

Edinburgh Health and Social Care Partnership

Chief Officer Recruitment Pack



Welcome

Chair of Edinburgh Health and Social Care Partnership

Thank you for your interest in the post of Chief Officer in our new integrated authority – the Edinburgh Health and Social Care Partnership.

Edinburgh's rich history, its status as a UNESCO World Heritage site and unique cityscape makes it a city to remember. Recognised as the capital of Scotland since at least the 15th century, it is now a vibrant, modern city with the strongest economy of any city in the United Kingdom outside of London. It is home to the Scottish Parliament, and has long been known as a centre of education with four universities. The city's historical and cultural attractions have made it the second most popular tourist destination in the United Kingdom after London, attracting over one million overseas visitors each year and famous for the Edinburgh International Festival and the Fringe, the latter being the largest annual international arts festival in the world.

Although a relatively affluent city, Edinburgh has areas of significant inequality and deprivation, the third highest across all Scottish local authorities and one of our key priorities will be to lead on tackling health inequalities. Edinburgh's population of almost half a million, accounts for 9% of Scotland's total, and is growing. Whilst this growth has many social and economic advantages, it also presents challenges. The latest projections indicate that Edinburgh's population will continue to grow faster than anywhere else in Scotland (to 619,000 by 2037). Some age groups, which make intensive use of public services, are projected to increase more rapidly than the overall population (for example 5-11 year olds and those over 85).

Like many other local authorities and health boards, the financial environment continues to be challenging. UK Government policy continues to seek large reductions in the size of the public sector. In recent years Council budgets have required increasing volumes of savings to help meet demographic change and increases in care costs. Over the next five years, the Council alone must reduce its operating costs by £107 million. This will require a fundamental rethink on expenditure priorities, and the delivery of public services.

Across all service areas, the Council is undertaking an ambitious programme of transformational change, including integrated working in four localities agreed across the public sector in Edinburgh, improved customer and citizen contact, ICT and asset management. The geographical boundaries will align the Council's localities with NHS, Police and Fire and Rescue.

If you feel you have the experience, energy and enthusiasm then we would welcome your application. If you would like an informal discussion about the role please contact Catriona Mackie or Donogh O'Brien at Aspen People on 0141 212 7555.

George Walker

Chair, Edinburgh Health and Social Care Partnership



Edinburgh – the city

Edinburgh is the inspiring capital of Scotland, where centuries of history meet a vibrant, cosmopolitan city in an unforgettable setting. The city is home to the world's biggest arts festival and offers an excellent quality of life.

Edinburgh is a successful business city. It is the UK's most prosperous city outside of London, the UK's second largest financial centre and has long held a reputation for high quality education and academic excellence. Edinburgh life science research is among the best in the world, being part of one of the largest and fastest growing life science communities in Europe.

Edinburgh has been ranked the top mid-sized city in Europe overall in foreign Direct Investment magazine's European Cities and Regions of the Future 2014/15 awards.

Over £1.1bn worth of major infrastructure projects supporting the city were completed in 2014 and a further £2.4 bn, including the Queensferry Crossing and Borders Railway, are due for completion in the next two years, helping to make Edinburgh an even more attractive place for business.

Edinburgh is a major tourism centre and gateway to the rest of Scotland. The Rough Guide recently voted Edinburgh the fourth most beautiful city in the world and four million tourists visit the city each year, contributing over £1.2bn to the local economy.



Edinburgh Health and Social Care Partnership

About Health and Social Care in Edinburgh

The new Edinburgh Health and Social Care Partnership has been created by NHS Lothian and The City of Edinburgh Council in response to the Public Bodies (Joint Working) (Scotland) Act 2014. It will be responsible for leading transformational change in the way in which the NHS and the Local Authority provide health and social care across Edinburgh/Lothian. This work will be undertaken in partnership with the third sector, local communities, independent contractors, the private sector, users, carers and staff.

Between NHS Lothian and the City of Edinburgh Council, almost 6,000 staff are employed in delivering those services and functions delegated to the Partnership. The Partnership's total budget is in excess of £500 million. The Partnership will develop the overarching Strategic Plan. It will be for the Partnership to determine and implement new service models and to create effective partnerships that enhances the spectrum of care delivery whilst ensuring it is provided in an integrated, seamless and sustainable way.

