

Chief Finance Officer

RECRUITMENT PACK



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WELCOME TO FALKIRK

Falkirk Health and Social Care Partnership is one of 31 integration bodies in Scotland, serving a population of over 160,000 across rural and urban communities. It aims to enable people in Falkirk to live full and positive lives within supportive and inclusive communities.

Just a 30-minute drive from Edinburgh and Glasgow, Falkirk is ideally situated in the central belt of Scotland. The Falkirk area has been transformed over the past decade and is one of the fastest growing areas in Scotland.

We are continuing this journey of change and delivery of joined up services to our citizens and community are crucial to our future. We offer flexible benefits and working arrangements, along with a culture which is committed to learning, improving, and growing.

ADVERTISEMENT

Role: Chief Finance Officer

Salary		
Falkirk Council	Fixed point	£98,590 increasing to £99,104 on 01/01/24
NHS Forth Valley	Band 8C	£79,446 - £85,181

Can you bring experience, transformational leadership and commitment to our Health & Social Care Partnership?

Do you have the background and professional knowledge to bring sound financial management experience including robust practices and solutions to budget challenges to the Falkirk Health and Social Care Partnership? If so, then this role could be for you.

As Integration Joint Board Section 95 Officer (Chief Finance Officer) you will provide the Falkirk IJB with professional advice and support. You will join the Partnership's Senior Leadership Team and support the Chief Officer to deliver the Integration Joint Board's vision for Falkirk.

The role requires an individual who has substantial knowledge of the business of both health and social care services, along with a proven track record in the interpretation and application of complex financial policies. You will also be excellent at making decisions, often at times of significant organisational and political change that will directly impact on the business of the Board.

If you have significant financial experience at senior management level within a large complex organisation, preferably the NHS or Local Authority, and you are a qualified accountant, this could be the ideal opportunity for you.

You will be required to develop and implement robust and comprehensive financial management plans and frameworks to support the Board, while providing strategic level financial advice to the Chief Officer and their team.

If this challenge is something you can deliver on, we'd be interested to hear from you.

JOB DESCRIPTION

PURPOSE

To ensure Falkirk IJB and the Health and Social Care Partnership's values and strategic priorities are delivered through robust financial leadership, strategic management and development of finance services and effective financial governance.

To contribute to the planning, development and implementation of the IJB's strategic objectives, ensuring effectiveness and efficiency in all service provision, including:

- Strategic financial planning ensuring the Strategic Plan and Cases for Change are supported by an affordable and sustainable financial plan;
- Delivery of financial balance by developing and maintaining a medium-term financial strategy that supports sound financial decision making;
- Strategic financial advice and support to the Chief Officer and the IJB, including responsibility for all aspects of its financial administration and financial governance;
- Statutory responsibility for the financial administration of the IJB;
- Financial management and administration of the IJB budget including provision of finance reports and forecasts to the Chief Officer and the IJB;
- Ensure financial processes are in place to ensure appropriate liaison with the Chief Finance Officer of Falkirk Council and Director of Finance of NHS Forth Valley;
- Ensure appropriate probity and management of a sound corporate governance framework ensuring achievement of best value for the IJB;
- Maintaining robust frameworks for risk management and performance reporting;
- Lead on the preparation and maintenance of Directions from the IJB to Falkirk Council and NHS Forth Valley to carry out functions as set out in section 26 of the Public Bodies (Joint Working) (Scotland) Act.

The post will have lead responsibility for the strategic financial management of the total allocated budget of circa £255m.

RESULT AREAS AND RESPONSIBILITIES

Professional Responsibilities

Delivering professional, expert, consistent and appropriate financial management, including the management of financial risk across the partnership. Providing overarching strategic financial direction and leadership, to ensure the effective management and delivery of financial management services including:

