Working for NHS Dumfries and Galloway

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Photograph courtesy of Paul McMullin
VACANCY REF No: 527.18

VACANCY (Post Title): Strategic Planning & Commissioning Manager
GRADE: Band 8a
SALARY: £42,058 to £50,470 pro-rata
HOURS: 37.5 hpw
Permanent

Description of Role:
Applications are invited for the post of Strategic Planning and Commissioning manager. The post has a focus on services for Older People.

The Dumfries and Galloway Integration Joint Board is committed to improving the care and support of people in Dumfries and Galloway. We are looking for dynamic individuals who are motivated and keen to be an essential part of a highly enthusiastic and innovative team providing a wide range of planning and commissioning support across the organisation.

Working with a range of different people and organisations, you will be responsible for the development of tenders, business cases, long term, multi-organisational strategic plans and service plans.

These roles require a very high level of communication, change management, analytical and leadership skill. You will need to manage a complex and varied workload in order to effectively meet deadlines and manage the conflicting demands of the team.

For further details please contact Vicky Freeman, Head of Strategic Planning Telephone: 01387 272709 (Internal Extension 32709); E-mail: vicky.freeman@nhs.net

Applications packs are available from, Human Resources, Crichton Royal Hospital, Bankend Road Dumfries, DG1 4TG.

This post will require the successful applicant to obtain Standard Disclosure Clearance.

Closing Date: Thursday 2 August 2018 (midnight)
JOB DESCRIPTION

JOB DETAILS

Job Title                  Strategic Planning and Commissioning Manager
Job Holder                3
Employer                  NHS Dumfries and Galloway
Location                  Crichton Hall, Dumfries

JOB PURPOSE

To lead on elements of the strategic planning and commissioning of health and care services for the Dumfries and Galloway Health and Social Care Partnership.

To be responsible for a wide range of programmes of work relating to care and support for people in order to improve their outcomes.

To work in partnership across organisations and sectors at a local, regional and national level to produce widely agreed, acceptable and deliverable strategies and commissioning plans.

This is a high level, strategic post operating in a highly political and complex area of work.

ORGANISATIONAL CHART

(Attached)

MAIN DUTIES/RESPONSIBILITIES

- To be responsible and accountable for the development of strategy including the formulation of long term, multi-organisational strategic plans. This strategic work should cover the entirety of activity for Dumfries and Galloway, and, it therefore requires the collation and analysis of complex, and in some cases, contentious and publicly controversial, information. There is a requirement to present complex proposals to large groups, many of whom may be hostile to the arguments.

- To be a key point of expert planning and commissioning advice for both health and social care services for adults for D&G Health and social care Partnership, NHS Board and Council

- To contribute to the development and regular review of the Dumfries and Galloway Strategic Plan for health and social care, linked locality plans and other key strategic documents contained within the agreed core strategic framework in accordance with statute.

- Provide planning and commissioning support to localities
• Lead and manage the commissioning process relating to health and social care services for adults in line with Council and NHS Standing Financial Instructions, Procurement Regulations, and governance principles. This will include:
  • devising service specifications,
  • selection of service providers through procurement processes
  • negotiation and award of contracts
  • regular monitoring of contracts and review of service agreements.

• Negotiate with other agencies as required e.g. external inspection agencies

• Ensure that strategy development and commissioning processes are based on the best available evidence from research, locally and nationally available information and activity information on local services.

• Be responsible for the development of policies relating to the work of Strategic Planning, project/programme management.

• Work closely with staff, voluntary organisations, independent sector, people who use services, Carer groups, Carers, communities of interest, third sector and other partner agencies to ensure their continued contribution to, engagement and involvement with, the commissioning process.

• Act as a representative of the D&G Health and Social Care Partnership at public meetings, regional and national meetings.

• Ensure an acceptable level of stakeholder and public involvement through various approaches, such as working with the Scottish Health Council, chairing Stakeholder Involvement groups and leading workshops for large groups of staff, partner organisations and public.

• Undertake survey and audit work to inform the development of strategy and to drive service change and development.

• Analyse and interpret complex information and assess wide-ranging options and priorities in consultation with other partnership areas and stakeholders.