Increasing the pace of change is very important to the Partnership and joint working arrangements are already well established with the City of Edinburgh Council, NHS Lothian and the third sector. Demography remains a key challenge for the health and social care systems and in Scotland's Capital City, we are committed to improving services for the citizens of Edinburgh.

The Partnership's Integration Scheme was agreed by the Council and the NHS Board in March 2015 and the Scottish Government in June 2015. The Scheme and a full list of delegated functions is available from the following link:

[hsc/consultationhub.edinburgh.gov.uk//draft-integration-scheme-consultation](https://consultationhub.edinburgh.gov.uk//draft-integration-scheme-consultation)

More about Health and Social Care in Edinburgh:

Integrated working

www.youtube.com/watch?v=Zjp6FGDyXCI

COMPASS

www.youtube.com/watch?v=3Rkx5hYLBLM

Stroke service

www.youtube.com/watch?v=xKgHIDOqQ6s

Intermediate Care

www.youtube.com/watch?v=XGhU_I9I7o8

Personalisation care group

www.youtube.com/watch?v=Gycb7KUnwVw

Self-directed Support

www.youtube.com/watch?v=-ErFT466CgU

Strategic Plan Consultation Link

<https://consultationhub.edinburgh.gov.uk/hsc/edinburgh-health-and-social-care-partnership-draft>



Health and Social Care in Edinburgh – Key Priorities

The Edinburgh Health and Social Care Partnership has agreed a number of key priorities, which will guide the planning and delivery of service for the future. The priorities fall into six broad areas:

1. Tackling inequalities

2. Prevention and early intervention

3. Person centred care

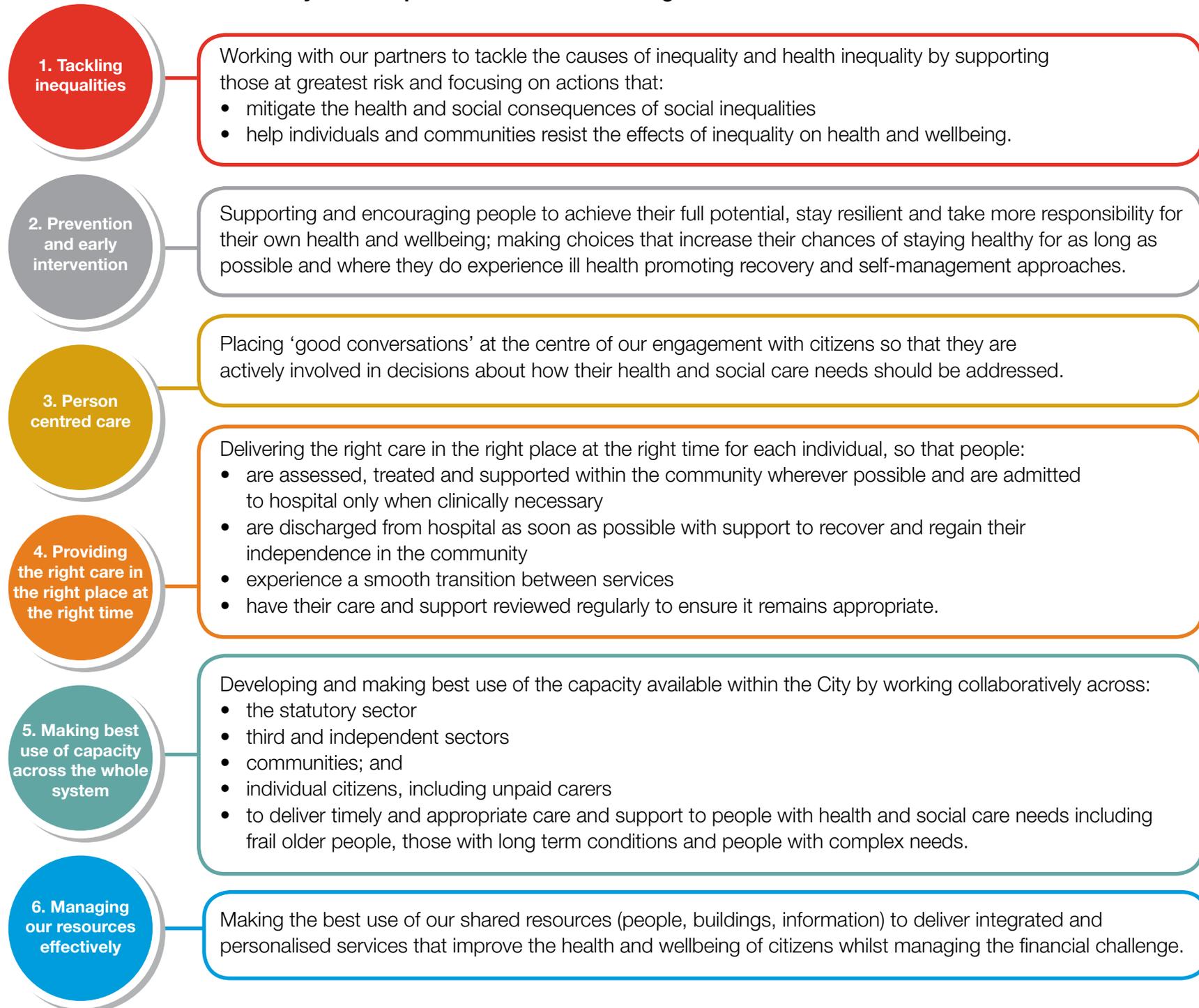
4. Providing the right care in the right place at the right time

