NHS Education for Scotland
Candidate Information Pack
General Guidance

- No applicant will be unfairly discriminated against. We are particularly alert to eliminating discrimination on account of age, cultural/religious/political belief, disability, ethnicity, gender, race, relationship status, sexual orientation, and/or Trade Union membership or stewardship.

- Only Sections 2, 3 & 4 of this online form will be made available to short-listing panels. Sections 1 to 4 (inclusive) would then be used by the interviewing panel if you are selected for interview. Sections 5 to 8 will be viewed only by the HR department.

- Required questions are denoted with an asterisk. When you have answered the questions on a page, click the Next button to continue. The last section of the application form will have a Submit button to complete the application process.

- The 'Save as draft' button below saves your information as a draft to be completed at a later time. You can retrieve your saved application from the NES Vacancies page of the NES website (http://www.nes.scot.nhs.uk/recruitment/nes-vacancies) and clicking the link at the bottom left of that page. You will require your registration email and password to log back in.

- PLEASE NOTE: Clicking the Clear or Close button at anytime will clear and close your application form WITHOUT SAVING your information. To reduce this risk, it is recommended that you use the 'Save as draft' button as you complete each section of the online form.

- If you would like to paste your response from an external document simply right click and paste or use a keyboard shortcut: CTRL+V for Windows users, Apple+V for Mac users.

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

- All our primary communications to you will be via this email address - please ensure you provide an accurate email address

- Work Permit – Is it the responsibility of the candidate to ensure that they have the right to work in the UK?

Qualifications section

- please tell us of any qualifications you have. This can include school standard grades, GCSEs, highers, or work based qualifications such as SVQs or NVQs

- remember to include any ‘non formal’ qualifications or certificates that you think are relevant to the job you are applying for
Membership or Professional Regulatory Bodies section

- If the post requires you to be professionally registered, please provide details of your Professional Membership e.g. GMC, NMC, GDC etc.

Employment History section – present or most recent

- If you are currently out of work, please write this in the ‘job title’ space

- Please state your start date in month/year format DD/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

- There is a 4000 character limit (including spaces) for this question. If you would like to paste your response from an external document please use a keyboard shortcut: CTRL+V for Windows users, Apple+V for Mac users

Employment History section - previous employment

- Please provide details of your employment history.

- Start with your most recent employment and work down the page.

- If a job supports the position applied for, please say more about it in your Application Support statement.

Statement in Support of Application

- Please tell us your personal qualities, skills and attributes, experience and any major achievements and show how they match those needed for this job. Please refer to the Person Specification (within the Job Information Pack) when completing your statement.

- There is a 4000 character limit (including spaces) for this question. If you would like to paste your response from an external document please use a keyboard shortcut: CTRL+V for Windows users, Apple+V for Mac users

Where did you see the advert section

- Please try to remember 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
References

- NHS policy requires us to obtain at least two references, verifying a minimum of 3 years previous employment, one of which must be your current or most recent employer.

- Please identify below, referees who are authorised to confirm your employment and the details given on your application. Please ensure a minimum 3 year period is covered by the details you provide. For periods of unemployment/study please provide a character referee e.g. college/university tutor.

- You should not use family or friends as referees.

- Our pre-employment screening also includes, where appropriate, health and fitness for work, criminal records, qualifications and professional registration.

- Note that references will only be taken up for the Preferred Candidate following interview.

- Please note that we may contact you for further referee information if required.

Disability Arrangements

- The Equality Act 2010 defines disability as ‘a physical or mental impairment that has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities.’

- NHS Scotland is “Positive About Disabled People”, therefore no applicant will be discriminated against on the grounds of disability. If you are invited to interview, you will have the opportunity at that point to discuss any particular requirements that you would have when attending for interview e.g. Induction Loop, Wheelchair access, Signer etc...

- In addition, NHS Scotland operates a Job Interview Guarantee (JIG) scheme, which means that if you have a disability, and meet the minimum criteria outlined within the Person Specification, you will be guaranteed an interview.

- However, some disabled people prefer not to take this option, so please tick your preference if you are a disabled candidate.

