

Delivering care through collaboration

NHS Golden Jubilee

Beardmore Street, Clydebank G81 4HX

Telephone: 0141 951 5000

www.nhsgoldenjubilee.co.uk



Chair: Susan Douglas-Scott CBE

Chief Executive: Gordon James

Recruitment line: 0800 0283 666

Dear Candidate,

POST: Associate Director of Finance

HOURS: 37 hours full time / Permanent

BAND: 8C

SALARY: £79,466 - £85,181- per annum

CLOSING DATE: 12th July 2024

NHS Golden Jubilee 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.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G Swinyard', with a stylized flourish at the end.

Gabriella Swinyard
Senior Recruitment Advisor

NHS Golden Jubilee

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about NHS Golden Jubilee.
- The contents of this package are as follows:
 - Job Description/Person Specification
 - Terms and Conditions of Service
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form which you will be requested to complete via our electronic application system is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- NHS Golden Jubilee 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 two 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 submit your completed application through the Jobtrain Recruitment System.
- The shortlisting 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.
- We are committed to ensuring our recruitment process is inclusive and accessible to all. If you have a disability or long-term health condition (for example: dyslexia, anxiety, autism, a mobility condition or sensory impairment) and need us to make any adjustments, changes or do anything differently during the recruitment process, please let us know by contacting our recruitment team at the earliest opportunity.

Email us at recruitment@gjnh.scot.nhs.uk

How we can help you

Below are some examples of how we can support potential new employees through the recruitment and interview process:

- Where a post closes earlier than the originally published deadline, granting an extension for application submission up to the normal application deadline.
- Holding interviews specific to individual circumstances, e.g. arranging alternative formats and locations for interview where appropriate – such as via a video call.

- We can offer a named contact person for reasonable adjustments and a dedicated email contact.

If you would like to discuss accessibility adaptations for the recruitment application process and interview we are happy to discuss what support you require.

Please note: requests should be made at the earliest opportunity to ensure tailored support can be provided.

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- 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

Person Specification

	Essential	Desirable
Qualifications/Training	1.Accountancy Qualification 2. Significant post qualification experience in a large organisation 3.Evidence of continuing personal and professional development	<ul style="list-style-type: none"> • Educated to Degree Level or equivalent
Experience	<ul style="list-style-type: none"> • Evidence of financial leadership and delivery within a complex organisation • Track record of leading and delivering targets and improvements in financial governance. • Strong communicating, influencing and negotiating skills when dealing with senior management and clinicians • Demonstrates leadership and accountability. • Ability to apply judgement to develop solutions to complex problems where there are conflicting priorities 	<ul style="list-style-type: none"> • NHS experience or Public Sector financial environment • A record of achievement in managing and improving NHS finance systems and processes
Skills/Knowledge	<ul style="list-style-type: none"> • Track Record of leadership skills, with the ability to create a clear sense of purpose and strong relationship building with stakeholders both within the organisation and across external organisations. • Strong people management skills, team building and engagement 	<ul style="list-style-type: none"> • Commercial contract management and negotiation skills and experience

	<p>at an individual, team and wider systems level.</p> <ul style="list-style-type: none"> • Highly developed verbal and written communication skills • Ability to work on own initiative and influence and persuade others and inspire and motivate staff • Diplomacy, assertiveness and tact in presenting complex, sensitive or contentious information • Excellent skills in the use of spreadsheets and other PC software packages • Ability to interpret and apply complex guidance produced by statute, NHS and accounting bodies • Knowledge of agreeing SLAs with other NHS organisations 	
<p>Additional job requirements Eg. car driver, unsocial hours</p>	<ul style="list-style-type: none"> • Ability to work to tight deadlines. • Personal values aligned to the Boards values of Compassion, Accountability, Respect and Integrity and Courage • Ability to communicate with all levels of staff, from Executive Directors to front line clinical staff and other corporate functions. 	