5. Making best use of capacity across the whole system

6. Managing our resources effectively



The delivery of these priorities relies on us taking action as indicated in the table.



Edinburgh Health and Social Care Partnership – Our vision



Health and Social Care in Edinburgh

– Key Facts

- The numbers of older people in the city is likely to grow. By 2032 the number of people aged over 85 is expected to double to 19,294. leading to an increase in the numbers of people needing support.
- In the area of mental health disabilities and addictions, based on population growth, conservative estimates are that of a 1.4% increase each year.
- The health sector is expected to grow faster than any other sector.
- There are skill shortages and unfilled vacancies.
- There are an estimated 65,084 carers in Edinburgh, or 13.7% of the population.
- The highest share of NHS and social care expenditure is on inpatient care which accounted for a quarter of the total in 2012/13.
- Three quarters of the acute inpatient care is non-elective (unplanned) admissions.
- A small proportion of the population accounts for a high proportion of costs (2.4% accounts for 50% of total health care costs and 8.4% accounts for 50% of all social care costs).
- Across the four localities there are significant differences in terms of population size, age, health, unemployment etc. there are also significant differences within localities.
- The East locality has the highest rate per 1,000 population 16+ for people being assessed or supported by Health and Social Care.
- North West has the highest number of people with one or more health conditions.
- South West has the highest percentage of residents economically inactive due to long term illness.
- South Central has the highest number of people with mental health problems.
- The rate of hospital beds in Edinburgh being used by someone who are ready to move on was the highest in Scotland.

Health and Social Care in Edinburgh

– Partnership Structure

The Edinburgh Health and Social Care Partnership Board is made up of voting and non-voting members as follows:

Voting membership

Five councillors

Five non-executive NHS Board members

Non-voting membership

Professional advice is provided by a number of senior officials
Staff are represented by two trades union and staff partnership representatives

There are two service user and two carer members

There is one member representing the voluntary sector.



Job Outline

Role Summary

To secure the best outcomes for people who use services and carers within the Edinburgh and Lothian area, the postholder will work collaboratively and provide a single senior point of overall strategic leadership for the Edinburgh Health and Social Care Partnership (EHSCP). The vision for integration is to produce better outcomes for people through services that are planned and delivered seamlessly from the perspective of the patient, service user or carer within Edinburgh.

To be responsible for the operational oversight of the delivery of the delegated functions as, and defined within the Edinburgh Integration Scheme, to include management of the integrated budget for those services in pursuit of the best outcomes for patients, people who use services and carers.

To lead the development of the Partnership Strategic Plan and provide strong, effective and visible leadership of a programme of transformational change to deliver health and social care that is seamless from the perspective of the patient, user or carer.

To provide a strategic leadership role in strengthening partnership arrangements and merging two very different cultures to ensure that safe, quality and person centred care and services are delivered in a consistent and equitable basis across Edinburgh/Lothians, while effectively managing organisational change.

To provide a point of joint accountability for integrated systems of governance, finance reporting and performance of services to the Partnership through which there is also accountability to the Council and NHS Board.

To lead, operate and manage the integrated budgets for adult health and social care service provision delegated to the Partnership by driving change to better utilise limited resources to meet increased demands and improve outcomes as a result.