Declarations

- NHS Scotland is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. This means that unless stated in the job description, person specification or application pack, you must tell us about any previous convictions either classed as ‘spent’ or ‘unspent’

- If you are offered employment, any failure to disclose such convictions could result in dismissal or disciplinary action.

- Any information you give will be considered only in relation to the post for which this application form refers.
• Information will be verified by Disclosure Scotland for relevant posts.

• Read, consider and tick the declaration at the bottom of the page

Equal Opportunities Monitoring

• We want to ensure that our job opportunities are open to all. The only way we can ensure there is equal opportunity is to monitor applications we receive and compare the profile of people who apply with those appointed. Therefore this form asks you for your ethnic origin, gender, disability, religion, sexuality and age.

• The information you provide in this part of the form (Section 8) is confidential and is NOT used in the selection process.
# JOB DESCRIPTION VALIDATION
(Approval for Advertising)

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Quality Improvement Data Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition No:</td>
<td>1619BR</td>
</tr>
<tr>
<td>AfC Reference No:</td>
<td>JD04/835</td>
</tr>
<tr>
<td>AfC Band</td>
<td>6</td>
</tr>
<tr>
<td>JD Approval Date:</td>
<td>30/09/2014</td>
</tr>
<tr>
<td>HR Approval by:</td>
<td>Morag McElhinney</td>
</tr>
</tbody>
</table>
NHS EDUCATION FOR SCOTLAND
JOB DESCRIPTION - AGENDA FOR CHANGE

1. JOB DETAILS

<table>
<thead>
<tr>
<th>JOB REFERENCE</th>
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<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Quality Improvement Data Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT AND LOCATION</td>
<td>Medical Directorate</td>
</tr>
<tr>
<td>IMMEDIATE MANAGER’S TITLE</td>
<td>Medical Data Analyst and Information Manager</td>
</tr>
</tbody>
</table>

2. JOB PURPOSE

The postholder will be responsible for managing and developing the Scottish Training Survey which is completed by the Scottish Medical Trainees (5700) and is run four times per year. The postholder will also be responsible for managing data from other relevant trainee surveys. The postholder will provide background data, statistical analysis, information management support for quality management, quality improvement and impact analysis projects which underpin NES Medical Directorate strategic objectives and the ongoing commitment to quality assurance.

There is a particular focus on using existing information (for example from national surveys and existing IT systems) and developing new data to inform and impact assess work in the quality management and other medical work streams.

The postholder will manage and quality assure data-gathering systems to process, analyse, interpret and present the statistics resulting from them.

3. DIMENSIONS

- Responsible for developing the Scottish Training Survey under the guidance of the Medical Data Reporting Group.
- Responsible for the successful operation and implementation of the Scottish Training Survey.
- Responsible for the design and development of the Quality Data Hub service for the Medical Directorate.
- Process, analyse, interpret and present complex and sensitive statistical data.
- Support efficient and effective data gathering through form design, database specification, statistical analysis and report writing.
- Providing and receiving highly complex, highly sensitive information where there are significant barriers to acceptance which need to be overcome. The postholder will use the highest level of interpersonal and communication skills.
NHS Education Scotland (NES) is a Special Health Board with a corporate mission to provide educational solutions that support excellence in healthcare for the people of Scotland. Our work is fully aligned with the NHS Scotland Quality strategy. NES has leads for each of the professional groups in the NHS, organised within a Directorate structure.

The Medical Directorate has a number of roles encompassing areas specific to Medicine in addition to more corporate responsibilities:

- Enable the education of undergraduate medical students through the distribution and performance management of the Medical Additional Costs of Teaching (ACT funding).
- Through a robust system of educational governance, operate all approved foundation and speciality (including GP) training programmes.
- Ensure the effective delivery of the Quality Improvement Framework for medical education and training as laid down by the General Medical Council (GMC), through a system of Quality Management capable of demonstrating that Local Education Providers are meeting the GMC standards.
- Manage study leave, clinical academic training, flexible training, careers guidance, trainer development and training for doctors in difficulty.
- Support and manage with others clinical skills and Patient Safety training across NES.
- Contribute to the agenda of supporting the development of multi-professional education where appropriate.
- Manage the IT systems that support medical education quality management including the Scottish training Survey, the Scottish Quality Data Hub and the trainee data base system.
6. KEY AREAS OF RESPONSIBILITY: KEY RESULT AREAS / MAIN TASKS