Job Description

1. JOB IDENTIFICATION

Job Title: Assistant Director of Finance - SLA, Income, Costing and Efficiency and Sustainability

Department(s): Finance

Job Description Reference: 189823

No of Job Holders: 1

2. JOB PURPOSE

Responsible for the leadership and management of the efficiency and sustainability programme for the Board. Ensuring the ongoing Income SLAs are updated and reflect the level of activity undertaken as agreed within the Board's ADP to support the Board's strategic objectives and compliance with national NHS financial and legislative obligations.

To maintain strong budgetary and financial control, providing professional financial advice and management information in support of ensuring Income SLAs are updated to reflect the most recent activity casemix and cost profiles. This will include updating the costing systems and processes of the Board to ensure all changes to pathways and service developments are included within the costing methodology.

Supporting the continuous development and improvement of the Board's financial function and the services, it provides. This includes the management of the finance professionals and associated staff to ensure that service delivery meets all user requirements, and the necessary professional standards.

Provide technical and systems operational leadership for the Efficiency and Sustainability Programme on behalf of the Board, strengthening the benchmarking and comparability of activity and costing information across Scotland and the UK as a whole.

The postholder will take on the national role of Financial Charging Lead for the National Treatment Centres (NTCs) working closely with the Capacity Management Development Group to compile cost engineering and analysis to support a sustainable financial charging model for National Treatment Centres across NHS Scotland. The postholder will be accountable for scoping, developing and defining the financial charging model and activity allocation model between Scottish Government and NHS Boards. Acting as an integral member of the leadership team responsible for the delivery of the workplan, ensuring the delivery of the programme in an environment where there may be resistance to challenge or change. With delegated responsibility from the Director of Finance, they will provide strong, effective and visible strategic leadership to support Boards in delivering the programme.

Lead the design, implementation, maintenance and ongoing development of the financial planning processes for the GJ Efficiency Programme. Working with the Director of Finance, Deputy Director of

Finance, Executive Directors and other senior colleagues to develop short and medium term financial plans in line with local, regional and national priorities, ensuring efficiency plans are coordinated with capacity and workforce plans, as well as the Board's Annual Delivery Plan and Strategy.

To lead the negotiation on all healthcare service level agreements for GJ and translate the final financial outcomes and subsequent actual expenditure into management reports and advice for the Board and senior management teams. Presenting clear and easily understood financial reporting outcomes on highly complex, sensitive and sometimes contentious issues.

The post holder leads and coordinates GJ efficiency programme and the production of GJ cost data to support the update on income SLAs. Responsibility for the production and communication of GJ financial efficiency position to the Board and Scottish Government in relation to progress against efficiency plans and generation of project management materials as applicable, to support the Efficiency and Sustainability Programme.

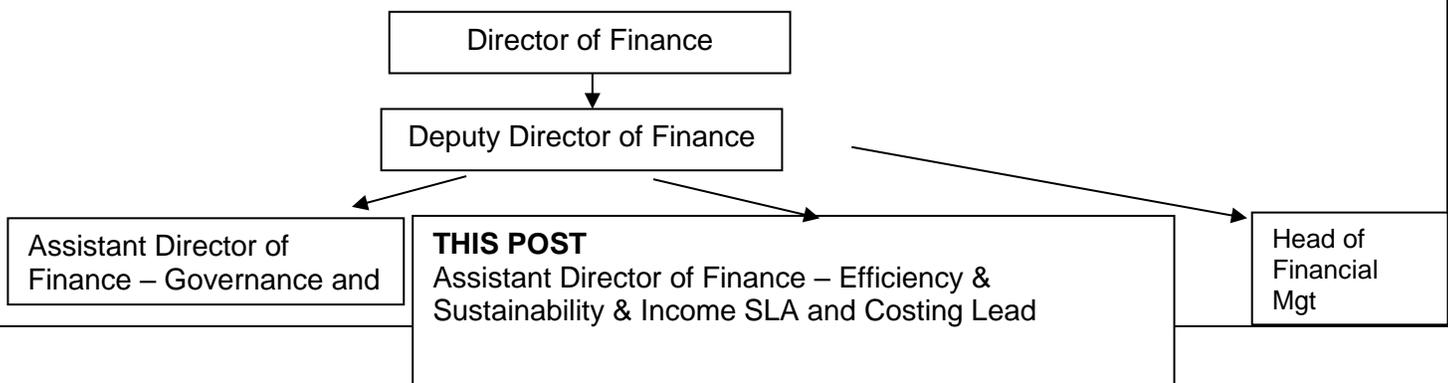
The postholder will provide a lead financial role in the management, monitoring and reporting of NHS GJ Strategic expansion to ensure it is compatible with the efficiency and sustainability agenda. Ensuring funding negotiations are successful with Scottish Government and consider implications of national change associated with National Treatment Centre Expansion, the continued development of the Centre for Sustainable Delivery and ANIA in addition to the NHS Scotland Academy which are all highly complex and iterative developments that will support transformational and innovative change to both recruitment, training and efficiency and effectiveness across NHS Scotland.