To manage the strategic leadership responsibilities for a range of delegated functions included in the Edinburgh Integration Scheme including specialist services on behalf of East, Mid and West Lothian Integration Joint Boards.

To lead delegated specialist national and regional services hosted by the Partnership.

Ensure that appropriate performance management arrangements are in place to demonstrate achievement of the national outcomes.

Ensure the Partnership manages the complexity of the risk environment across its delegated functions.

Main Duties and Responsibilities

Scope of Post

The Partnership will manage a broad range of Local Authority and NHS Services. These are set out in the Edinburgh Integration Scheme. The scope of delivery will include:

- All adult social care functions set out in the 'must' list of the Public Bodies (Joint Working) (Scotland) Act 2014 Regulations
- All NHS services set out in the 'must' list of the Public Bodies (Joint Working) (Scotland) Act 2014 Regulations plus a number of additional services for people under the age of 18 and prison health care.

The dimensions for the post are split between Health and Social Care Services but the postholder will have direct accountability for a total integrated budget, which will be finalised during 2015/16. The current and representative position of the Partnership budget is circa £500m with a staffing complement of circa 6,000 direct employees. In addition 55% of the social care budget is commissioned from external providers and their employees are not included in these totals.

Strategic

Strategically lead the integrated planning and resourcing required to develop integrated services. Ensure the management, planning and commissioning of services meets the Partnership, Council and NHS Board policy objectives and statutory requirements and national outcomes defined by the Scottish Government.

Design and implement, in partnership, organisational arrangements, working arrangements and systems which are fit for purpose, take into account professional responsibilities and accountabilities, including locality arrangements and deliver Partnership objectives on time and within budget.

Lead the integration of services, working closely with key stakeholders, such as health and social care professionals, users of services, carers, commercial and non-commercial providers of health and social care services, to formulate service development strategies, ensure integrated service planning and performance management arrangements are in place.

Develop Community Planning Partnership (CPP) arrangements including the relationship between the Partnership and Community Planning, as agreed and in accordance with the CPP Single Outcome Agreement.

Provide strategic leadership for the Partnership across the range of its responsibilities, ensuring that the services provided are aligned to and support the Scottish Government's national outcomes, regulatory requirements and corporate, clinical and staff governance standards while meeting the requirements of best value and continuous improvement.

Ensure that all statutory clinical and non-clinical governance and professional standards are adhered to and robust arrangements are established for clinically and professionally lead locality planning.

Play a key role in the corporate management and planning of both NHS Board and Council to support Elected Members, NHS Non Executive Board members, Chief Executives and external partners through the provision of professional advice, guidance and information on the services provided and on any other matters as appropriate.

Lead transformational change with key stakeholders to promote further joint working and to strengthen service alignment and governance arrangements between the Council and the NHS Board.

Represent the Council and the NHS Board at local and national level in relation to the integration of adult health and social care in Scotland, influencing policy initiatives being developed by the Scottish Government, ensuring the Partnership, Council and NHS Board are fully aware of developments and have the information, professional advice and assistance necessary to make policy decisions.

Managing Services

Review all services within the Partnership with a view to identifying where integration, at a service level, would deliver better outcomes for people who use services and their carers. Develop prioritised plans for integration of identified services through the Strategic Plan.

Lead initiatives to ensure that the EIJB meet policy and service targets, including delayed discharges and, for example, the development of a capacity plan for older people's services, and the delivery of the health inequalities agenda as defined by the Strategic Plan.

Prepare a Service Plan for each area of activity and develop a robust performance management framework incorporating standards, performance measures and targets and for all such activities measure service delivery, monitor their implementation and ensure continuous performance improvement.

Manage the delegated functions to the Partnership in accordance with the principles of quality management, efficiency and people development ensuring the highest standards of corporate, clinical, financial and staff governance in delivering health and social care services while driving continuous improvement, achieving best value, reducing inequalities and responding to health and social care needs within Edinburgh/Lothian.

Promote and lead the cultural shift required for true integration through the identification, development and implementation of service redesign projects, creating new models of care delivery and new ways of working, workforce planning and organisational change or service change to meet the health and social care needs of the population.

Ensure that the responsibilities of the Council's Chief Social Work Officer (as defined by Section 45 Local Government etc. (Scotland) Act 1994) are effectively supported and delivered and that the requirements of NHS clinical governance are met.