Data and Information

- The postholder will provide options regarding highly complex and sensitive statistical data where there are components that may be conflicting and there are no obvious solutions.
- Planning and organising of a broad range of complex activities or programmes, which require the development of strategic plans and activities.
- The postholder will manage and quality assure data-gathering systems and will be responsible for processing, analysing, interpreting and presenting the statistics resulting from them to a wide range of internal and external stakeholders.
- The postholder will also be responsible for delivering on a range of projects which are generated as a result of requests received by NES from the Scottish Government.
- The postholder will support a variety of related multi-disciplinary initiatives across NES giving specialist statistical or data management advice where necessary.
- The data is often highly sensitive, both politically and operationally and it is anticipated that the postholder will be responsible for responding to requests from Scottish Government colleagues to provide statistical data in support of answers to Parliamentary Questions. There will also be other ad hoc requests for data by SGHD and other external organisations. The nature of this post will require the postholder to liaise and negotiate with a wide range of individuals at a senior level within the NHS, as well as in Higher Education Institutions and other organisations to ensure the provision of information at a level of quality appropriate to NES.
- The postholder may be required to provide an explanatory role to groups and individuals with regard to the detailed processes, statistical approaches and data governance arrangements associated with these databases and reports and to provide presentations on such.
- The postholder will be expected to provide expert comment on relevant policies, procedures and processes both within NES and externally.

Corporate Responsibilities/Leadership

- Participation and support for national groups – such as multidisciplinary and agency steering groups charged with progressing initiatives within NHS Scotland. The post-holder will, for example, undertake scoping work which will allow members to make decisions which influence the priorities in the NES Medical Directorate.
- Participate in national projects being developed and implemented by Medical Directorate and wider NES, collaborating with regional staff as necessary.
- Prepare briefing papers and reports for the Medical Directorate Executive Team, Medical Quality Management Group (and its sub-group the Medical Data Reporting Group, Specialty Training Boards and external stakeholders.
7. USE OF PHYSICAL RESOURCES

Equipment and machinery

The post-holder will need to use office equipment including a computer, printer, photocopier, occasionally binding equipment for documents.

Systems

This post requires a good understanding and ability of using the following computer packages to be competent in the role: Microsoft Word, Excel, SSPS (statistical package for social sciences for the management and analysis of quantitative data), Access, Reference Manager, Powerpoint presentations package, qualitative research packages.

There are strict ethical guidelines about the creation and maintenance of these databases. The post-holder needs to be knowledgeable about these processes and ensure that they (and others) conform to the Information Governance Framework.

8. ASSIGNMENT, GENERATION AND REVIEW OF WORK

This job relies on a high degree of autonomous working on the part of the post-holder. Work may be assigned through a variety of sources e.g. Director of Medicine, The Leads For the Quality Workstream, Specialty Training Board Chairs, the Medical Quality Management Group and its sub-group the Medical Data Reporting Group. As such, the postholder is required to resolve issues and prioritise tasks by him/herself. The postholder will meet with the Medical Data Analyst and Information Manager on a regular basis to report progress and discuss issues.

The management and quality assurance of the data-gathering systems and the processing, analysis, interpretation and presentation of the resulting statistics requires attention to detail.

9. COMMUNICATIONS AND WORKING RELATIONSHIPS

This post relies heavily on excellent verbal and written communication skills. The jobholder is frequently required to discuss project work effectively with a wide range of senior individuals within and outwith NES, and to communicate with a variety of outside agencies to gather information and material. The postholder will be frequently required to work collaboratively with internal and external stakeholders on different groups, providing expert input and advice on complex statistical/analytical information.

The post-holder will provide and receive highly complex, sensitive and contentious information on a very frequent basis. Other information of a sensitive nature includes collating workforce data for the Scottish Government and ISD. In these cases, there is a particular requirement for accuracy along with technical justification and rationale to accompany data.