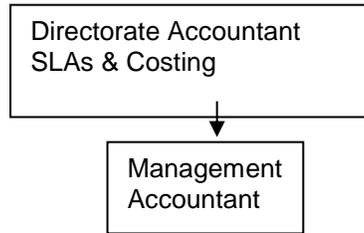
As a senior member of finance staff, the postholder will be required to take strategic portfolio/project lead roles and/or be a key contributor for agreed areas of organisation wide development outwith their functional leadership and responsibility.

Lead all financial aspects of developing a programme approach for the delivery of efficiencies and new approaches to aid the transformation of services, to support the Boards Financial Plan and financial planning to budget holders, other Health Boards and to the Scottish Government. Providing strategic leadership and be a source of advice, guidance and challenge on the relevant key areas of delivery.

Support the Deputy Director of Finance in their role, supporting relevant Board Committees, internal and external meetings, preparing papers and auctioning relevant recommendations as delegated.

3. ORGANISATIONAL POSITION





4. SCOPE AND RANGE

Revenue: circa £242mm
 Capital: circa £38.5m (as per capital plan)
 NTC: circa £181m

The following data relates to the dimensions of this post:

Number of staff employed in the Finance Department:	20 wte
Number of staff managed by the post holder:	Approx 2 wte
Budgets managed by this post holder	£242m (

The post is required to ensure the ongoing efficiency and effectiveness of the Board's financial systems and processes through continual review and updating to support GJ strategic objectives and compliance with national NHS financial and legislative obligations.

5. MAIN DUTIES/RESPONSIBILITIES

- Lead the design and provision of financial efficiency and sustainability programme, providing advice and information to the Board representing a total spend of up to £242m, interpret national policies to be implemented in GJ and develop local policies for the transformation of services as part of the efficiency and sustainability programme.
- Influence senior managers, forecast and project expenditure levels and implement financial strategies to ensure efficiency targets are met.
- Ensure full responsibility for costing and income SLAs for the Board functions to achieve financial and performance targets including implementation of developments and cost saving initiatives to deliver the Board financial strategy via benchmarking and best practice initiatives.
- Working with the Scottish Government and other partners to define allocation of NTC funds, clearly defining the role of recipients (provider Board and Board of residence) and clarity of associated re-alignment of Waiting Time Improvement funding across NHS Scotland Boards. The post holder will operate across different organisational structures (NHS GJ and NHS Boards) which have different organisation and delivery requirements. The post holder will lead the programme of development for Service Level Agreements (SLAs) between NHS Board commissioning activity and NHS Boards providing the service to ensure consistency in approach across NHS Scotland. SLAs should also describe the financial risks to the parties to the

agreements, how these will be managed and where liability for any financial exposure will be reported.