Ensure that all services are delivered in accordance with the Equality and Diversity Policies applicable to the Partnership and the statutory, general and specific Equality Duties.



Managing Performance

Ensure that appropriate systems and processes are in place to enable the Partnership to demonstrate achievements in clinical and social care, corporate and staff governance, through monitoring, performance management and evaluation, and that these standards are maintained and further developed.

Ensure the development and performance management of Partnership operational plans in accordance with the strategic objectives of the Partnership, Council and NHS Board.

Establish and implement a robust approach to risk management that will ensure a proactive and co-ordinated approach to both clinical, care and business risks including managing the tensions across the complex risk environment.

Manage and retain oversight of preparations for inspection and audit activity relating to delivery of services defined in the Integration Scheme and undertaken as part of the Strategic Plan.

Deliver outcomes, many of which will be agreed nationally.

Managing Resources

Propose, allocate and manage budgets for the overall service that provides sufficient resources to meet the objectives, as agreed by the Partnership, in line with the Strategic Plan, Financial Statement and within the constraints set by the Council and NHS Lothian. Prioritise and manage effective recording of delivery to ensure the financial targets are achieved within the limit of the resources available.

Prepare, manage and monitor the budgets in accordance with the financial policies, Standing Orders, financial regulations and directions of the Partnership using appropriate and agreed systems and processes to ensure effective budgetary control.

To ensure there is adequate and effective business support arrangements from within the Council and NHS Board to allow the Partnership to deliver on its statutory responsibilities.

Ensure the management of the Information Governance Assurance Framework is appropriately secure and legally compliant.

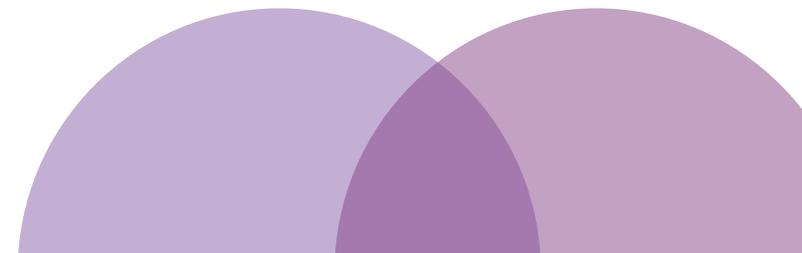
Ensure that all employees working within the functions delegated to the Partnership are managed in accordance with the appropriate policies and procedures, staff governance frameworks and the application of health and safety, equal opportunities and non-discriminatory policies and practices.

Ensure arrangements are in place to promote and support the continuing professional and personal development of employees by ensuring that effective performance management systems are in place, which provide development opportunities, enhance performance motivation, and facilitate skill utilisation and flexibility.

Lead people management practices within the Partnership, which encourage a culture of positive internal engagement with employees, promotes development of robust partnership working across both organisations and promotes the achievement of better outcomes for service users.

To generate an ethos of professional and distributive leadership amongst professionals, senior clinicians and managers who form the Partnership with regard to accountability, responsibility, role and contribution.

Promote the health, safety and wellbeing of employees at work and of service users through the implementation of the Council and NHS Board's policies on Health, Safety and Wellbeing at work and service Health and Safety arrangements in accordance with all relevant statutory requirements, leading by example.



Managing Relationships

Develop and secure constructive relationships with a diverse range of stakeholders across Health, Council, Third Sector and other partner agencies, promoting effective engagement, public awareness and involvement.

Develop and secure effective partnership working with a range of key stakeholders, including representatives of people who use services and their carers, voluntary and private sector providers, trades unions and employees to achieve optimum development of services.

Create opportunities for team working across the Council and NHS service boundaries and other Integration Joint Boards/Partnerships, continually looking for benefits that can be achieved across organisations, nationally and in collaboration with external partners.

Strengthen partnership arrangements by developing a culture that is inclusive, supportive and high performing to ensure the service we provide results in better outcomes for our service users.

