1. **Dental Directorate**

NHS Education for Scotland (NES) is a Special Health Board whose mission is to contribute to the highest quality of healthcare throughout NHS Scotland by promoting best practice in the education and life-long learning of all staff.

NES Dental Directorate is responsible for delivering high quality education and training across a diverse range of training programmes throughout Scotland. The Directorate supports and incorporates the work of Health Care Science and Optometry.

NES helps ensure quality of patient care by designing, commissioning, quality assuring and, where appropriate, providing education, training and lifelong learning for the NHS workforce in Scotland. NES has responsibility for advancing knowledge, and developing the skills of all NHS staff to help them work together with maximum effectiveness for the benefit of patients. The aim is to produce best practice in education and lifelong learning through:

- building workforce capacity for service improvement
- delivering educational support for national clinical priorities
- developing educational infrastructures
- strengthening partnership working

The Dental Directorate is responsible for the management, funding and provision of Postgraduate Education for Dentists and Dental Care Professionals within Scotland and pre-registration training for dental nurses. Postgraduate Education is provided for practitioners within the General Dental Service, Public Dental Services and the Hospital Dental Service. The Directorate is responsible for overseeing the provision of Foundation Training for new dental graduates, and CPD courses for general dental practitioners and the dental care professionals. In addition to this the directorate oversees the dental training grades in the Hospital service, and is responsible for the management of Dental ACT and student outreach funds. The Directorate also includes the Clinical Effectiveness and Priority Groups work streams.
2. **Organisation Chart**

![Organisation Chart Image]

3. **Job Role**

   The purpose of this role is to be responsible for the leading and managing of education and training opportunities for Health and Social Care Professionals in Scotland with respect to Dental Core and Specialty training.

   - Specifically, recruitment and postgraduate education of all Core Dental Trainees and Specialty Dental Trainees in Scotland
   - The postholder will be expected to play a key role in the strategic leadership of the Dental Directorate.
   - The postholder will have a comprehensive, theoretical and practical knowledge within their field of work and an awareness of the boundaries of that knowledge
   - The postholder will be able to apply knowledge to solve highly complex problems creatively, make judgements which require analysis and interpretation, and actively contribute to service and self-development.
4. **Key Tasks**

These will include but will not be limited to:

- Provide strategic leadership for Quality, Patient Safety, Oral Health development of the Core and Specialty workstream.
- Quality management and quality improvement of education and training
- Take responsibility for and lead as required on national projects
- Line management of Core Training Advisers and Educational lead
- Evaluate current activity and manage change effectively.
- Actively engage with Scottish Government in relation to changes in legislation and direction ensuring that the demands of Oral Health for the population of Scotland are met.
- Manage national workstreams related to the implementation of the Dental Vision and take a role in educational research as agreed with the Postgraduate Dental Dean.
PERSON SPECIFICATION

**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.

<table>
<thead>
<tr>
<th>Factors</th>
<th>Essential</th>
<th>Desirable</th>
<th>Means of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education and Professional Qualifications</td>
<td>• Specialist registration with the General Dental Council</td>
<td></td>
<td>Application &amp; Pre-Employment checks</td>
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<tr>
<td></td>
<td>• Dentally qualified with a background In Secondary Care</td>
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<tr>
<td></td>
<td>• Relevant Postgraduate dental qualifications including membership/fellowship of a Royal College.</td>
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<tr>
<td>Experience/Training (including research if appropriate)</td>
<td>• Evidence of regular successful participation in appraisal</td>
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<td></td>
<td>• Further evidence of management training and a commitment to ongoing professional development</td>
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<td></td>
<td>• Must be or have been a practising consultant</td>
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<td></td>
<td>• Considerable leadership and management experience at a senior level in the NHS or related sector with a demonstrable track record of delivery</td>
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<tr>
<td>Specific Skills and Knowledge</td>
<td>• Good understanding of the context for postgraduate dental education in Scotland, the NHS and a strong grasp of all aspects of dental career development</td>
<td></td>
<td>Application, Interview, Test/Presentation</td>
</tr>
<tr>
<td></td>
<td>• Experience and understanding of postgraduate dental</td>
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</tr>
<tr>
<td><strong>Conditions of Service</strong></td>
<td><strong>Personal Attributes</strong></td>
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<tr>
<td>---------------------------------------------------------------</td>
<td>-------------------------------------------------------------</td>
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<td></td>
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<tr>
<td>• In-depth knowledge of education training and development systems and processes in health care systems</td>
<td>• Advanced communication skills congruent with high profile leadership role</td>
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<tr>
<td>• In depth knowledge of the priorities set for training by the GDC and Royal Colleges</td>
<td>• Excellent listening, influencing, critical reasoning and negotiation skills</td>
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<td></td>
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<tr>
<td>• Good working knowledge of undergraduate dental education</td>
<td>• Commitment to NES diversity and equality agenda</td>
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<td></td>
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<tr>
<td></td>
<td>• Resilience / diplomacy / ability to manage conflict and change</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Able to work flexibly and autonomously when required</td>
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<tr>
<td></td>
<td>• Willingness to travel</td>
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</tbody>
</table>