- Undertaking an Equalities Impact Assessment to review the impact of the financial charging model on the policy ambitions of the NTC Programme to ensure no unintended consequences for the treatment of patients.
- The post holder will lead, co-ordinate and consolidate financial reports for the Senior Management Team, NHS Boards and the Scottish Government, particularly in relation to costing revisions and benchmarking comparisons, income reporting and efficiency savings. This financial position must be reported in an accurate, appropriate and timeous manner. The role is key to the Board's understanding of the financial position and identification of areas requiring corrective action.
- Lead the development of the financial efficiency and sustainability planning process for GJ. Overseeing the preparation of GJ Financial Efficiency Plan and financial input to the service planning process. Working with the Director of Finance, Executive Directors and other senior colleagues to develop short and medium term financial efficiency plans in line with local regional and national priorities, ensuring financial plans are coordinated with capacity and workforce plans, the Board's local delivery plan and Board Strategy.
- Providing professional management and leadership to the Costing and Income Team to ensure that the team develops and delivers integrated finance services within GJ. Undertaking all HR management in respect of team members including workload allocation and reallocation, all employee relations matters, recruitment, absence management, the setting and monitoring of objectives, completion of KSF and PDP planning and development actions, iMatter and overseeing of any related iMatter action plans and other related Staff Governance matters.
- Represent GJ in leading the contracting of all services provided by NHS Boards ensuring that services deliver value for money and are supported by robust Service Level Agreements. This will include leading negotiating with all Health Boards as part of the Service Level Agreement annual contracts.
- Responsible for development work within the finance department to utilise best practice and evolving technologies. This should include appropriate use/linkage to national system/process developments, ensuring that these are implemented effectively at a local level. Reviewing, developing and leading the implementation of Financial Information Systems.
- Lead GJ involvement in regional and national service developments, including Managed Care Networks, West of Scotland Regional Networks and National Elective Services Division commissioning agreements. This involvement should inform planning development and service delivery within GJ to ensure maximum benefit is derived from such national initiatives.
- Lead the development and maintenance of all costing systems and methodologies to meet all user requirements, including the return of all necessary information to the Scottish Government. In particular the design of an improved costing system for procedure level costing to improve the accuracy of costing across the GJ's portfolio of services as well as support the development of more accurate SLA income arrangements for the changes in case mix and service changes.
- Responsible for the design and operation of a robust system to support the development of an efficiency and sustainability Programme which covers not only existing services, but includes the impact of potential service changes and developments, and efficiency programmes. To contribute to the development and dissemination

of GJ short, medium and long-term financial strategy ensuring that potential funding uncertainties are addressed and financial risks identified. This includes the identification and meeting of user requirements with the maximum benefit derived from evolving systems and new technologies.

- Take an organisational project/lead finance role, and be a key contributor, for agreed areas of organisation wide development out-with the areas of functional leadership and responsibility identified above. These will change overtime and will be detailed in the annual objective and appraisal process.
- Lead and oversee the involvement of GJ in relevant national developments including influencing national policy through representation at national meetings, taking a lead financial role in the innovation plans for GJ and ensuring maximum benefit is derived from such national arrangements which inform service delivery within the Board.
- Undertake the development of a customer-orientated approach to respond to user needs in Support of the delivery of direct health services. This should be delivered through effective working relationships with interdependent functions, services and other agencies for both the delivery of ongoing services and their development. Demonstrate and exemplify positive personal behaviours and attitudes to support co-operative and partnership working within the Finance team and its associated service partners to help to deliver the NHS Board's vision for high quality research and innovation.
- Develop policy and procedures within the Financial Management Service to comply with organisational requirements and financial reporting standards in support of the development of costing, income and efficiency processes..
- Undertake appropriate research to identify best practice which may include: UK-wide, globally, public or private sector both within and outside the Health and Social Care economy taking a proactive approach to research projects.
- Contribute towards improvement to services by undertaking an active role in projects both local and nationally impacting directly or individually to the Financial Management Service.
- Deputise for Director/Deputy Director of Finance as and when required.

6. SYSTEMS AND EQUIPMENT

The post holder is required to develop systems both manually and by the use of complex databases and provide management information. Which will include frequent use of a PC for generating information and reports, communicating via email, maintaining an electronic diary, and use of internet/intranet.