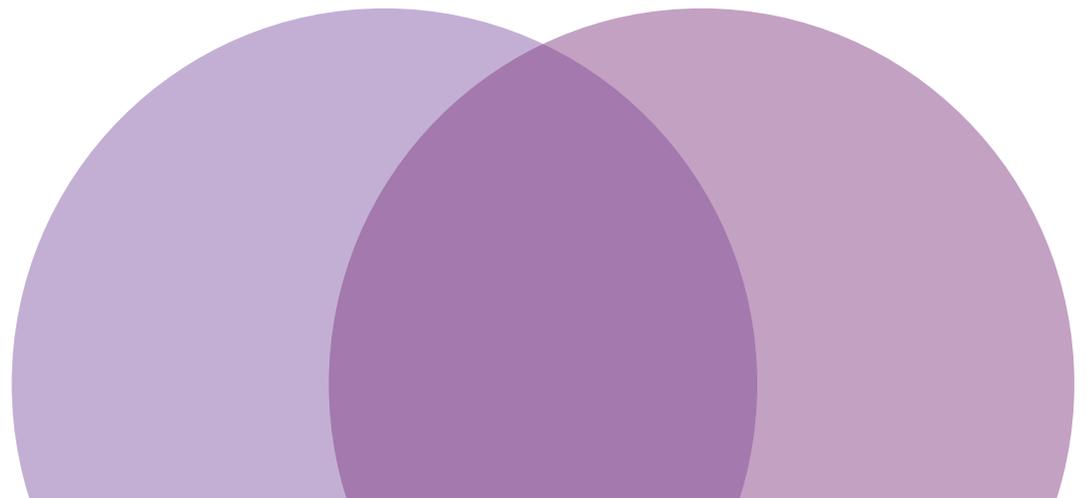
Develop and secure effective working relationships in relation to the planning and operational management of hosted NHS services and relevant delegated acute services across Lothian.

Accountability

The role is largely self-directing and will be directly responsible and accountable to the Chair of the Partnership for the strategic planning, transformation and resourcing elements of the role. There is also accountability to the Council and NHS Chief Executives for the operational management elements of the role. The postholder will work under broad direction within the parameters of Government priorities and policies for health and social care.

Review of performance in the post is undertaken through the agreement of annual performance objectives and the process will involve the Chair of the Partnership and both Chief Executives with performance against objectives being monitored through the agreed performance management framework of the employing body.

In view of the joint accountability to both the Council and the NHS Board, joint review sessions involving both the Chief Executives and the postholder will be arranged on a scheduled basis. These sessions will consider both the operational performance and also the delivery of the jointly agreed strategic objectives.



Person specification

Applicants will be measured against the following person specification:

Qualifications and training

Relevant degree or equivalent qualification in an appropriate discipline	Essential
Management qualification or higher degree level	Desirable
Evidence of continuous professional and management development	Essential

The successful candidate will demonstrate evidence of the following experience:

Leadership

Significant experience at senior management level within an organisation of comparable size and complexity within a relevant sector	Essential
Experience of managing significant financial resources including financial planning, monitoring, control and reporting	Essential
Substantial relevant senior level experience delivering improvement in service performance	Essential
Experience working at a senior management level across all the sectors including local government, NHS or Third Sector	Desirable
Inclusive and visible role model providing inspiration to empower others and demonstrated ability to bring others with them	Essential

Setting policy, strategy and vision

Developing and driving strategy and policy to deliver innovative sustainable and successful outcomes to meet organisational requirements	Essential
Business and commercial acumen to support strategic delivery of service to clients, partners and other key stakeholders	Essential
Experience of implementing a range of strategies including a workforce strategy across a range of multi-disciplinary and interagency staff groups	Desirable

Building culture

Proven success in leading cultural change through inception to delivery	Essential
Experience of promoting the health and safety and welfare of a large workforce	Essential
Evidence of building a culture where everyone is encouraged to be the best they can be and quality and diversity issues are integral to service performance	Essential
Experience of working in a political environment	Desirable
Ability to challenge existing systems, practices and processes to ensure these are fit for purpose	Essential

Change and transformation

Experience of successfully leading, from inception to delivery, the radical transformation of complex organisational change	Essential
Experience of leading and motivating specialist teams to achieve high standards of performance and governance	Desirable



Evidence of the following knowledge, skills and understanding will be sought for selection purposes:

Setting policy, strategy and vision

Evidence of sound financial management skills and commercial awareness with the ability to interpret and understand complex financial and budgetary information Essential

The ability to create and drive a sustainable organisational strategy, delivering client centred outcomes Essential