• Prepare reports and documents for consideration by Senior Management Groups

• Line management of staff team, including recruitment, objective setting and review, appraisals, agreeing personal development plans, sickness absence management, authorising annual and study leave, and dealing with matters of performance and discipline.

• Participate in regional and national planning and commissioning

• Develop and give presentations to large groups

• Provide planning and commissioning support and expertise to localities

• Be responsible/signatory for a delegated budget(s) - responsibility for transactions and financial resources in terms of authorising and monitoring budgetary
expenditure, reviewing how budget is allocated and in reporting and budget setting as part of both the Council’s and NHS financial instructions and processes

- Maintain sight of national and international think tanks for effective ‘horizon scanning’ to ensure that strategic plans are coherent and consistent with up to date thinking
- Deputise for the Head of Strategic Planning and Commissioning at meetings as required.
- Any other reasonable duties that may be determined and delegated by the Head of Strategic Planning and Commissioning

ASSIGNMENT AND REVIEW OF WORK

The post holder reports to the Head of Strategic Planning and Commissioning with whom annual objectives will be agreed and reviewed. Performance against objectives will be reviewed six monthly.

The post holder will have a high degree of autonomy in determining work priorities and methods.

COMMUNICATIONS AND WORKING RELATIONSHIPS

The network of communication and working relationships for this post is extensive, but the key relationships include:

- The Chief Officer and Chief Finance Officer of Dumfries and Galloway Health and Social Care Partnership
- Members of the Integration Joint Board (IJB), plus all other Members of the Board of NHS Dumfries and Galloway and Dumfries and Galloway Council
- Senior managers/ executives/ directors and clinical/ service leads from NHS and Council
- Scottish Government
- Local Health and Social Care Partnership Leads
- Strategic Planning and Commissioning leads in other Scotland Partnerships
- Third and independent sector partners
- People who use services, their families and Carers and carers’ groups
- Senior Community Planning partners in the Local Authority, Education, Police, Fire Service

These contacts are often high profile and sensitive requiring a range of excellent communication skills, e.g. diplomatic, influencing and listening skills to promote two way open communication.

Some communications and relationships will be challenging, given the need to convey complex, often contentious, proposals to groups of people, often with conflicting and hostile views (e.g. whether staff, clinicians, or Carers, etc).
SYSTEMS AND EQUIPMENT

Use of IT equipment (including mobile devices) for word processing, data analysis and preparing presentations. There is a regular requirement to use this software to prepare reports, analyse data (e.g. clinical activity data or financial data) and prepare presentations. The post-holder will therefore need to be a competent user of the following:

- Microsoft Word, Excel, PowerPoint
- Email
- Electronic Diary
- Internet
- General Office equipment – telephone, photocopier, printer.

DECISIONS AND JUDGEMENTS

- Whilst the post-holder will be guided by existing Board policy, the work will include the development of strategy which may influence, interpret and change these policies and ways of working.
- In taking decisions on behalf of the Integration Joint Board, the post-holder will take into account and interpret national guidelines relating to the area of work.
- The post-holder will make judgements about situations which are unique in nature and where there are numerous highly complex aspects to take into account, and to develop acceptable solutions.
- In the frequent use of options appraisal methodology, judgements will involve complex facts which will require skilled analysis and a weighing up of the various options.
- The post-holder will require the ability to exercise a significant degree of initiative to lead the scoping, development, management and delivery of key strategic planning programmes including the Strategic Plan.

PHYSICAL DEMANDS OF THE JOB

Physical:
- Use of a computer requiring standard keyboard skills
- Transporting / carrying laptop and projector and other reasonable equipment to a variety of sites
- Attending meetings across the region and at national level will require frequent and often long journeys by road.

Mental:
- This is a challenging role requiring considerable and prolonged original thought, concentration and creativity.
- Interpreting, understanding and consolidating information from a diverse range of scientific, clinical, organisational and patient perspectives.

Emotional:
- Dealing with conflicting views among very senior managers, service users, clinicians and communities of interest and across complex organisational structures, which will sometimes mean breaking unwelcome news about service change, closures or redeployments.
- Achieving constructive collaboration and balancing the needs of internal and external stakeholders.
MOST CHALLENGING PART OF THE JOB

- Managing and delivering complex strategic planning programmes within a challenging multifaceted environment, whilst balancing the needs and demands from a wide range of internal and external stakeholders.
- Managing multiple actions and sub-projects, and juggling priorities within an unpredictable work pattern.

