Our hospital sites across Tayside also have nursing and research links with the University of Dundee and University of Abertay, Dundee.

In Tayside, we have 83,000 admissions every year, which is made up of 66,000 inpatient admission and 17,000 'same' day procedures. We also see 1,030,000 outpatient attendances annually.

In addition, at the heart of health services in our communities are our GP and primary care services which are there supporting our patients and their families where they live and work.

### **Health and Social Care Partnerships**

There are three Health and Social Care Partnerships in Tayside: Angus; Dundee; and Perth and Kinross.

NHS Tayside works very closely with colleagues in the partnerships as they provide a range of adult health and social care services to our local communities.

### **Academic Health Science Partnership in Tayside (AHSP)**

NHS Tayside has embarked on a major collaborative initiative, Academic Health Science Partnership in Tayside (AHSP). It is the first Academic Health Science Network in Scotland with an ambition to transform healthcare locally and globally at the time when it faces many difficult challenges.

Building upon the success of previous University of Dundee and NHS Tayside collaborations, AHSP is bringing together the delivery of healthcare services, education, quality improvement and research with the purpose of improving the health of patients through more effective integration of these functions in routine practice.





## LIVING IN TAYSIDE

Discover award-winning towns and cities, breathtaking beaches and alluring countryside. Historically rich and home to Scotland's longest river, Tayside is an innovative and exciting place to begin or expand your career.

Dundee, Angus and Perth and Kinross make up this vibrant region - between them offering the perfect blend of city, country and coastline. In fact, you can easily enjoy the tranquility and scenery of neighbouring towns and villages within reach of the region's cities of Dundee and Perth.



**Find out more about living and working in Tayside at:**

[www.dundeeecity.gov.uk](http://www.dundeeecity.gov.uk)

[www.angus.gov.uk](http://www.angus.gov.uk)

[www.pkc.gov.uk](http://www.pkc.gov.uk)



## Education in Tayside

In Tayside there are a host of schools, both public and private and excellent colleges and universities making Tayside a family friendly location.

## Housing in Tayside

Whether you want to live in the rural countryside or one of Tayside's vibrant cities or towns, you'll have a variety of housing choices, many below the national average house price. For more information about housing in Tayside, visit the Tayside Solicitors Property Centre and/or Perthshire Solicitors Property Centre websites:

<http://www.tspc.co.uk/>

<http://www.pspc.co.uk/>

## Getting around

There are excellent connections to and within the region. It only takes approximately 30 minutes to drive between Dundee and Perth and just over an hour between Dundee and Edinburgh, Aberdeen and Glasgow.

Travelling and commuting within Tayside is easy by road, bus or train. Dundee's regional airport offers daily flights to London Stansted in addition to private and leisure flights. The international airports at Edinburgh, Glasgow and Aberdeen will ensure you are connected from Scotland to the rest of the world.





## Our Direction

NHS Tayside, like all other health authorities, is currently experiencing significant transformation as a health system. The drive to ensure all services are person-centred, our plans to deliver the Route Map to the 2020 Vision and health and social care outcomes all align themselves to NHS Tayside's Vision and Values and our strategic whole-system organisational priorities.

We have an exceptional track record here in Tayside in delivering against national targets and outcomes in both our secondary and primary care services.

Health and Social Care Integration is one of our priorities and strong partnerships have been forged with our local authority colleagues over the years. NHS Tayside is already delivering innovative integrated care models with clinicians recognising there is a need to strengthen integration between primary and secondary care. We are progressing well with Health and Social Care Integration across our 3 Partnerships; Angus, Dundee City, Perth and Kinross.

Key to the success of all that we are striving to achieve in the delivery of high quality, safe, effective and sustainable services here in Tayside is our commitment to engage with our local communities, support our dedicated staff and continue to build on the solid relationships we have worked hard to establish with our many partners who help deliver health and care services.

### **Our direction of travel**

Our direction of travel as a Board is clearly defined in the documents below.

