1. **Directorate**

The Medical Directorate is responsible to the NES Board and through the Board to Scottish Government for the commissioning and delivery of postgraduate medical education in Scotland. This training is delivered in general practices and health boards to standards set by the General Medical Council (GMC). The role of the Directorate is to oversee training, manage the trainee’s progress through the training programme and ensure the training is delivered to GMC standards.

The five regional offices are an integral part of the NES Medical Directorate and staff contribute to various training management, quality and professional development activity. This also facilitates close working relationships with the wider NHS through regional workforce and local Health Board structures, and with the five Scottish Medical Schools.

There are 66 separate speciality curricula leading to a recognised Certificate of Completion of Training; and some 38 recognised sub-speciality programmes. These curricula are promulgated by some 15 medical Royal Colleges and faculties are delivered in both primary and secondary care environments under the control of the 14 NHS Scotland territorial boards. The Scotland Deanery is responsible for the overall quality and management of the training programmes that deliver these curricula. The Directorate has a number of roles encompassing areas specific to Medicine in addition to more corporate responsibilities such as supporting the work of the Remote and Rural Health Education Alliance (RRHEAL).

The Remote and Rural Healthcare Educational Alliance was established in 2008 to support the development of a sustainable health system for remote rural and island Scotland. This support the Scottish Governments views that **access to healthcare should be as local as possible for the whole population of Scotland, no matter where they live**.

**RHEAL Objectives**

- to engage with NHS Boards to support current and future remote, rural and island health service education needs
- to coordinate remote and rural education development across Scotland and provide a linking force between health care services and education providers.
- to develop and support appropriate and accessible education within the remote and rural healthcare environment
- to design and deliver a distributed programme of distance education - accessible and specific to remote and rural learners
- to developing and co-ordinated educational support networks for the remote, rural and island workforce
2. Organisation Chart
3. **Job Role**

The post holder will:

provide overall management for RRHEAL work streams/projects by supporting, facilitating and monitoring the progress of these within and across Scottish sites.

The postholder will have highly developed specialist knowledge of nursing practice at the interface with high quality remote and rural service delivery. The postholder will be innovative, and have a responsibility for helping to develop and change nursing education and practice. The post holder will be required to work with/in consultation with colleagues within NES, NHSS and wider public service.

Educated to degree level with postgraduate qualification in a relevant subject, masters or equivalent experience, the post holder will hold current registration with the Nursing and Midwifery Council (NMC) and have experience across nursing and midwifery education. Excellent communication, negotiation, organisational, management and leadership skills are essential, along with a good understanding of practice, education and professional structures and processes, including NMC regulation and standards.

4. **Key Tasks**

These will include but not be restricted to:

- The postholder will provide specialist support to their directorate, and where required other boards and NHSS. They will monitor, plan and manage the progress of projects and business investments.
- They will communicate business sensitive information/agreement or co-operation from NHS staff at all levels of the organisation as required.
- The postholder will lead and develop initiatives in consultation of the key stakeholders, and will be guided by the current policies.
- May manage and develop colleagues and may have line management responsibilities.
- The postholder will be required to assist in any other duties which are deemed reasonable to their role and band.
- Research information for working groups/projects/services, including current guidance, research evidence, legislation, regulations and information which does not appear in standard published form (including project work, reports and ongoing research).
- Designing research strategies to provide new information to inform decision making by working groups.
- Contribute to NES national work corresponding with the postholder’s specific professional expertise establishing project goals, timescales and work plans, collaborating with regional, clinical/non clinical staff and key stakeholders as necessary.
- Writing reports to formally record the achievement of project/service milestones and to plan and promote project/service initiatives.
- Conduct national research, involving designing research tools, collecting data, writing reports and disseminating findings.
- Provide highly specialised support (research and/or information) for senior members of staff.
• Contribute to the securing of internal and external funding where required.

• Monitors and reviews financial information for the workstream to ensure that they are consistent with guidelines and to make recommendations for efficiencies and service redesign as an ongoing job responsibility.

• Identify, review/systematically review, critically appraise and interpret information to enable the development of evidence-based guidance.