QUALIFICATION AND/OR EXPERIENCE SPECIFIED FOR THE POST BY THE EMPLOYING AUTHORITY

- A masters degree level qualification or equivalent (i.e. the post-holder will be able to demonstrate, through other postgraduate studies, training, qualifications and experience, specialist management/strategic planning/project/programme/staff management knowledge appropriate to the level of the post)
- A high level of interpersonal and broad communication skills
- A mature, comprehensive and broad understanding of health and care service issues and their complexities, change management, lean methodologies, telehealthcare, service improvement and redesign, quality management
- Good analytical skills to interpret and understand evidence within published papers, local activity reports, etc.
- Managing multiple actions and sub-projects, requiring careful project management and organisational skills and also the mental agility to juggle priorities within an unpredictable work pattern.
- Working knowledge and understanding of budget setting, budget management and financial planning.
- Knowledge and experience of leading processes of complex change.
- Experience of working at the multiple interfaces between organisations sometimes in ambiguous and difficult situations.
- Experience and ability to work with a wide range of individuals from politicians and chief executives to members of the public, often within a publicly exposed environment.

JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder’s Signature:  Date:
Head of Department Signature:  Date:
## PERSON SPECIFICATION

### JOB TITLE: PLANNING AND COMMISSIONING MANAGER,

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<tr>
<th>SPECIFICATION</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td>Qualification/Training</td>
<td>Relevant masters degree or degree with post graduate qualifications and experience to masters level</td>
<td>Project management training</td>
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<td>Change management training</td>
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<tr>
<td>Experience</td>
<td>Extensive senior management experience within complex organisations</td>
<td>Planning and commissioning experience</td>
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<td>Experience of working within and developing health and/or care services</td>
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<td>Partnership working with other statutory or third sector organisations</td>
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<tr>
<td>Knowledge</td>
<td>Sound knowledge of legislative and policy context for health and social care integration and emerging trends in health and social care provision</td>
<td>Knowledge of National Strategic Framework</td>
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<td>Sound knowledge of key legislation and policy affecting adults living in Scotland</td>
<td>Knowledge of service review and service redesign methodology</td>
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<td>Sound knowledge and understanding of Strategic Commissioning and financial management</td>
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<tr>
<td>Skills</td>
<td>Ability to competently manage major strategic and development issues</td>
<td>Courses/training relating to data analysis, change management, communication, leadership</td>
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<td>Ability to work effectively with a wide variety of people and professionals including People who use services, Senior Managers and Directors, Third and Independent Sector Colleagues, Clinicians, Families, Carers, Politicians</td>
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<td>Ability to analyse complex information and provide clear papers, business cases, reports, and strategies based on this information as required</td>
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<td>Ability to balance competing demands in a fast paced organisation</td>
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<td>Highly developed communication skills</td>
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<td>Ability to communicate challenging and sensitive messages to a broad range of stakeholders</td>
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<td>Ability to provide credible and authentic leadership with a clear sense of purpose and direction within the Strategic planning and Commissioning Team and with other internal and external groups</td>
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<td>Ability to manage and deliver change</td>
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<td>Outcome focussed</td>
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<td>Collaborative approach</td>
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<td>Negotiation skills</td>
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| Personal Qualities |
| Resilient in the face of challenge |
| Able to understand differing positions and points of view and find a way forward |
| Able to work with a high level of autonomy but also to recognise the need to work within a line management structure |
| Flexible and able to move from one complex area of work to another as required by the service |
Section 2: Guidance on completing the NHS Scotland Application Form