Building culture

High standard of personal and professional integrity Essential

Demonstrates ethics, values and personal qualities consistent with the vision, culture and values of the Partnership Essential

Demonstrates ability to operate effectively in a political environment Essential

Demonstrate awareness of Partnership Planning Systems Essential

Leadership

Evidence of the ability to provide clear, strong and motivational leadership to create a high performance culture and manage effective networks and partnerships Essential

A resilient and inspirational leader with integrity at their core, able to create a clear sense of purpose for the Partnership and be inclusive of other stakeholders Essential

Knowledge of statutory framework within local government, NHS or Third Sector environment with a particular focus on achieving effective service delivery at a time of significant change and financial challenges Essential

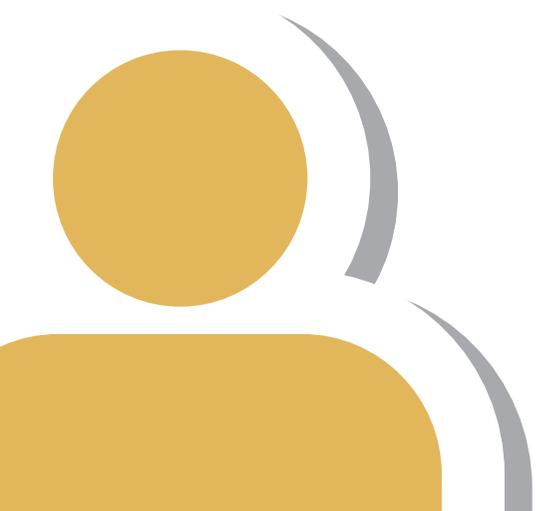
Understanding of the political context and ability to manage organisational governance in a political environment Desirable

Change and transformation

Strong evidence of the ability to conceptualise the need for change and transformation and to lead the organisation effectively from current to future state Essential

Demonstrate a high level of knowledge of current thinking on the models of delivery of health and social care systems Essential

Ability to manage change effectively within culturally diverse and politically sensitive environments Desirable



Appointment arrangements



Applications

You must complete an application form for this post.

An electronic version is available on www.aspenpeople.co.uk/EHSCP or telephone **0141 212 7555** for a paper copy.

Employment references

Please include name, address and telephone number of two referees.

Candidates should state their relationship with each referee. Employment references will be taken up for candidates who are short-listed. If candidates wish to be advised before we contact their referees, this should be indicated clearly beside their names.

Evidence of qualifications

Candidates will be required to bring evidence of their qualifications to the short-list interview.

Completed application

Applications should be sent to Katy Gall at Aspen People email kgall@aspenpeople.co.uk and will be acknowledged on receipt. Your application should be submitted on or before **14 September 2015**.

Medical Assessment

The preferred candidate following the short-list interview will be required to undergo pre-employment health screening.

Criminal conviction check

Due to the nature of this post, it is exempt from the Rehabilitation of Offenders Act 1974 and convictions, whether spent or unspent, must be declared. Candidates called for a short-list interview will therefore be required to complete a declaration form. Guidance will be provided with the invitation to the short-list interview. For the successful candidate, a Protection of Vulnerable Group check may be required for this post.

Immigration, Asylum and Nationality Act 2006

– Prevention of illegal working

Candidates must be eligible to work in the UK. The successful candidate will be required to provide original evidence of his/her eligibility to work in the UK. Guidance on suitable documentation will be provided.

Canvassing

Candidates should note that canvassing councillors or NHS members in support of their application, either directly or indirectly, in connection with this post will lead to disqualification.

Provision of false information

Candidates should also note that the provision of false information or the omission of material information in their application, or at interview may lead to the offer of employment being withdrawn or summary dismissal.

Interview arrangements and provisional timetable

Short-list interview will be carried out by representatives of the Edinburgh Health and Social Care Partnership. This will be led by the Chair of the Partnership and supported by the Chief Executives of the City of Edinburgh Council and NHS Lothian and our HR/Recruitment advisers. The interview process will be over 2 days and will include meeting a group of key stakeholders.

Please note that there will be testing of candidates' competence at the interview stage.

Closing date for returned applications:

Monday 14 September 2015.

Interview Dates: Monday 5 and Tuesday 6 October 2015.

Summary of terms and conditions of employment

Reflecting the joint nature of this appointment, the successful candidate will have the option of being appointed on the terms and conditions of either the City of Edinburgh Council or NHS Lothian, that will include the salary.