• Present highly complex, specialist information where a range of options is available in a form that facilitates understanding, discussion and decision-making.

• Liaise with numerous and senior stakeholders from within and out with the organisation in respect to the development of systems and support for the implementation of complex projects.

• Develops and implements changes to policies within own area of expertise as well as proposing changes in conjunction with working groups which have wider impact on other workstreams.

• Plan, develop and design programmes at a variety levels within the area of expertise, within a project management structure.

• Support the implementation and review of multidisciplinary education initiatives.

• Line management responsibilities, including providing leadership, work programming, supervision, professional development and appraisal as required.

• Devise and/or collate background papers, briefs, reports and other material as appropriate to disseminate knowledge, experiences and outcomes for external and internal use.

• Demonstrating knowledge of the diversity agenda of NHS Scotland and NES and being aware of the impact of equality legislation within the training or knowledge management environment and ensuring the diversity agenda is at the core of all appropriate initiatives.

• To liaise with and inform policy makers, professionals and other relevant organisations to further policy and service development.

• Build partnerships with health and social care organisations to support them in embedding knowledge management in their culture, policy and practice – for example, through development of knowledge management strategies and action plans.
**BAND 7 Specialist Lead**

**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><strong>Education and Professional Qualifications</strong></td>
<td>• Educated to degree level in nursing with postgraduate qualification in a relevant subject, masters or equivalent experience.</td>
<td></td>
<td>Application &amp; Pre-Employment checks</td>
</tr>
<tr>
<td><strong>Additional specific qualifications required for role</strong></td>
<td>• Current registration with the Nursing and Midwifery Council (NMC)</td>
<td></td>
<td>Application &amp; Pre-Employment checks</td>
</tr>
</tbody>
</table>
| **Experience/Training (including research if appropriate)** | • Science/Healthcare Background  
• Expertise in project management  
• Demonstrable experience of financial management within a business (or related) environment  
• Ability to work in a team  
• Experience in drafting and producing papers and publications  
• Research and critical appraisal skills with the ability to disseminate complex, highly specialised information  
• Experience in collection and analysis of qualitative and quantitative data  
• Innovative  
• Experience and understanding of group dynamics and organisational change processes  
• In depth knowledge of information governance | | Application & Interview and presentation |
requirements in respect of sensitive personal data
- Commitment to personal and professional development
- Flexible approach to learning and problem solving
- Excellent analytical and numerical skills

*Additional specific experience/training required for role

<table>
<thead>
<tr>
<th>Specific Skills and Knowledge</th>
<th>Application &amp; Interview and presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Experience across nursing and midwifery education</td>
<td>• Knowledge and/or experience rural healthcare nursing practice</td>
</tr>
</tbody>
</table>

**Additional specific skills/knowledge required for role**

<table>
<thead>
<tr>
<th>Specific Skills and Knowledge</th>
<th>Application &amp; Interview and presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Presentation skills</td>
<td></td>
</tr>
<tr>
<td>• Excellent IT and information management skills</td>
<td></td>
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<tr>
<td>• Experience in designing and developing educational programmes</td>
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<tr>
<td>• Management skills/experience in managerial role</td>
<td></td>
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<tr>
<td>• Organisation/administrative skills</td>
<td></td>
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<tr>
<td>• Ability to work with minimal supervision</td>
<td></td>
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<tr>
<td>• Experience of budget management</td>
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<tr>
<td>• Leadership, communication and interpersonal skills to include presentation, influencing, negotiation and complex report writing</td>
<td></td>
</tr>
</tbody>
</table>

Application & Interview
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: Specialist Lead (RRHEAL)  
LOCATION: Flexible

REPORTING TO: Head of Programme

GRADE: Agenda for Change Band 7  
SALARY SCALE: £32,013 to £42,205 per annum pro rata

HOURS AND DAYS OF WORK: Part Time – 0.4WTE (15 hours per week) Based on a normal working week of 37.5 hours. Office opening hours are 0700 to 1900.

JOB STATUS: Fixed term/Secondment for 12 months  
NOTICE PERIOD: 4 weeks

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 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:-

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

<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>
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, higher, 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.