All personal data processed by NHS Dumfries and Galloway for the purpose of recruitment is performed in line with our Data Protection Notice. This is available from:

http://www.nhsdg.scot.nhs.uk/Departments_and_Services/Data_Protection_Notice

General guidance

- If you are using a ‘paper copy’ version of our application form, please use black ink and write clearly in BLOCK CAPITALS. This makes the form much easier to read and clearer when we process it.
- The job reference number can be copied from the job advert as can the job location.
- We will insert the candidate number once you have returned the form to our office.
- The people who look through your completed form (short listing team) to see if you have the skills and abilities needed for the job, will only see ‘Part C’ of the form. They will only see your candidate number and all personal details will be anonymous.
- Please do not send in a CV instead of, or as well as, the application form. We do not consider CVs during the selection process.
- Please fill in all sections of the application form. If some parts are not relevant, write ‘not applicable’ or ‘N/A’ in that space. If you need more space to complete any section, please use extra sheets of paper. Do not put your name or any identifying information on it as it needs to remain anonymous. Secure it to the relevant section, and we will add a candidate number to it when we receive it.

Personal Details section

- This gives us your contact details such as name and address. Under ‘title’ you would put either Mr, Mrs, Ms, Dr or just leave blank if you prefer.
- We may need to contact you at some time throughout the recruitment process. Please let us know the most suitable method of contacting you, for example a text message, email or phone call and, the most convenient time.

Declarations

- You must tell us about all convictions and cautions regardless of how long ago the offence may have occurred. Convictions from other countries must also be notified. If in doubt please email us at dg.recruitment@nhs.net
- Please note that having a conviction will not automatically disqualify you from securing employment with the Board. Careful consideration will be given to the relevance of the offence to the particular post in question. However, if you are appointed, and it is found that you did not reveal a previous conviction you may be managed through a conduct process where the outcome may be a warning up to and including dismissal.
- Remember to read, consider and sign the declaration at the bottom of page 2.

Qualifications section

- Please tell us of any qualifications you have. This can include Standard Grades, GCSEs, Higher Grades, National 1-5 or work based qualifications such as SVQs or NVQs.
- Remember to write down any ‘non formal’ qualifications or certificates that you think are relevant to the job you are applying for.

Present (or most recent) post section

- If you are currently out of work, please write this in the ‘job title’ space.
Please write your start date in month/year format MM/YYYY.

Please tell us briefly about your duties (what you do or did in your job). You could tell us your role, the main tasks, and any responsibility for supervising others. There is not a lot of space here so continue on a separate sheet if you need to.

Employment History section

- This is where you provide information on all the jobs you have done previously.
- Please provide an explanation for any gaps in employment history.
- Remember that if a job you have done in the past supports or is similar to the job you are applying for, please tell us more about it in your 'support of application' statement on page 6 of the application form – use a separate sheet if you require more space.

References section

- Referees are people who know you at work. Please give the full names and addresses of 2 referees, one of whom must be your present or most recent employer and can confirm your job details.
- Before you submit your application you should check that the people you have named on your form are happy to be referees.
- Your referees will not be contacted unless you are a 'preferred candidate' after interview. A preferred candidate is someone who is the preferred choice for the job, subject to satisfactory employment checks.

Driving Licence

- You only need to complete this if the job for which you are applying requires you to drive. Please check the job description or person specification. For example, some jobs with the Transport Dept may require you to be able to drive class C1 and D1 vehicles.

Statement in support of your application

- This is one of the most important parts of the form. In here you say why it is you want this job, and can list all your skills and abilities that you think help to match up you against the ‘person specification’. In here you could describe how something you have done in a non work setting (for example, planning and leading a group outing) shows planning skill and some leadership qualities.

Where did you see the advert section

- Please advise where you heard about this job, and tick the relevant box. The information you give will help us find out how good our advertising is.

Equal opportunities monitoring

- Please note that all details provided on this section (Part D) will remain totally anonymous. It will be detached from the rest of the form as soon as we receive it and remain anonymous.
- We want to ensure that there are no barriers to joining our workforce. As an employer, NHSScotland aims to be fully inclusive. One way we can ensure this is to analyse all the data provided in this section and ensure that job opportunities are being accessed by as wide a community as possible.

If you would like further details about any particular post please use the informal contact provided on the advert.
We prefer to receive email applications to **dg.applications@nhs.net** however we also accept paper copy applications, these should be sent to: Recruitment Team, Human Resources, High East, Crichton Hall, Dumfries, DG1 4TG

### Section 3: Overview

**WORKING FOR NHS DUMFRIES AND GALLOWAY**

**About us**

NHS Dumfries and Galloway serves a population of 148,190 but within a large geographical area of about 2,400 square miles. Dumfries and Galloway stretches from Langholm in the East to Drummore in the West, and from Kirkcudbright and Carsphairn in the North down to Sandyhills on the Solway Coast. The Health Board employs around 4500 staff excluding GPs and Dentists.