**Interview, Test/Presentation, Psychometric Testing**
Leadership Behaviours

**NHS Education for Scotland (NES)** assesses and selects employees based on our leadership behaviours which are expected at all levels in the organisations. These leadership behaviours support the NES ways of working and NHS Scotland values.

These leadership behaviours describe how we work, and what is expected of everyone who works in NES. A number of methods may be used to assess these behaviours as part of our recruitment and selection processes. Our leadership behaviours are:

- **Inspiring**: Passionate about our strategic mission and about excellence; communicating purpose and vision with enthusiasm; innovative, and learning from success as well as setbacks.

- **Empowering**: Giving our teams space and authority to deliver outcomes; investing in learning and development; expecting top performance & dealing with occasions where this is not delivered; being approachable and open to constructive challenge.

- **Adaptive**: Respond flexibly to changing requirements and help others to do the same, recognising that required leadership and expertise may not always sit at the top of the hierarchy and actively encouraging good ideas/input from all levels.

- **Collaborative**: Committed to working together, and across professional, clinical and organisational boundaries, internally and externally to achieve our objectives.

- **Engaged & Engaging**: Committed to our values, agreed ways of working and our strategic and operational direction; visible to stakeholders and to our teams; straightforward and honest in our communications.
CONDITIONS OF SERVICE

**TITLE:**
Associate Postgraduate Dental Dean - Core & Specialty Training

**LOCATION:**
Flexible

**REPORTING TO:**
Postgraduate Dental Dean

**GRADE:**
Consultant/ GP Educator

**SALARY SCALE:**
Existing salary arrangements

**HOURS AND DAYS OF WORK:**
6 PAs (24 hours per week)

**JOB STATUS:**
Permanent

**NOTICE PERIOD:**
3 months

**ANNUAL HOLIDAYS:**
6 weeks pro rata to the number of sessions worked

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

**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.

**SUPERANNUATION:**
Please note under changes to workplace pension arrangements introduced by the UK Government, NHS Education for Scotland along with other employers requires to ensure all staff are automatically enrolled in a pension scheme. Consequently, all new starts from 1 October 2013 will be automatically enrolled into the NHS Superannuation Scheme (Scotland). 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 £16,528</td>
<td>5.2%</td>
</tr>
<tr>
<td>2</td>
<td>£16,529 to £22,217</td>
<td>5.8%</td>
</tr>
<tr>
<td>3</td>
<td>£22,218 to £27,634</td>
<td>7.3%</td>
</tr>
<tr>
<td>4</td>
<td>£27,635 to £50,971</td>
<td>9.5%</td>
</tr>
<tr>
<td>5</td>
<td>£50,972 to £72,770</td>
<td>12.7%</td>
</tr>
<tr>
<td>6</td>
<td>£72,771 to £113,625</td>
<td>13.7%</td>
</tr>
<tr>
<td>7</td>
<td>£113,626 and above</td>
<td>14.7%</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.*
Online Application Guidance

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 later. 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 communications will be sent to you via email - please ensure you provide an accurate email address which you will have regular access to throughout the recruitment process. Applicants should regularly check Junk/SPAM folders to ensure key communications aren’t missed. Similarly, applicants using NHS.net email accounts have reported difficulties receiving communications, with emails hitting their local firewall. Please contact your local IT if this is the case, or you may wish to consider using an alternative email address.

• Work Permit – It is 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 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.