- Contributing proactively to strategic policy development and costed action plans, to ensure projections in the short, medium and long-term have a sound theoretical base and take account of professional experience and knowledge of financial and resource management;
- Supporting the development and implementation of service redesign and transformation projects in conjunction with the Chief Officer and wider team;
- Leading the development of the long term affordable financial and resources strategy of the IJB, and annual revenue budget setting, in support of the overall strategic plan;
- Contributing to the IJB's Strategic Plan to ensure best value, playing a key role in the production and development of the Plan and monitoring and advising on the strategic financial implications;
- Producing and managing the IJB's financial plans, in terms of processes and outcomes, ensuring compliance with relevant regulations and national policy developments in line with local and national timescales;
- Developing appropriate mechanisms to ensure that the Health Board and Local Authority utilise financial resources in line with the allocations set out in the IJB strategic plan, and that reserves are managed consistently with the IJB reserves policy;
- Effectively leading, influencing, negotiating and managing the IJB budget setting process ensuring delivery of a balanced budget in line with the timescales and requirements stipulated in the Integration Scheme and with due regard to the financial planning cycles of the NHS Board and Local Authority;
- Ensuring the development of the financial strategy and annual budget setting process complies with relevant requirements and timescales, and the respective processes already underpinning the Health Board and Local Authority annual planning cycles;
- Statutory responsibility for the financial administration of the IJB as the section 95 officer;
- Establishing effective financial performance and forecasting arrangements to provide the Chief Officer with management accounts for all elements of the HSCP operational budget and for the IJB as a whole;

- Supporting the Chief Officer, through the provision of financial management and advice, to ensure the work of the Partnership and IJB is co-ordinated to improve health, reduce inequalities, improve health and social care services, and increase social inclusion, based on the service user's journey;
- Ensuring effective management and monitoring of budgets, together with the development and production of robust and concise management reports;
- Leading the proactive promotion and delivery by the IJB of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively;
- Providing an expert advisory role including provision of guidance/education for financial/non-financial managers in both Council and Health integrated services, including guidance on legislative and best reporting requirements relating to the financial operation of the IJB and ensuring development of financial skill to support the effective operation of the IJB;
- Planning, monitoring, co-ordinating and ensuring completion of the IJB annual accounts and financial statements, including closure of accounts, ensuring compliance with statutory reporting requirements and timescales;
- Ensuring year-end audit processes are undertaken with both internal and external auditors, ensuring 'sign off' of final year accounts, being the main point of contact for these purposes;
- Ensuring assimilation of complex audit systems and information, to confirm accurate information is in place;
- Establishing procedures in conjunction with the NHS Accountable Officer and Local Authority Section 95 Officer, to ensure compliance with the Code of Guidance on Funding External Bodies, "Following the Public Pound" and the CIPFA Financial Management Code;
- Oversee the financial governance framework and develop and maintain Financial Regulations, Financial Standing Instructions, Scheme of Delegation and Financial Operating Procedures for the IJB;
- Providing expert advice on policy, legislative and technical accountancy developments, including responsibility to interpret national guidance and legislation and thereafter develop and implement policy for the IJB;
- Identifying priority areas for action, e.g. preparation of the recovery plan as per integration scheme;
- Ensuring financial risk is properly recorded and mitigation strategies are identified and implemented accordingly;
- Designing and conducting performance audits to assess and identify improvements in the financial and accounting service provision, in line with financial governance arrangements and liaise

with internal audit to agree terms of reference and scope of the internal audit workplan for the IJB;

- Ensuring any necessary audit arrangements and appropriate operating procedures are put in place where corrective action or issues have been identified;
- Maintenance of a coherent performance management system, facilitating real performance improvement across the Partnership, reducing duplication and delivering excellence in governance;
- Lead on the preparation and maintenance of formal intimation of Directions from the IJB to Falkirk Council and NHS Forth Valley to carry out functions as set out in section 26 of the Public Bodies (Joint Working) (Scotland) Act.

Assignment and Review of Work

- Objectives will be agreed with the Chief Officer of the IJB, who will be advised by the Director of Finance of NHS Forth Valley and Chief Finance Officer of Falkirk Council.
- The post holder is responsible for ensuring delivery of objectives.
- Formal reviews will take place at mid and end of year. Objectives may be updated and discussions on these will also take place through regular 1:1 meetings with the Chief Officer.
- The post holder will be required to undertake the work of this post on a largely self-directed basis and be responsible for workload management. This includes prioritisation of workload, with support from the Chief Officer, to ensure all the demands of the IJB are understood and all necessary tasks and deadlines are met.
- The nature of the work will be a mixture of routine, planned and timetabled tasks. In addition, ad-hoc assignments are likely to be requested.

Decisions and Judgements

The post holder will be required to make decisions and judgements in the following areas (not exclusive to this list):

- Informing future decision making within the IJB, interpreting financial information as required and advising the Chief Officer and IJB members appropriately;
- Negotiating with the Director of Finance of NHS Forth Valley, the Chief Finance Officer of Falkirk Council and other senior managers, for resources to support and deliver the IJB strategic plan;
- Making decisions where no policies or procedures exist either locally or nationally;
- Working autonomously, guided by national policy and regulations and taking into account agreed priorities for the IJB, interpreting how these apply to the role;

- Taking personal and professional responsibility when working and involving stakeholders (including IJB members, carers, service users, senior management, clinicians and HSCP colleagues).