IT systems and software packages extensively used include the following:

- Standard Microsoft Office packages e.g Word, Excel and PowerPoint.
- CEDAR e-Financials – The core Financial Management system used for recording ledger transactions and maintaining the financial coding structure. Ability to report and operate system for general ledger, management accounting work, and investigate transaction history in purchase and stock ledgers.
- Business Objects – A Financial Management Reporting tool, which enables the production of system-generated financial reports. Used for general enquiry and payroll interrogation.

- Microsoft Excel – Frequent use of excel to an advanced level of complexity. Production, design and development of accurate reports and financial information on a daily basis. Able to manipulate large amounts of data and produce meaningful and well-presented reports. Designs and formats spreadsheets for specific purposes, may be calculations for business case, year-end spend forecasts, pay detailed analysis. Accuracy and speed are necessary.
- Costing system (Synergy)– System used to provide costing data. Requirement to understand how the system works can be developed to produce costing data.

7. DECISIONS AND JUDGEMENTS

The post holder operates with a high level of autonomy and has significant scope to determine how objectives should be met and to plan and prioritise work. Objectives are directly related to national, regional and local polices and priorities, targets and performance standards. They are guided by national and professional finance guidelines and are expected to interpret and apply them to individual situations as they arise. Expert analysis is require of highly complex and contentious problems which will have organisational wide strategic and operational impact. Requiring to make judgements and policy decisions in the absence of Director/Deputy Director of Finance.

Provide financial support which will include the impact of service redesign and the implementation of cost efficiency and savings programmes. Including the preparation and analysis of highly complex business cases which involve sourcing information for a multitude of areas, consideration of differing and conflicting opinions and assessing and recommending appropriate course of action. Resolving problems independently and judgements around operational actions in response to service delivery/budgetary issues.

The post holder will regularly apply judgement to develop soluutions to complex problems where there are conflicting priorities. This will involve demonstrating diplomacy, assertiveness and tact in presenting complex, sensitive or contentious information.

The post holder uses own discretion in imparting specialised information and through analysis making judgements on the evidence available in order to interpret risk. They are expected to lead on the design, implementation and monitoring of programmes. Review of performance is through the agreement of performance objectives and individual appraisal by the Director/Deputy Director.

The post holder is an authorised signatory of the Board with authority to order goods and services within the standing financial instructions to budget limits.

8. COMMUNICATIONS AND RELATIONSHIPS

The postholder is expected to communicate with a wide range of senior clinical and non-clinical staff across GJ, and with senior officials of external organisations, including the Scottish Government and other NHS Boards. Excellent communication skills are required to influence and persuade others, particularly around the implementation of change. The post holder is expected to have strong

presentation skills and to be able to express views convincingly and coherently, verbally and in writing to a wide range of interested parties and individuals. Communicating highly complex financial information including complex business cases to non-financial managers.

Tact, persuasive and negotiation skills required when discussing financial matters with senior managers to ensure optimum outcome is achieved where this may not be the conclusion initially proposed. Required to balance financial challenges with an empathetic and understanding view of clinical and service issues.

Presentation of financial issues on a regular basis to local management teams, partnership forum and other NHS Boards and similar large groups. Provision of advice and judgements based on technical and expert knowledge of financial matters on a regular basis to staff and budget managers at all levels across the organisation. The post holder is instrumental in producing written procedural guidance.

Internal Relationships:

- Chief Executive, Executive Directors, Senior Management Team members.
- Senior Clinicians across GJ.
- Audit and Risk Committee Members.
- Internal Auditors.
- Finance Network.

External Relationships:

- Scottish Government.
- Colleagues within other NHS Boards.
- Contractors and Suppliers.
- External Auditors.
- Members of the Public.
- Voluntary Organisations.
- Professional and Regulatory Bodies.
- Other Public Service Partners.

9. PHYSICAL DEMANDS OF THE JOB

Considerable driving/travel requirement across the regional and nationally when necessary.

Required to concentrate for prolonged periods when preparing reports, business cases and analysing financial informational. Interruptions are frequent usually from staff with queries, budget managers requesting urgent information and will frequently require rapid change/altering plans for the day.