<https://www.nhstayside.scot.nhs.uk/OurServicesA-Z/TransformingTayside/index.htm>

## JOB DESCRIPTION

<b>Job Title :</b>	<b>Deputy Chief Executive</b>
<b>Immediate Line Manager :</b>	<b>Chief Executive</b>
<b>Location:</b>	<b>Dundee</b>
<b>Grade:</b>	<b>Executive and Senior Manager Grade F</b>
	<b>(Grade and salary are indicative only and are subject to NEC job evaluation)</b>

### 1 Job Purpose

The post holder will support the Chief Executive in setting the overall strategic direction of the organisation, and, as a member of the Senior leadership team, work collaboratively with Directors and Chief Officers to secure delivery and achievement of success across the whole NHS Tayside agenda.

Specifically the Deputy Chief Executive will be the lead Executive for Transformation, Planning, and Facilities (including Hard and Soft FM) functions, and the Scottish Pharmaceutical Specialist Service.

Such a role requires the postholder to:

- Demonstrate innovation, vision and transformational leadership;
- Actively contribute to the effective performance of the NHS Tayside Board and Board Executive Team, routinely providing challenge beyond the area of their functional expertise;
- Deputise for the Chief Executive across the full range of duties;
- Support a varied executive portfolio, as specified by the Chief Executive;
- Contribute to the national and regional agendas.