Demands of the job

- Balancing the needs of the Chief Officer with those of the respective Finance lead officers and wider finance functions of NHS Forth Valley and Falkirk Council;
- Knowing and understanding the business of both health, and social care services, as well as the financial context, and the non-financial challenges which must be considered and taken into account;
- Ensuring strong communication, negotiation and influencing skills, to develop and maintain effective working relationships across different organisations and with different individual stakeholders;
- Using motivational and persuasion skills, as well as enthusiasm, when working with staff in the Council and NHS, to encourage them to contribute to the aims and policies of the IJB;
- Developing and coordinating the production and distribution of concise and robust financial reports aggregated from the financial information available from the core financial systems of both partner bodies;
- High degree of personal resilience is required, especially in relation to the interpretation and application of complex financial policies and decisions, often at times of significant organisational and political change;
- Requirement for speed, accuracy and attention to detail that modelling work involves. There may be prolonged periods of exposure to VDU/keyboard in combination with concentration and thinking that the role involves;
- Concentration required when managing different facets of the role including analysis of complex and sensitive financial data/information, report writing, preparing financial returns, provision of professional advice;
- Responding to short notice requests for financial information/analysis.

Communications and Relationships

The ability of the post holder to develop and maintain key relationships and effective communication with a range of individuals and organisations is crucial. Strong positive relationships must be developed and maintained with finance and operational colleagues in both NHS Forth Valley and Falkirk Council.

- Communication must be appropriate and flexible to meet the requirements of the recipients, including written reports, presentations, informal briefings, group discussions and 1:1 meetings;
- Complex financial analysis will be communicated often and will need to be conveyed in a clear and concise manner to non-finance colleagues. It will be required to inform and influence key decisions.

Stakeholders

The post holder will be required to work with (but not exclusively) the following stakeholders:

The Partnership

- The Chief Officer (who will be the post holder's line manager)
- Integration Joint Board members

NHS Forth Valley

- Chief Executive
- Director of Finance
- Executive Directors
- Non – Executive Directors
- General Managers
- Trade Unions and Staff Organisations
- Internal Audit

Falkirk Council

- Chief Executive
- Chief Finance Officer
- Directors
- Heads of Service
- Elected Members
- Social Services Managers
- Trade Unions
- Internal Audit

External

- Scottish Government Health & Social Care Directorates
- Other IJBs
- Other NHS Boards
- Other Local Authorities
- Third and independent sector providers & contractors
- Audit Scotland

COMPETENCIES

The below table outlines behaviours consistent with the core values of the Partnership, which are required to deliver the key responsibilities of the role and demonstrate acceptable standards of performance.

Core Value	Behaviours
trust	<ul style="list-style-type: none"> • Listens and engages with team members • Respects and protects confidential information • Communicates honestly even when messages are hard • Is trustworthy and approachable • Follows through when they say they will do something
acting with integrity	<ul style="list-style-type: none"> • Trusts individuals to do their job and treats all employees fairly • Trusts others' intentions are positive • Adopts an open-door policy • Deploys a coaching style with all employees • Upholds the role and models high standards of fairness and ethics in everyday words and actions
innovative	<ul style="list-style-type: none"> • Positively encourages new ideas and innovation • Challenges the status quo • Creates a space for employees to think creatively • Learns from experiences • Creates a learning environment
visionary	<ul style="list-style-type: none"> • Manages acceptable risks • Takes responsibility for mistakes • Involves customers in solutions • Identifies long-term goals and champions the implementation of different or alternative ideas
Responsive	<ul style="list-style-type: none"> • Consults with the team and is receptive to other points of view • Takes responsibility for pieces of work
self-aware	<ul style="list-style-type: none"> • Recognises others contribution • Knows when time is needed for reflection and when a quick decision is required • Encourages feedback from customers and employees • Focuses on the here and now, and is "present" in conversations
leadership	<ul style="list-style-type: none"> • Actively listens to customers and employees • Responds within deadlines or says when they will respond • Responds to customers from a HSCP wide perspective • Provides support in times of pressure
customer focused	<ul style="list-style-type: none"> • Seeks to understand the impact actions can have on others, taking account of the whole system • Understands the impact of others behaviours on them
ambitious	<ul style="list-style-type: none"> • Creates a clear vision for the team • Want their HSCP team to be recognised as the best
motivates and inspires	<ul style="list-style-type: none"> • Identifies targets and milestones that make the vision a reality • Articulates to customers and employees the service they can expect to receive • Builds commitment to the achievement of the team's vision • Harnesses support from others to achieve outcomes • Is energetic and positive and realises how their "mood" influences others