High degree of personal resilience, especially in relation to the interpretation and application of complex policies and decisions, often at times of significant organisational change and in a turbulent and politically driven environment. Maintaining composure and focus on programme priorities in times of uncertainty/organisational change.

Requirement for speed, accuracy and attention to detail that modelling work involves. Whilst the office environment is relatively comfortable there can be prolonged periods of exposure to VDU/keyboard in combination with the concentration and thinking that the role involves.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Managing the significant and complex workload, balancing the constant and varied demands to meet key national targets in relation to defined area of responsibility. Balancing the long term strategy issues with the day to day operational demands on the role. Working across a broad range of professionals and disciplines to develop, enhance and provide a range of national, regional and local services or the benefit of patients across NHS Scotland. Anticipating future Board and national requirements and ensuring the function is well positioned to continue and comply in a positive manner.

To ensure, in a rapidly changing environment, that the fundamental aim of making the best use of limited resources available to the Board for high quality services within the Board is achieved, and that the work of GJ is delivered within its set financial parameters, which may include successful delivery of major change and/or efficiency programmes which will be monitored through this post.

Preparation and analysis of highly complex business cases which involve sourcing information from a multitude of areas, consideration of differing and conflicting opinions and assessing and recommending appropriate course of action. Delivering change and embed new and radically different ways of providing services through engagement, persuasion and facilitation in order to meet the demands of NHS Scotland. Providing leadership in an environment that is continuously evolving and expanding.

To find practical solutions to wide ranging complex issues within a demanding and diverse stakeholder environment. Managing ad hoc requests for complex and sensitive financial information and advice against a background of competing priorities.

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

Hold a recognised Consultative Committee of Accountancy Bodies (CCAB) accountancy full qualification or CIMA. CCAB requires degree level entry plus normally significant study to qualification to become qualified.

Evidence of continued personal development or a proven track record of relevant senior experience in the successful delivery of financial improvement or change programmes.

Significant experience of working in an accounting environment preferably NHS or public sector. This will include at least experience of these post qualification experience at a senior level in a large and complex organisation including experience of operating a strategic level.

High degree of analytical skills to allow the exploration, evaluation and interpretation of information and opinions and utilisations of management information systems.

Staff management experience and/or management qualification essential.

A detailed understanding of NHS financial processes and frameworks.

Strong leadership skills and work effectively as part of a team and be able to produce high quality work to strict deadlines in a challenging and changing environment.

Expert knowledge of financial and accounting procedures, financial and other aspects of legislation and NHS financial policies. Experience and expertise in financial management, strategic and staff leadership roles acquired through professional accountancy qualifications.

Must have the stature to earn the confidence and respect of key stakeholders across NHS Scotland and also externally with partners to effectively contribute to a national agenda that has a high political and public profile.

Relevant expert knowledge in legislation and NHS policies. The post requires an individual who demonstrates competencies in the critical leadership behaviours identified as crucial to achieving success within NHS Scotland:

- Working in Partnership.
- Learning and Development.
- Care for Staff.
- Improving Performance through Team-Working.
- Communicating Effectively.
- Improving Quality.
- Achieving Innovative Result.

Possess a high level of interpersonal, strategic and technical skills combined with a supportive and visible leadership style. It will be essential to have the skills to develop a culture that encourages initiative, individual and team responsibility with open communication that motivates staff.

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:

Date:

Head of Department/ Line Manager Signature:

Date:

NHS Golden Jubilee 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

£79,466 - £85,181 per annum

3. Grade

This post is offered at Band 8C

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 hours per week

6. Tenure of Employment

This post is offered on a permanent 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.

NHS Golden Jubilee Benefits

NHS Superannuation scheme:

Employees' contributions to the NHS Scheme range from 5.7% to 13.7% of salary (depending on rate of Pensionable Pay) and the employer's contribution currently equates to 20.9% of salary.

New entrants to NHS Golden Jubilee who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.7% to 13.7% depending on annual pensionable pay. Benefits include a pension when you retire, death in service benefits of 2 years' pay, 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 £25 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 NHS Golden Jubilee, 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.