**Our Services**

We have just moved into our new hospital, as state of the art purpose built facility situated on the Garroch Site, on the western outskirts of the town. This new hospital has 344 single rooms, an emergency care centre, a critical care unit and a new combined theatres complex.

Full information on the NHS Dumfries & Galloway Change Programme can be found on our Change website – [http://www.dg-change.org.uk/](http://www.dg-change.org.uk/)

Our new Dumfries & Galloway Royal Infirmary is the main hospital for the region, providing a wide range of inpatient and outpatient health services.

The Galloway Community Hospital serves Stranraer and the west of the region, is an intermediate unit providing maternity services, and medical & surgical beds, ambulatory care, theatres and renal. There are bedded units within eight cottage hospitals which provide care services such as minor injuries units. Midpark Hospital provides inpatient facilities for mental health patients.

Find out more about NHS Dumfries & Galloway by visiting our website which is at this web address: [http://www.nhsdg.scot.nhs.uk/Dumfries_and_Galloway_NHS](http://www.nhsdg.scot.nhs.uk/Dumfries_and_Galloway_NHS)

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Our Region

The region is home to an abundance of rare wildlife, lush green forests and sandy beaches, many of which form part of the UNESCO Biosphere covering Galloway and Southern Ayrshire. In 2009 the Galloway Forest Park was also unveiled as the UK’s first, and Western Europe’s largest, Dark Sky Park.

The area is the warmest part of Scotland and the undiscovered 200 miles of coastline along the Solway Firth are often referred to as the Scottish Riviera thanks to its secluded rocky coves and quiet beaches.

It is home to fewer than 150,000 warm and welcoming people whose love of getting together to share good times have earned the region its reputation as a happy and friendly place.

In addition to spectacular countryside and outside pursuits Dumfries and Galloway offers you and your family beautiful and affordable housing, schools which perform consistently well in national rankings and easy and convenient commutes for a more relaxed quality of life.

Many of our staff have been drawn to the region by the exceptional career opportunities, plus the improved work life balance and focus on family life are also great attractions.

The region offers all the advantages of life in local towns with friendly and safe neighbourhoods and good quality facilities on your doorstep. In addition, the main city centres are within reach if on occasion you want a little more.
From May 2014 NHS Dumfries & Galloway adopted our CORE values:

- Compassion
- Openness
- Respect
- Excellence

These CORE values strongly underpin our organisational purpose and by adopting behaviours consistent with our CORE values we will be better placed to deliver our Organisational Purpose.

We pride ourselves on being person centred: we focus on patients and their careers, and we focus on you.

**Everyone Matter 2020 Vision**

In 2011, the Scottish Government set out its strategic vision for achieving sustainable quality in the delivery of healthcare services across Scotland, in the face for the significant challenges of Scotland’s public health record, our changing demography and the economic environment.

The 2020 Vision provides the strategic narrative and context for taking forward the implementation of the Quality Strategy, and the required actions to improve efficiency and achieve financial sustainability.

The Scottish Government’s 2020 vision is that by 2020 everyone is able to live longer healthier at home, or in a homely setting and, that we will have a healthcare system where:

- We have integrated health and social care
- There is a focus on prevention, anticipation and supported self-management
- Hospital treatment is required, and cannot be provided in a community setting, day case treatment will be the norm
- Whatever the setting, care will be provided to the highest standards of quality and safety, with the person at the centre of all decisions
- There will be a focus on ensuring that people get back into their home or community environment as soon as appropriate, with minimal risk of re-admission

For more information visit: [http://www.workforcevision.scot.nhs.uk/](http://www.workforcevision.scot.nhs.uk/)
## Terms and Conditions – NHS Dumfries & Galloway

The terms and conditions of service are those approved and amended from time to time by the National Agenda for Change Terms and Conditions Agreement