PERSONAL SPECIFICATION

Attributes	Essential	Desirable
<p>Qualifications</p> <p><i>Assessment method: Application</i></p>	<ul style="list-style-type: none"> • Educated to degree level. • CCAB, CIMA or overseas equivalent Qualified Accountant. • Evidence of continuing, relevant professional and personal development. 	<ul style="list-style-type: none"> • Structured higher level, professional business or management study and/or qualification.
<p>Experience</p> <p><i>Assessment method: Application/ Interview/ Assessment/ Reference</i></p>	<ul style="list-style-type: none"> • Significant financial experience in a senior management role within a large complex organisation. • Experience of working within the public sector. • Experience of overseeing the production of annual accounts of a large and complex organisation. • Successful track record of collaborative working that produces results. • Experience of budget preparation. • Proven track record in managing and monitoring budgets effectively. • Significant experience of developing and coordinating the production and distribution of concise and robust financial reports. 	<ul style="list-style-type: none"> • Local Authority or NHS experience. • Experience of working with Trade Unions.
<p>Skills and knowledge</p> <p><i>Assessment method: Application/ Interview/ Assessment/ Reference</i></p>	<ul style="list-style-type: none"> • Knowledge and application of tools and techniques for strategic financial management and planning. • Knowledge and understanding of national health and social care policy and the impact on financial planning. • Ability to think both strategically and operationally and to translate strategies into effective practices. • Ability to engage with different groups, clarify complex financial information and generate respect. 	<ul style="list-style-type: none"> • Knowledge of the business of both health and social care services. • Good understanding of the current Public Sector developments in Scotland. • Understanding of working in a political environment.

<p>Personal traits</p> <p><i>Assessment method: Application/ Interview/ Assessment/ Reference</i></p>	<ul style="list-style-type: none">• Excellent communication and inter-personal skills, including sensitivity, tact and political astuteness.• Effective influencing skills.• Personal resilience and ability to manage competing priorities in a high pressure environment.• Ability to develop and maintain positive relationships with key partner organisations, and provide a positive role model for partnership, relationship and conflict management.• Demonstrate honesty, integrity and high professional standards.• Ability to work collaboratively, as an effective team player.• Ability to work on own initiative.	
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TERMS AND CONDITIONS

Any successful applicant from a health background will be employed on NHS conditions. Any successful applicant from a social work background will be employed on Falkirk Council conditions.

EMPLOYMENT UNDER FALKIRK COUNCIL

SALARY

The salary for the Chief Finance Officer is currently £98,590 (rising to £99,104 on 01/01/24) per annum. Salary will be paid monthly in arrears on the 28th of each month.

PENSION

The post holder may join or transfer into the LGPS administered by Falkirk Council.

HOURS OF WORK

The basic working week is 37 hours. However, the post holder will be expected to work those hours required to fulfil the duties and responsibilities of the post.

HOLIDAY ENTITLEMENT

Annual leave entitlement is based on local authority continuous service as follows, in addition to 8 fixed public holidays:

Completed continuous service	Annual Leave entitlement
0 years	27 days
1 years	28 days
2 years	29 days
3 years	30 days
4 years	31 days
5 years	32 days
10 years	34 days

SICK PAY

Reckonable Service at commencement of absence	Full allowance for:	Half allowance for
Less than 26 weeks	Nil	Nil
Less than 1 year	5 weeks	5 weeks
1 year but less than 2 years	9 weeks	9 weeks
2 years but less than 3 years	18 weeks	18 weeks
3 years but less than 5 years	22 weeks	22 weeks
5 years and over	26 weeks	26 weeks

RELOCATION ASSISTANCE WITH EXPENSES

Reimbursement for all costs associated with relocation is available up to a maximum of £6,000. Payment is normally dependent upon the new employee relocating to the geographical area of the Council.

PLACE OF WORK

The post is based at one of the Council Headquarters within the Falkirk area, although the postholder may be required to work at any workplace within the area of the Council. A degree of mobile flexible working or working from home will be expected.

TRAVEL ALLOWANCES

Pool cars are available and employees are encouraged to use where possible. However, where the Council authorises an employee to use a form of transport in the course of their work they will be reimbursed at 45p per mile.