### 2 Dimensions

#### **Tayside**

Establishment	11,572 wte
Budget	£941.1m

#### **Facilities**

##### **Hard FM (Estates)**

Establishment	226 wte
Budget	£41.038m

#### **Facilities**

**Soft FM (incl Production Unit)**

Establishment 1,230.10 wte  
Budget £36.128m

**eHealth**

Establishment 126.18 wte  
Budget £9.101m

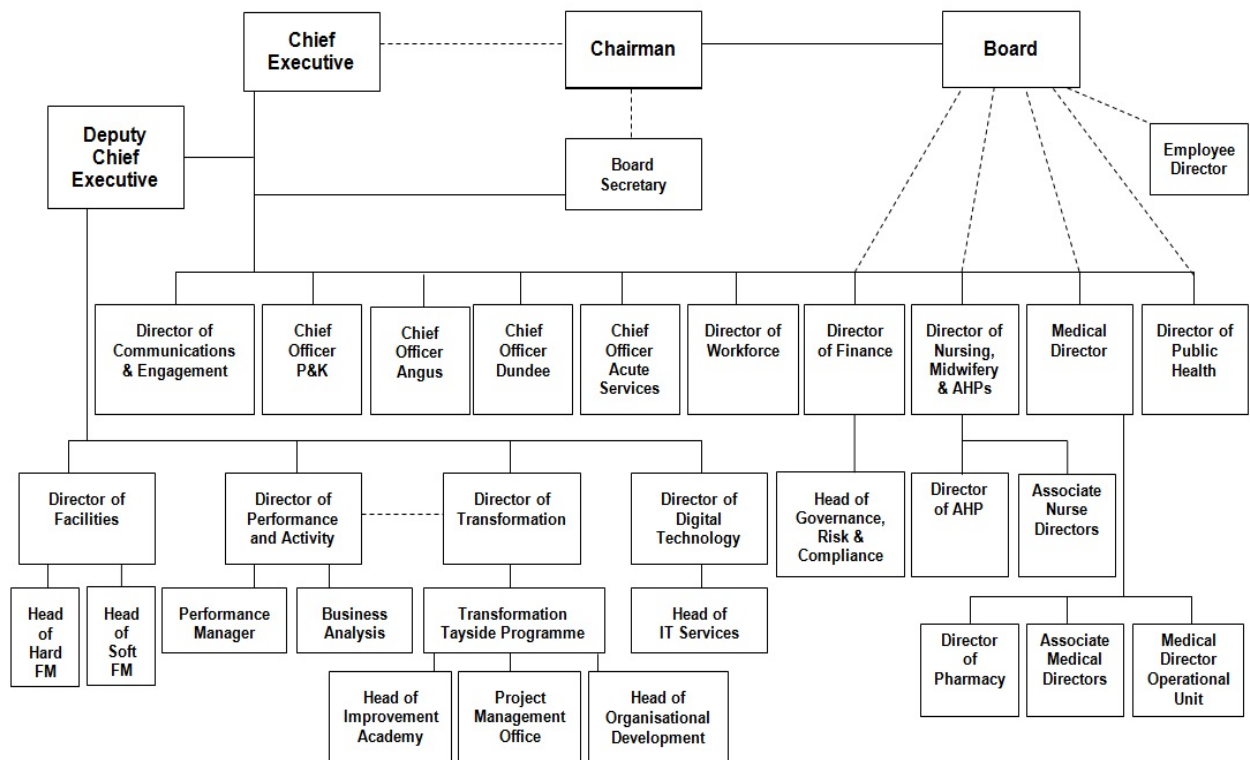
**Performance & Activity**

Establishment 47.13 wte  
Budget £1.109m

**Staff:**

NHS Tayside employs c.14,000 staff operating from over 160 locations across 3000 square miles serving over 400,000 people.

### 3 Organisational Chart



#### **4 Role of the Health Board**

Tayside NHS Board has overall accountability for the planning and delivery of healthcare services and the lead role in improving the health of the resident population in Tayside. This involves the assessment of health and health care needs; initiating and maintaining effective measures for health protection, health promotion and health improvement; development and delivery of health service provision; and allocating and evaluating the utilisation of the resources controlled by the Board. This is secured by working as a 'whole system' NHS and by partnerships with Local Government to enable the successful implementation of the Health and Social Care Integration Agenda. As a teaching Board, Tayside has very close links with the University of Dundee Medical School and the Department of Health Studies at Abertay University.

NHS Boards are expected to work in partnership with a diverse range of public, private and voluntary bodies to participate with, influence, and/or take a leadership role in the development of community initiatives which will impact on health in the widest sense. In addition, NHS Boards are expected to take forward the health aspects of the Government's social inclusion and modernisation agendas as well as NHS priorities.

In addition to supporting the Chief Executive to deliver this commitment, the role of the Deputy Chief Executive's team is to ensure that the Board has the strategic planning and support to deliver transformational change to services and address the range of health and social services within Tayside. This needs to be delivered within an estate that is fit for purpose, serviced by appropriate support services.

The role of the Transformation and Planning Team is to ensure that the Board has appropriate strategic plans in place to deliver an integrated approach to health and social care that enables people to live longer, healthier lives, which promotes health equity, individual empowerment and puts patients at the centre of all decisions.

The role of the Estates and Facilities team provides a wide range of non-clinical support services to all health care sites across NHS Tayside. A major part of this undertaking centres around value for money and the provision of safe, legally compliant, high quality, and reliable services to patients on a 24 hours per day, 365 days per year basis. Considerable effort is focussed into developing and maintaining service standards and ensuring risks to the organisation are articulated effectively and minimised as far as possible.

The Scottish Pharmaceutical Specialist Service manufactures specialist medicines and preparations, not commercially available, for NHS Scotland. Originally a Tayside service, over the last two years, the two specialist pharmaceutical services in Glasgow and Tayside have merged and a new purpose built facility has been built on the Ninewells site, which was commissioned in March 2019. It will provide services for all of Scotland.



## Key Result Areas

### Corporate Accountability and Management

Actively contribute to the effective performance of the NHS Tayside Board and Board Executive Team, routinely providing challenge beyond the area of their functional expertise.

Outcomes:

- Consistent strong organisational management grip, deputising for Chief Executive in his absence.
- Corporate accountability for the organisational objectives and targets.
- Accountability for objectives and targets within Transformation, Facilities, Performance and Activity, and Digital / eHealth.
- Financial balance and savings targets are achieved by the Directorate teams
- Teams are clear about how decisions are made and how conflict is managed.

### Transformation and Planning

Develop strategy for NHS Tayside for the next 10 years; deliver and implement a multitude of complex whole organisation change programmes for the transformation of services on a cross system, in partnership with stakeholders, basis consistent with the NHS Tayside's Clinical Strategy, National Clinical Strategy and the Health and Social Care Delivery Plan.