A particular emphasis of the post is being able to prepare and disseminate written information for a variety of audiences. The provision of advice and interpretation for complex information is a regular requirement of the post. These include the ability to assemble and précis information for briefing reports; translating data into working documents/writing for publication in academic and practice journals; preparing (and advising others) in presentations of information for conferences, seminars etc.

Current projects include communication with the following:

NES
Director of Medicine, Deputy Director of Medicine, Associate Director, General Managers, Specialty Board Chairs, Workstream Leads.

External
General Medical Council, Scottish Government, Medical Royal Colleges, Universities and Health Boards.
10. MOST CHALLENGING PARTS OF THE JOB

- This post requires a high degree of flexibility and the ability to work autonomously and use one’s own initiative. The post-holder is required to respond rapidly to urgent requests for information e.g. from the Scottish Government in support of responses to Parliamentary Questions and other ad hoc requests.
- Successfully achieving challenging deadlines while maintaining an ongoing portfolio of work.
- The management and quality assurance of the data-gathering systems and the processing, analysis, interpretation and presentation of the resulting statistics requires both attention to detail and understanding of the wider context which the data reflect.
- Balancing conflicting priorities, forward planning and interpreting complex information.

11. EFFORT REQUIRED TO DELIVER THE REQUIREMENTS OF THE POST

**Physical skills**
Advanced keyboard skills are essential in this post.

**Physical effort**
Office conditions – light physical effort is required.

**Mental effort**
There is a frequent requirement for prolonged concentration, rigour and attention to detail when analysing complex and sensitive statistical data and developing accurate and timely reports for senior management.

**Emotional effort**
Exposure to distressing circumstances is rare as the postholder is based in an office environment.

**Working Conditions**
Office conditions – need to work for long periods at a PC/VDU without a break.
12. QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST

The following qualifications and/or experience are essential.

Qualifications and Experience

- Educated to Degree Level plus further training and experience to Postgraduate Diploma level, (or equivalent significant experience) in a relevant discipline.
- Extensive experience of delivering advanced information and analytics solutions.
- Experience of developing and administering SQL Server database solutions.
- Experience of reading, using and applying guidance or protocols within a regulatory, statutory or recognised quality assurance framework.
- Ability to demonstrate a successful track record in the collection and analysis of qualitative and quantitative data and dissemination of findings.
- Experience of managing projects from development to implementation.
- Experience in presenting complex data sets to non-technical audiences.
- Advanced IT skills.
- Highly developed report writing skills.
- Highly developed written and verbal communication skills.

Knowledge and Skills

- Aptitude and enthusiasm for focussed, detailed, and exploratory data analysis
- Good working knowledge of statistical packages e.g. SPSS, Reference Manager.
- SSRS Development.
- High level T-SQL programming
- Advanced Excel/Access (inc VBA)
- Visual Studio / ASP.NET
- SQL Server Administration
- Advanced organisational skills
- Excellent writing, analytical, numerical and communications skills.
- IT literate and good working knowledge of statistical packages e.g. SPSS, Reference Manager.
- Advanced organisational skills
- Ability to manage multiple projects at various stages of development.
- Ability to work autonomously and manage own workload
- Able to lead and participate in multi-professional teams
- Good knowledge of service and policy issues in Scotland
- Able to manage confidential data.
- Presentation skills
- Attention to detail

Disposition

- High level of self motivation and initiative
- Highly flexible approach to working
- Team player
- Effective communication with professionals at all levels (internally and externally)
- Meet tight project and task deadlines
- Positive approach to problem solving

The following skills and experience are desirable.

- NHS or university background.
- Knowledge of UK medical education.
## Person Specification

### Quality Improvement Data Manager

**Essential Criteria** – these are attributes without which a candidate would not be able to undertake the full remit of the role. Applicants who do not clearly demonstrate in their application that they possess the essential requirements will normally be eliminated at the short listing stage.

**Desirable Criteria** – these are attributes which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential criteria.

**Means of Assessment** – please note that candidates invited for interview will be notified if there will be a requirement to undertake a test or presentation. These additional assessments may be used to judge one or more criteria within the factor.