PERIOD OF NOTICE

A minimum of 12 weeks' notice must be provided by the post holder on terminating the contract of employment.

MATERNITY PROVISIONS

Provided the post holder has sufficient service and fulfils the maternity leave criteria, they will be entitled to up to 52 weeks maternity leave consisting of 39 weeks pay, the first 6 weeks being paid at 9/10ths pay, 12 weeks at 5/10ths pay, 21 weeks at Statutory Maternity Pay and the remaining leave without pay.

CONTINUOUS PERIOD OF EMPLOYMENT

Entitlement to maternity and sickness allowance is based on all previous continuous service which is local government service or service with an employer covered by the Redundancy Payments (Local Government) Modification Order 1983 (as amended).

POLITICAL RESTRICTIONS

This post is politically restricted. The post holder will therefore be debarred from standing for election to a local authority and restricted in their activity with a political party.

TRADE UNION MEMBERSHIP

The Council encourages all employees to become members of an appropriate recognised Trade Union.

E M P L O Y M E N T U N D E R N H S F O R T H V A L L E Y

The terms and conditions of service are those laid down by the **Agenda for Change Handbook**.

S A L A R Y S C A L E

Band: 8C: £79,446 - £85,181

Staff taking up a new appointment with NHS Forth Valley will normally enter the scale at the minimum of the pay band/range. Any appointments above the lowest point of the pay band/range will be subject to verification of previous NHS service, or experience outside the NHS, which is given in recognition of relevant complete years of experience.

H O U R S

Full time 37.5. Employees may be required to vary the pattern of their working week subject to the exigencies of the service.

H . C . S . W M A N D A T O R Y I N D U C T I O N S T A N D A R D S (I F A P P L I C A B L E)

Your performance must comply with the “Mandatory Induction standards. Induction Standards for Healthcare Support Workers in Scotland” 2009; and with the Code of Conduct for Healthcare Support Workers, both as amended from time to time. These documents can be found at www.workinginhealth.com/standards/healthcaresupportworkers

D U R A T I O N

Permanent

A N N U A L L E A V E

27 days rising to 29 days after 5 years service and to 33 days after 10 years service plus 8 public holidays (pro rata).

or

202.5 hours rising to 217.5 hours after 5 years service and to 247.5 hours after 10 years service plus 60 hours public holiday (pro-rata).

S U P E R A N N U A T I O N

The post is superannuable under the Scottish Public Pensions Agency Scheme and your remuneration will be subject to deduction unless you choose to opt out of the scheme.

RIGHT TO WORK IN THE UK

NHS Forth Valley has an obligation to ensure it does not employ any worker who has not been granted the relevant permission to work in the UK. This permission is without exception granted by the UK Border Agency. We are required to check the entitlement to work in the UK for all prospective employees, regardless of nationality or job category.

MEDICAL EXAMINATION

No appointment can be confirmed until a satisfactory medical examination has been undergone.

PROTECTION OF VULNERABLE GROUPS

AND THE DISCLOSURE OF CRIMINAL INFORMATION:

NHS Scotland is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. As part of any offer of employment candidates will be subject to one of the following:

- For posts in regulated work – Protection of Vulnerable Groups Scheme membership
- For all other posts which are subject to a criminal conviction record check – A Police Act check
- For posts not subject to a criminal conviction record check – A self-declaration

SECONDMENTS (IF APPLICABLE)

Employees of NHS Forth Valley who are interested in pursuing a secondment opportunity should initially discuss the implications of this with their immediate line manager in order to gain their support. Please refer to the secondment policy of the NHS Forth Valley intranet for more information.

NHS KNOWLEDGE AND SKILLS FRAMEWORK

The NHS Knowledge and Skills Framework (KSF) defines and also describes the knowledge and skills that NHS employees need to apply in their work in order to deliver quality services. It provides a single, consistent, and comprehensive framework on which to base review and development for all employees.

KSF will apply to all NHS employees except doctors, dentists and senior and executive level managers. The purpose of the KSF is:

- To support the effective learning and development of all staff, providing the resources to do so.
- To support the development of individuals in the post to which they are employed, so that they are effective at work and are clear about what is required of them.
- To promote equality and diversity.

CONFIDENTIALITY

In the course of your duties you may have access to confidential information concerning patients or staff. Unauthorized disclosure or removal of information may lead to consideration of disciplinary action.

EQUALITY IN EMPLOYMENT

NHS Forth Valley fully supports the principle of equality in employment and opposes all forms of unlawful and / or unfair discrimination which cannot be shown to be justified. NHS Forth Valley is committed to ensuring equality of treatment for both present and potential employees.