Outcomes:

- Strategic approach to service planning, which is clinically led and managerially enabled supports organisational decision making.
- The ambitions of the Health and Social Care Delivery Plan: Better Health, Better Care, Better Workplace and Better Value are delivered through the strategic vision and plans, that are coproduced and delivered for our communities.
- Safe, effective, high quality care with improved service delivery and performance, within financial budgets are delivered.
- Joined up pathways of care between primary and secondary care and between clinical services are embedded across health and social care.
- Regional delivery of services supports sustainable delivery for the future.

### Facilities

Overall responsibility for ensuring a safe environment for patients, staff and visitors, and for the development and implementation of strategies, policies, and service delivery across Estates (hard FM) and Facilities (Soft FM: portering, domestic services, catering services, security, transport, Central Decontamination unit, laundry, waste).

Outcomes:

- Strategic approach to estates and facilities that deliver against national, regional and local targets.
- Well managed estate, which supports delivery of the Board's strategic direction.

- High quality, safe and effective services that deliver for patients, staff and the public.
- Technical advice and expertise is available for the Board.
- Resources are aligned to strategic direction, and through continuous improvement improve efficiency and value for money.
- Strong partnership ethos.

### **Digital / eHealth**

Lead development of Digital health delivery across Board services to ensure current and future digital technology needs are delivered in the most effective and efficient way, taking account of the existing skilled eHealth Workforce, the demands of the Board transformation agenda, and need for ongoing modernisation of our digital infrastructure.

#### **Outcomes:**

- Strategic approach to high quality effective digital services that supports service transformation.
- Enhanced information provision and access for health care workers workers to resilient and effective clinical and other systems in the places they work.
- Enhanced integration of systems that support more effective health and social care integration.
- Resources are aligned to strategic direction, and take a continuous improvement approach to efficiency and value for money.

### **Performance and Activity**

Overall responsibility for performance management across all services, ensuring service ownership and leadership at all levels of the organisation, including ongoing performance scrutiny

To develop robust business intelligence and information that supports effective performance management, including management of escalation processes in the event of under-performance and/or non-delivery, including professional support to the Chief Officers of the Integrated Joint Boards.

#### **Outcomes**

- Creating and embedding a culture of performance management and accountability across all clinical and non-clinical services that is integrated, action orientated and focused on delivering improved performance  
Implementing rigorous performance assurance and review mechanisms
- Utilising performance improvement plans, tools and techniques to support individual and team achievement.
- Promoting development of viable operational plans that support performance delivery targets, and secures financial balance and achievement of savings targets by Directorate teams
- Lead meaningful Board and National reporting

**Scottish Pharmaceutical Specialist Service**

Executive oversight of this pan-Scotland service, supporting the service to deliver agreed objectives for the benefit of NHS Scotland.

Outcomes:

- Specialist medicines and preparations are available for NHS Scotland, delivered from purpose built accommodation within Ninewells.
- Service delivers against agreed objectives.

**Regional and National Developments**

Support the Chief Executive in delivering effective working with regional partners, particularly in the North of Scotland to deliver sustainable services for the population of Tayside and the North. Participation in national initiatives, national working groups, and national fora, ensuring influence for NHS Tayside at Scottish Government level, including contributing to policy and strategy development.

**Executive Team**

As a member of the NHS Tayside's Executive Team, participate fully in the corporate management of NHS Tayside, providing high level expert input in to all areas of Board governance, including participation in Executive on call and other management arrangements.

Demonstrate and exemplify positive, professional leadership behaviours and attitudes that effect all staff groups and as a role model for others.

**6 Assignment and Review Work**

The post is directly accountable to the Chief Executive and works under the broad parameters of agreed priorities, determining areas of work which will have maximum impact on achieving NHS Tayside's strategic direction.

The post holder represents NHS Tayside with external agencies as required and is empowered to take decisions as appropriate in these circumstances. In-depth, specialist knowledge of health issues, policy and corporate objectives is therefore required and must be kept current through commitment to CPD.

Review of performance in the post is undertaken through the agreement of annual performance objectives and annual individual performance appraisal by the Chief Executive, reviewed by the Chairman. Informal appraisal and discussions about performance will take place on a more frequent basis with the Chief Executive.

## **Communications and Working Relationships**

The post holder will communicate with a wide range of senior Board, clinical, and non clinical staff in NHS Tayside, the NHS in Scotland and beyond, the local authorities within Tayside and with senior officials of external organisations.