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<thead>
<tr>
<th>Factors</th>
<th>Essential</th>
<th>Desirable</th>
<th>Means of Assessment</th>
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<tbody>
<tr>
<td><strong>Education and Professional Qualifications</strong></td>
<td>- Educated to Degree Level plus further training and experience to Postgraduate Diploma level, (or equivalent significant experience) in a relevant discipline.</td>
<td></td>
<td>Application &amp; Pre-Employment checks</td>
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</tbody>
</table>
| **Experience/Training (including research if appropriate)** | - Experience of delivering advanced information and analytics solutions.  
- Experience of developing and administering SQL Server database solutions.  
- Ability to demonstrate a successful track record in the collection and analysis of qualitative and quantitative data and dissemination of findings.  
- Experience of managing projects from development to implementation. | - NHS or university background.  
- Knowledge of medical education. | Application & Interview |

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The content includes the essential criteria for a Quality Improvement Data Manager role, detailing education and professional qualifications, experience/training, and means of assessment for interview candidates.
<table>
<thead>
<tr>
<th>Specific Skills and Knowledge</th>
<th>Application, Interview, Test/Presentation</th>
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<tbody>
<tr>
<td>• Strong IT skills.</td>
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<tr>
<td>• Highly developed report writing skills.</td>
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<table>
<thead>
<tr>
<th>Personal Attributes</th>
<th>Interview, Test/Presentation</th>
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<tbody>
<tr>
<td>• High level of self motivation and initiative</td>
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<tr>
<td>• Positive approach to problem solving</td>
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</table>
CONDITIONS OF SERVICE
Quality Improvement Data Manager

NHS Education for Scotland

**TITLE:** Quality Improvement Data Manager  **LOCATION:** Edinburgh or Glasgow

**REPORTING TO:** Medical Data Analyst and Information Manager

**Salary Scale:** Band 6 £26,041 to £34,876 per annum

**HOURS AND DAYS OF WORK:** Full time – based on a normal working week of 37.5 hours. Flexitime arrangements may be available

**JOB STATUS:** Permanent  **NOTICE PERIOD:** 1 Month

**ANNUAL HOLIDAYS:** 27 days rising to 29 days after 5 years service, rising to 33 days after 10 years service.

**PUBLIC HOLIDAYS:** 8 local/ Public Holidays pro rata per annum

**REHABILITATION OF OFFENDERS CLASSIFICATION:** The ‘exemption’ status of posts within NES may change in the future and all successful candidates should be aware that they may be asked to obtain a further Disclosure from the Criminal Records Bureau at a later date, should a post’s status change, or if they are transferred or promoted into a post that is exempt.

**SMOKING POLICY:** There is a ban on smoking at the workplace.

**SUPERANNUATION:**
All employees are entitled to become members of the NHS Pension scheme. You are automatically entered into the scheme on your first day of service unless you indicate otherwise. Contributions are based on whole time pensionable earnings as set out in the table below:-

<table>
<thead>
<tr>
<th>Tier</th>
<th>Annual Pensionable Pay (Full Time Equivalent)</th>
<th>Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Up to £15,431</td>
<td>5%</td>
</tr>
<tr>
<td>2</td>
<td>£15,432 to £21,387</td>
<td>5.6%</td>
</tr>
<tr>
<td>3</td>
<td>£21,388 to £26,823</td>
<td>7.1%</td>
</tr>
<tr>
<td>4</td>
<td>£26,824 to £49,472</td>
<td>9.3%</td>
</tr>
<tr>
<td>5</td>
<td>£49,473 to £70,630</td>
<td>12.5%</td>
</tr>
<tr>
<td>6</td>
<td>£70,631 to £111,376</td>
<td>13.5%</td>
</tr>
<tr>
<td>7</td>
<td>£111,377 to any higher amount</td>
<td>14.5%</td>
</tr>
</tbody>
</table>

Sessional workers who work more than 10 sessions per week under NHS condition may be unable to contribute further to the superannuation scheme.

*The conditions above are for information purposes only and may be subject to variation. They do not form the basis of a legal contract.*