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<th><strong>CONTRACT:</strong></th>
<th>Contract details will be contained in the advert</th>
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<td><strong>SALARY:</strong></td>
<td>Salary Scale – will be contained in the advert</td>
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<td>Entry point in the salary scale is generally at the minimum point. 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. A formal process of approval would need to be completed before confirmation could be provided.</td>
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<td>Salaries are paid on a monthly basis in arrears by credit transfer on the last Thursday of every month.</td>
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<td><strong>HOURS OF WORK:</strong></td>
<td>The standard hours of all full time staff (Agenda for Change) is 37.50 hours per week excluding meal breaks. Start and finish times will be determined by the needs of the service.</td>
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<td><strong>ANNUAL LEAVE:</strong></td>
<td>The annual leave year runs from 1 April to 31 March. Annual leave entitlement is as set out in section 13 of the Agenda for Change Terms and Conditions, and outlined below for staff working 37.5 hours per week. An hourly pro-rata calculation will be used for part time staff. For all staff commencing employment during the leave year annual leave will be calculated on a pro rata basis for complete months of service. You are entitled to 8 public holidays as they fall in accordance with your working arrangements, again a pro-rata calculation will be used for part time staff.</td>
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<td><strong>Length of Service</strong></td>
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<td>On appointment</td>
<td>27 days + 8 days</td>
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<td>After 5 years service</td>
<td>29 days + 8 days</td>
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<td>After 10 years service</td>
<td>33 days + 8 days</td>
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<td>Reckonable service may be credited for annual leave purposes in accordance with the Agenda for Change Agreement.</td>
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<td><strong>SICK PAY:</strong></td>
<td>Entitlements to Statutory Sick Pay and Occupational Sick Pay will be determined in accordance with the Agenda for Change Agreement. Reckonable service may be credited for Sick Pay purposes providing there has been no break in service of 12 months or more at time of appointment in accordance with the Agenda for Change Agreement.</td>
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<td><strong>SUPERANNUATION:</strong></td>
<td>New entrants to NHSD&amp;G who are aged 16 but under 75 will be enrolled automatically into the NHS Pension Scheme.</td>
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<td>Our Scheme is provided by the Scottish Public Pension Agency (SPPA). All benefits including life insurance and family benefits are explained on the SPPA website <a href="http://www.sppa.gov.uk">www.sppa.gov.uk</a></td>
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Your remuneration is automatically subject to deduction of Superannuation contributions unless you formally notify the Salaries and Wages department that you wish to opt out of the Scheme.

Contributions rates will vary from 5.2% to 14.7% depending on pensionable earnings.

**DECLARATION OF CONVICTIONS:**

All current or spent criminal convictions, cautions, warnings or any case pending must be disclosed prior to commencing in employment as detailed on the application form.

You must tell us about all convictions and cautions regardless of how long ago the offence may have occurred. Convictions from other countries must also be notified.

Please note that having a conviction will not automatically disqualify you from securing employment with the Board. Careful consideration will be given to the relevance of the offence to the particular post in question. However, if you are appointed, and it is found that you did not reveal a previous conviction you may be managed through a conduct process where the outcome may be a warning up to and including dismissal.

**ELIGIBILITY TO WORK IN THE UK:**

NHSD&G has a legal obligation to ensure that all its employees are legally entitled to work in the United Kingdom.

All applicants are required to confirm their right to work in the UK in their application form.

If you are not a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National please state the visa category under which you are legally entitled to work in the UK on your application form and the expiry date of your leave to remain in the UK.

**CERTIFICATES OF SPONSORSHIP:**

If you require Tier 2 Certificate of Sponsorship (formerly Work Permits) NHSD&G may make an application for sponsorship providing applications are available and it can be demonstrated that no suitable candidate meets the minimum requirements for the post within UK or EEA.

This is in keeping with current Home Office regulations. For further information on the UK Border Agency’s points based system please visit [https://www.gov.uk/government/organisations/uk-visas-and-immigration](https://www.gov.uk/government/organisations/uk-visas-and-immigration)

**PROTECTING VULNERABLE GROUPS SCHEME (IF APPLICABLE):**

If the duties of the post involve regulated work with children and young people and/or protected adults, the successful candidate will require to be a member of the PVG Scheme and consent to NHSD&G obtaining a Scheme Record or a Scheme Record Update, if they are already a member of the Scheme.