Excellent communication skills are required in order to influence and persuade others and negotiate the implementation of change. Strong presentational skills are required as is the ability to express views convincingly and coherently using a variety of media.

Key contacts will include:

### **Internal:**

- Chief Executive, Chairman and members of the NHS Tayside Board and Executive Leadership Team
- Corporate Management Team colleagues and Senior Management Teams across NHS Tayside
- Other staff groups in Tayside and partner organisations
- Partnership representatives, Staff Side and Professional Organisations

### **External:**

- Scottish Government
- Local authorities
- External Providers
- Quality Improvement Scotland/Health improvement Scotland
- Other healthcare systems
- PFI providers
- Universities
- 3<sup>rd</sup> Sector organisations
- Police Scotland
- Central Legal Office
- Health and Safety Executive
- Patients, visitors and carers
- MSPs

## **8 Most Challenging Part of the Job**

Delivering plans to Transform NHS Tayside and with colleagues secure Board financial balance.

Supporting the Chief Executive in management of delivery and performance through the accountability of the Directors, to secure and deliver sustainable and affordable models of care and achievement of Board priorities.

Working in a continually changing environment, with increasing financial constraints, the development of robust strategic plans, supported by workforce solutions, which meet future service requirements, while sustaining staff commitment, and the support of the public.

## **9 Qualifications and/or Experience Specified for the Post by the Employing Authority**

### **Essential Experience and Qualifications**

- Educated to graduate or post graduate or equivalent experience.
- Significant experience in strategic planning within a healthcare, or similar environment.
- A proven track record of delivery across professional and organisational boundaries, in particular within a partnership environment (internally and externally).
- Experience of managing significant (£ms) budgets in times of financial constraint.
- Proven experience of implementing sound workforce and employee relations policies and of leading significant organisational change.
- Experience of managing multiple teams across a geographically dispersed area.
- Demonstrable evidence of developing and implementing workforce productivity and efficiency initiatives.
- Evidence of CPD.

### **Personal Qualities**

- High impact individual who is able to establish credibility with key staff members across the organisation and be recognised as having the ability to add value and contribute to the organisational strategy.
- Ability to effectively lead change management agendas and encourage people to embrace new ways of working
- Highly developed leadership, influencing and communications skills.
- Confident, assertive, intellectually robust; ambitious with high energy levels: results orientated.
- High levels of integrity and personal values.
- Resilience, commitment and the resourcefulness to work effectively under pressure.

## Person Specification

**JOB TITLE:**  
**LOCATION:**

**Deputy Chief Executive**  
**Ninewells Hospital, Dundee**

CRITERIA	ESSENTIAL	METHOD OF EVALUATION
<b>QUALIFICATIONS:</b>	Educated to graduate and postgraduate level	Application
<b>EXPERIENCE</b>	<p>Extensive senior management experience, including strategic decision making within a complex organisation.</p> <p>Experience of working at Board or executive/senior manager level.</p> <p>Demonstrable experience of working successfully across functional and organisational boundaries at a strategic level.</p> <p>Demonstrable experience of successful leadership and delivering measurable improvement in organisational performance.</p> <p>Evidence-based track record of leading and delivering change within a complex organisational system with significant resource constraints.</p> <p>Track record of business acumen, including strategic planning.</p> <p>Experience of influencing policy at national/senior level.</p>	<p>Application Interview/selection process</p> <p>Application Interview/selection process</p> <p>Application Interview/selection process</p> <p>Application Interview/selection process</p> <p>Application Interview/selection process</p> <p>Application Interview/selection process</p> <p>Application Interview/selection process</p>
<b>KNOWLEDGE &amp; SKILLS:</b>	<p>Highly strategic thinker.</p> <p>Highly developed interpersonal, planning and technical skills, combined with supportive and visible leadership skills which demonstrates competencies in the critical leadership behaviours identified</p>	<p>Application Interview/selection process</p> <p>Interview/selection process</p>