TOBACCO POLICY

It is the policy of NHS Forth Valley to discourage the habit of smoking within the organization and to provide a smoke free environment.

The NHS Forth Valley policy is to establish no smoking as the norm and smoking is not permitted anywhere within NHS Forth Valley premises including residences and grounds.

The Occupational Health Service will assist members of staff who wish to stop smoking by providing or facilitating the following services:

- Information on smoking and ways to stop
- Personal support
- Health Education materials and helpline numbers
- Nicotine replacement therapy
- Smoking Cessation support

Copies of the Tobacco Policy are available from HR Advisors or via the NHS Forth Valley Intranet.

HEALTH & SAFETY

All employees have a responsibility for their own health & safety and the health & safety of others who may be affected by what they do. Employees also have a duty to co-operate with their employer by following NHS Forth Valley policies and procedures and safe systems of work; by using equipment safely and by bringing any shortcomings in health and safety arrangements to the attention of their employer. Where something is provided in the interests of health & safety employees must not interfere or misuse it.

All employees have a legal responsibility to report any shortcomings in terms of this in their area. Managers and supervisors have a responsibility for monitoring health & safety arrangements and ensuring staff are following policies and procedures and safe systems of work.

PARTNERSHIP AGREEMENT

Contributing to the development of partnership working by: supporting NHS Forth Valley in delivering its goals and objectives; supporting continuous improvement in own performance and the performance of the department, directorate and NHS Forth Valley; attending training, development and other activities aimed at improving own skills and for the benefit of the organisation and patient care.

PARKING PERMITS

Please note that taking up an offer of employment with NHS Forth Valley does not automatically trigger the issuing of a staff parking permit.

Limited staff parking permits are available for Forth Valley Royal Hospital.

Staff need to apply for these and a link to the application is

<http://nhsforthvalley.com/wp-content/uploads/2014/02/FVRH-Car-Parking-Application.pdf>

Applications will be scored and placed at the appropriate level on the waiting list. As it is likely that it will take some considerable time for a parking permit to be issued to you, you should look to alternative transport, such as public transport and information on this can be found at:

<http://www.travelinescotland.com/welcome.do>

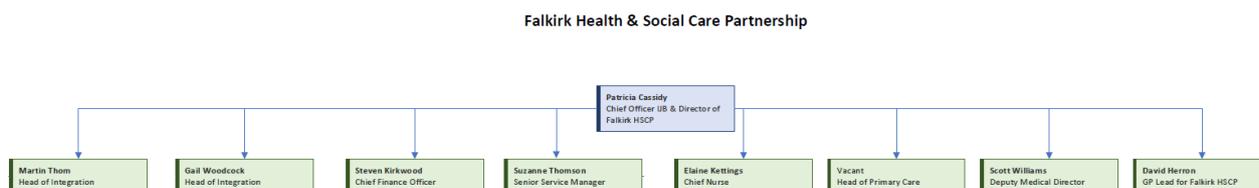
FURTHER INFORMATION

Additional background information may be provided to candidates invited to interview. In the meantime the following links provide useful contextual information:

- **About Falkirk Health & Social Care Partnership:**
<https://falkirkhscp.org/about>
- **Our Strategic Plan:**
<https://falkirkhscp.org/wp-content/uploads/sites/9/2018/01/Falkirk-HSCP-Strategic-Plan-2019-2022-1.pdf>
- **Board papers:**
<https://falkirkhscp.org/falkirk-integration-board>
- **Annual Performance Report**
<https://falkirkhscp.org/performance>
- **Annual Accounts**
<https://falkirkhscp.org/finance>
- **Medium Term Financial Plan**
<https://falkirkhscp.org/finance>

STRUCTURE CHART

Please note, the below structure chart may not be accessible for screen readers. Please email us for an accessible version if required.



REFERENCES

Please note, references may be requested prior to interview.

CLOSING DATE

Closing date for completed applications is Midnight Friday 15 December.

CONTACT

For an informal discussion about this post, please contact Catriona Mackie or Katharine Price at our recruitment partners, Aspen People, on 0141 212 7555.

APPLICANT TIMELINE

- Midnight Friday 15th December, Application closing date
- By 22 December, Candidates notified of the outcome of their application
- w/c 8 January, Assessment centre
- w/c 15 January, Interview Panel

APPLY

To apply, please upload your CV and supporting statement via the Aspen People website [**HERE**](#).