More information on the PVG Scheme can be found at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

For other roles not considered to involve regulated work a Standard Disclosure check may be required.

NHS D&G will meet the cost of these applications.
Please note you do not have to do anything about PVG Scheme membership at application stage. Candidates selected for appointment will be advised on how to become a PVG Scheme member prior to taking up the position.

| PROFESSIONAL REGISTRATION/INDUCTION STANDARDS & CODE OF CONDUCT: | Jobs that require the postholder to have statutory registration or professional membership will state that in either the advert or Job Description. If required please provide complete and accurate details. The detail you provide will be confirmed with the relevant regulatory/professional body. If professional registration is a requirement of the post, then it will remain your responsibility to ensure that you renew your membership of the relevant body timeously. Failure to do so may lead to formal action under the Disciplinary Policy where warnings up to and including dismissal are a possibility. New entrants to NHSD&G who fall under the definition of Healthcare Support Worker will be required to achieve the Mandatory Induction Standards for Healthcare Support Workers in Scotland and comply with the Code of Conduct for Healthcare Support Workers. Internal candidates will be required to comply with the Code of Conduct for Healthcare Support Workers. |
| PRE-EMPLOYMENT ASSESSMENT: | Any offer of appointment is subject to satisfactory Occupational Health clearance. |
| CONFIDENTIALITY: | In the course of your duties you may have access to confidential information concerning patients or staff. Unauthorised disclosure or removal of information may lead to consideration of disciplinary action. |
| NO SMOKING POLICY: | NHSD&G operates a Smoke Free Policy and smoking is not permitted inside the buildings or in the grounds of NHSD&G premises. |
| TRAVEL EXPENSES: | Travel expenses are not normally reimbursed for interviews, if you are selected for interview and wish to enquire about the possibility of being reimbursed then the request should be directed to the recruiting manager or interview panel chair. |
## Section 6: Staff Benefits & Further Information

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<tr>
<th>BENEFIT</th>
<th>DESCRIPTION</th>
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<tr>
<td>NHS Credit Union</td>
<td>The Board offers staff the opportunity to manage short/longer term savings and to offer very competitive rates for personal loans.</td>
<td>Further information can be found on: <a href="http://www.nhscreditunion.com">www.nhscreditunion.com</a></td>
</tr>
<tr>
<td>Cycle to Work Scheme</td>
<td>The Board offer staff the opportunity to by a bike through a Salary Sacrifice Scheme.</td>
<td>Further information can be found on: <a href="http://www.cyclescheme.co.uk">www.cyclescheme.co.uk</a></td>
</tr>
<tr>
<td>Childcare Vouchers</td>
<td>The Board operates a Child Care Vouchers scheme, which entitles you to savings on your childcare costs. The vouchers are now available to staff paid by the Board.</td>
<td>Further information can be found: <a href="http://www.childcarevouchers.co.uk">www.childcarevouchers.co.uk</a></td>
</tr>
<tr>
<td>Let’s Connect</td>
<td>The Board offers staff a Home Computer &amp; Technology Salary Sacrifice Scheme.</td>
<td>Further information can be found on: <a href="http://www.lets-connect.co.uk/">www.lets-connect.co.uk/</a></td>
</tr>
</tbody>
</table>

For further information on schools, property and things to do in Dumfries & Galloway please follow the links below:

- Schools: [http://www.dumgal.gov.uk/schools](http://www.dumgal.gov.uk/schools)
- D&G Solicitors Property Centre: [http://www.dgpsc.co.uk/](http://www.dgpsc.co.uk/)
- Big Burns Supper: [http://bigburnssupper.com/](http://bigburnssupper.com/)
- 7Stanes: [http://www.7stanesmountainbiking.com/](http://www.7stanesmountainbiking.com/)
- Spring Fling: [http://www.spring-fling.co.uk/](http://www.spring-fling.co.uk/)
- Undiscovered Dumfries: [http://www.undiscoveredscotland.co.uk/dumfries/dumfries/](http://www.undiscoveredscotland.co.uk/dumfries/dumfries/)

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