	<p>as crucial to achieving success within NHS Scotland:</p> <ul style="list-style-type: none"> <li>• Working in Partnership</li> <li>• Learning and development</li> <li>• Caring for staff</li> <li>• Improving performance through team-working</li> <li>• Communicating effectively</li> <li>• Improving quality</li> <li>• Achieving innovative results</li> </ul>	
<b>PERSONAL QUALITIES:</b>	<p>Professional &amp; personal credibility to earn the confidence and respect to motivate and inspire staff and a range of stakeholders.</p> <p>High level of personal integrity.</p> <p>Highly effective influencing, interpersonal and political skills.</p> <p>Ability to operate effectively under pressure.</p>	<p>Interview/selection process</p> <p>Interview/selection process</p> <p>Interview/selection process</p> <p>Interview/selection process</p>
<b>OTHER REQUIREMENTS:</b>	<p>Ability to travel.</p> <p>Demonstrates continuing Professional development.</p>	<p>Application Interview / selection process</p> <p>Application Interview / selection process</p>

## Summary of Conditions of Service

### Deputy Chief Executive

#### General

The terms and conditions of service for this post are subject to direction by the Scottish Government.

#### Remuneration

Executive and Senior Manager Grade F which is £89,440 - £121,318 per annum (grade and salary are indicative only and subject to NEC job evaluation). Entry point on the salary scale will take account of previous experience. Performance management arrangements and pay progression are subject to direction by the Scottish Ministers as set out in NHS HDL (2007)15 and guidance from the Scottish Government Health Directorate.

#### Hours of work

This post is full-time. Staff holding executive office should be prepared to work such hours as are necessary for the full performance of their duties and responsibilities. For pay purposes, the working week will be 37.50 hours per week.

#### Annual leave

Annual leave entitlement is 27 days per year on commencement, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are also eight fixed public holidays each year. The annual leave year runs from 1 April to 31 March.

#### Pension scheme

The appointment is superannuable under the NHS (Scotland) Superannuable Scheme, unless you opt out in favour of some other scheme or are ineligible to join. Your remuneration will be subject to deduction of superannuable contributions in accordance with the scheme. Costs and contributions as well as benefits are available on the SPPA website: [www.sppa.gov.uk](http://www.sppa.gov.uk)

NHS Tayside encourages staff to join the scheme.

#### Sick pay

Sickness allowance depends on the length of continuous service and is on a scale ranging from one month's full pay plus two months' half pay during the first year of service, up to six months' full pay plus six months' half pay after completing five years of service.

#### Relocation

Relocation expenses may be payable to the successful candidate in accordance with the Board's policy. NHS Tayside will pay up to £8,000 towards removal expenses.

#### Induction

NHS Tayside will work in conjunction with national, regional and local colleagues to provide a bespoke development package for the successful candidate.

## How to Apply

NHS Tayside encourages applications from all sections of the community. We promote a culture of inclusion across the organisation and are proud of the diverse workforce we have.

We hope the information we have provided will encourage you to find out more about this opportunity.

To access the full candidate information, application form and details of how to apply, please visit the vacancies page of the Aspen People website at [www.aspenpeople.co.uk](http://www.aspenpeople.co.uk)

Applications consist of supplying 2 x documents to NHS Tayside:

- a completed NHS Scotland Application Form.
- a supporting document - "Record of Achievement" - describing three work streams/projects you have been involved with in your current or most recent role. You should detail your specific role, the objective, the measure of success and the experience gained. No more than 500 words should be used per Achievement.

The closing date for receipt of applications is Friday 13<sup>th</sup> March 2020.

Completed application should be returned via email to [ksinclair@aspenpeople.co.uk](mailto:ksinclair@aspenpeople.co.uk) – if you have any issues please contact Kelsey Sinclair at Aspen People on 0141 212 7555. If you do not receive an acknowledgment within 24 hours please contact Kelsey Sinclair.

Thank you for your interest in working for NHS Tayside.

## Contact Us

For more information, or an informal conversation to explore the role further please contact our recruitment partners Aspen People to arrange a mutually convenient time and date to speak. Please contact Catriona Mackie ([cmackie@aspenpeople.co.uk](mailto:cmackie@aspenpeople.co.uk)) on 0141 212 7555 to learn more about NHS Tayside, the role and how to apply.