The City of Edinburgh Council Terms and Conditions

Agreement on Pay and Conditions of Service of the Joint Negotiating Committee for Chief Officials of Local Authorities (Scotland), as adopted by the City of Edinburgh Council.

Salary

Salary: £145,248 per annum (Scottish JNC single point 72) – paid monthly by bank credit transfer.

Pension fund

Employees may join the Lothian Pension Fund which is part of the Local Government Pension Scheme (LGPS). The Scheme is a statutory local government scheme and the Council pays some of the cost. Employee contributions are tiered and depend on an individual's pay. The rates are reviewed annually. The rate for this post is approximately 10.7% of salary. More information about the fund can be found at www.lpf.org.uk

Sick pay

Sick pay entitlement will depend on the length of continuous service and provides, after 26 weeks service, five weeks at full allowance and five weeks at half allowance, rising after five years to 26 weeks at full allowance and 26 weeks at half allowance.

Hours of work

Flexible on the hours necessary to meet the demands of the post. This position is exempt from the Working Time Regulations. The post does not qualify for Council policies related to Flexible Working, Flexi-time or Flexible Retirement.

Holiday entitlement

Annual leave entitlement depends on continuous service, starting with 26 days and rising to 31 days after 5 years service. There are also six public holidays in a year. An additional 3 days leave is granted after 10 years continuous service with the Council.

Relocation

The Council will provide appropriate financial support to meet relocation expenses incurred of up to £10,000.

Period of notice

Appointment is subject to termination by either side giving 12 weeks' written notice.

Political restriction

The post is politically restricted under the terms of the Local Government Housing Act 1989. This means that the post holder is restricted in his/her activity with a political party.

Other Employment

The post holder may not engage in any other business or take up any additional employment without the express consent of the Chief Executive in consultation and agreement with the Edinburgh Health and Social Care Partnership.



NHS Lothian

Terms and Conditions

Agreement on Pay and Conditions of Service is as per The Scottish Government, Executive and Senior Management Pay and Conditions of Service 2015 -16.

Salary

Salary: Executive Band G, currently ranging from £98,812–£134,672 per annum (paid monthly by bank credit transfer)

Pension fund

The appointment is superannuable under the NHS (Scotland) Superannuation Scheme unless you opt out in favour of some other scheme or are ineligible to join. Your remuneration will be subject to deduction of superannuation contributions in accordance with the scheme. Costs and contributions are available on the SPPA website:

www.sppa.gov.uk

NHS Lothian encourages staff to join the Scheme.

Sick pay

Sick pay entitlements will be in accordance with the provisions of the NHS Staff Council. Sickness allowance depends on the length of continuous service and is on a scale ranging from one month's full pay plus two months' half pay during the first year of service, up to six months' full pay plus six months' half pay after completing five years of service.

Hours of work

Flexible on the hours necessary to meet the demands of the post. For pay purposes the full time hours for the post will be deemed to be 37.5 hours per week.

Holiday entitlement

Annual holiday entitlement is 27 days annual leave per year on commencement, rising to 29 days after 5 years' service, and 33 days after 10 years' service. There are also eight fixed public holidays in a year.

Relocation

Relocation expenses will be payable to the successful candidate in accordance with the Board's Policy. NHS Lothian will pay up to 10% of the employee's basic salary as a grant towards removal expenses. There is scope for this percentage to be increased up to a maximum of 15% in exceptional circumstances subject to agreement from the NHS Lothian's Associate Director of HR and Employee Director.

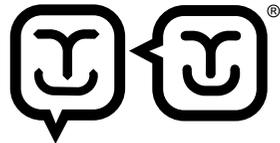
Period of notice

Appointment is subject to termination by either side giving 3 months written notice.

Other Employment

The post holder must obtain prior written approval of the line manager in order to take up any other additional paid employment. The post holder should not engage in any outside employment or in any activity which would in any way conflict with the interest of the Board or be inconsistent with the position held in the Board.





HAPPY TO **TRANSLATE**

You can get this document in Braille, large print and various computer formats if you ask us. Please contact Interpretation and Translation Services (ITS) on 0131 242 8181. ITS can also give information on community language translations.

Designed by the City of Edinburgh Council
Corporate Governance • 15.141/CG/SG/Aug 2015