

Director of Estates, Facilities & Capital Planning

Recruitment and Information Pack

Application reference number: **G935**

Application Closing Date: **Friday 31st July 2015**

Pack contents

To assist you with your application for the post of Director of Estates, Facilities and Capital Services, NHS Fife, this pack is provided with useful information about NHS Fife and post information.

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Useful Websites

- **NHS Fife Balanced Score Card and NHS Fife Local Delivery Plan**
Balanced Scorecard – <http://www.nhsfife.org/balancedscorecard>
Local Delivery Plan – <http://www.nhsfife.org/localdeliveryplan>
- **NHS Fife** – www.nhsfife.org
- **NHS Fife Annual Report**
The latest information can be obtained on the NHS Fife Website:
Annual Report - <http://www.nhsfife.org/annualreports>
Annual Review - <http://www.nhsfife.org/annualreview>
- **Scotlands Health on the Web (SHOW)** - www.show.scot.nhs.uk
- **Fife Council Website** - www.fife.gov.uk
- **National Quality Strategy** - www.scotland.gov.uk/Resource/Doc/311667/0098354.pdf

Introduction to Fife and NHS Fife

DEMOGRAPHIC AND SOCIAL PROFILE OF FIFE

The Kingdom of Fife is a peninsula in eastern Scotland with a coastline of 170 kilometres (105 miles) bounded by the Firth of Forth to the South and the Firth of Tay to the North. It is the third largest local authority area in Scotland with a population of 367,292. This represents 7% of the total population of Scotland. 96% of Fife residents live in 134 settlements, the largest of these being Kirkcaldy, Dunfermline and Glenrothes. 59% of residents feel they have access to quality green space, from award winning beaches to historic town parks.

Fife share inland boundaries with Perth & Kinross and Clackmannanshire, and is divided into seven administrative or business areas:

Cowdenbeath

Dunfermline

Glenrothes

Kirkcaldy

Levenmouth

North East Fife

South West Fife



By 2023, the population of Fife is expected to increase by 6.5% to 387,214. The 16 to 19 age group is expected to reduce by 6.5% against the 2008 base year, and those aged 75+ are expected to see the greatest increase (77%). This may be attributed to a declining birth rate and increased life expectancy in Fife, which is currently greater than the Scottish average for both males and females.

The baseline for the minority ethnic population in Fife is still the 2011 Census. This estimated that approximately 1.6% of Fife's population were from an ethnic minority group, with the highest percentage categorised as Asian Pakistani.

The extent of deprivation in Fife is fairly evenly spread across the different datazone bands from most to least deprived. The 2009 Scottish Index of Multiple

Deprivation (SIMD) indicates that Fife has an increasing share of Scotland's most deprived areas. Fife has the sixth highest local authority share of the 15% most deprived datazones in Scotland. 51 (5.2%) of the 976 datazones in the top 15% across Scotland are located in Fife, 8 of which fall into the top 5%. The 2009 data also confirms enduring deprivation in specific areas of Fife.

The proportion of young people not in education, employment or training in Fife is higher than for Scotland overall. The proportion of the working age population with no qualifications is 10.4 per 100,000 of the population, which is also below the Scottish average. Physical health data is positive and among the best in Scotland. This shows evidence of good general health and nurture, and the emergency hospital rate is lower than the Scottish average.

In recent years Fife's economy has moved away from traditional manufacturing industries towards the service sector.

NHS Scotland – Strategic Context

NHS Scotland consists of fourteen regional NHS Boards, seven Special NHS Boards and one Public Health Body. In the region of 160,000 people are employed by NHS Scotland overall.

14 Regional NHS Boards:

NHS Ayrshire and Arran
NHS Borders
NHS Dumfries and Galloway
NHS Fife
NHS Forth Valley
NHS Grampian
NHS Greater Glasgow and Clyde
NHS Highland
NHS Lanarkshire
NHS Lothian
NHS Orkney
NHS Shetland
NHS Tayside
NHS Western Isles

7 Special NHS Boards & One Public Health Body:

NHS Education for Scotland
NHS Health Scotland
NHS National Waiting Times Centre
NHS 24
Scottish Ambulance Service
The State Hospitals Board for Scotland
NHS National Services Scotland
Healthcare Improvement Scotland

Each NHS Board is accountable to Scottish Ministers and is supported by the Scottish Government Health and Social Care Directorates. At Present the Director-General of Health and Social Care and the Chief Executive position of NHS Scotland are held by Paul Gray.

Every Regional NHS Board has the responsibility of protecting and improving its population's health and ensuring the effective and efficient delivery of frontline health care services. The regional NHS Boards are supported by the Special NHS Boards which provide a variety of specialist and national services. The differing boards co-operate and work together to support Scotland's population. They also work closely with partners in other parts of the public sector to fulfil the Scottish Government's Purpose and National Outcomes.

Quality HealthCare

The [Healthcare Quality Strategy for Scotland](#) was introduced in May 2010. This set the foundations for those who deliver healthcare services in Scotland to work with the public and external partners towards the three Quality Ambitions and shared vision of providing world-leading healthcare which is safe, effective and person-centred. It is this notion, along with a focus on quality healthcare that influences all strategic and operational decision-making across NHS Scotland.

2020 Vision for NHS Scotland

After the launch of the Quality Strategy, the Scottish Government revealed its ambitious plan for integrated health and social care and set out the '[2020 Vision](#)' and Strategic Narrative for achieving sustainable quality in the delivery of health and social care across Scotland. Everyone working in Scotland's health care sector has been asked to contribute and play their part ensuring that this vision can indeed become a reality.

Performance Management in NHS Scotland

Annually the Scottish Government sets NHS Boards with performance targets in order to ensure that resources made available to them are directed at areas which are a priority for improvement, and are consistent with the Scottish Government's Purpose and National Outcomes. These targets are focused on Health Improvement, Efficiency, Access and Treatment (also known as HEAT targets).

Working in Partnership with Local Authorities and the Third Sector

NHS Scotland is committed to working in partnership with local authorities and the Third Sector. This is fundamental in achieving a healthier Scotland and meeting the forthcoming demands of the years ahead. "The Quality Strategy provides NHS Scotland with a basis on which partnerships such as the aforementioned can be formed. This is done through Community Planning Partnerships which secures progress towards the [three Quality Ambitions](#), and the outcomes agreed locally and nationally through the [Single Outcome Agreements](#) and the [National Performance Framework](#)" (<http://www.scotland.gov.uk/Topics/Health/About/NHS-Scotland>).

History of NHS Scotland

"There is not a single person in Scotland today who has not come into contact with our NHS Scotland.

The National Health Service (Scotland) Act 1947 came into effect on July 5, 1948 and created the National Health Service in Scotland. Many sections of the Act were repealed by the [National Health Service \(Scotland\) Act 1972](#) and the

remaining provisions were repealed by the [National Health Service \(Scotland\) Act 1978](#).

The achievements of the NHS in Scotland are best brought to life by the stories of the people whose lives it has touched. If you visit the [Our NHS Scotland website](#) you can learn about the stories of 65 people whose lives have been transformed by NHS Scotland. You'll also discover how the NHS came into being in Scotland - a story that isn't widely known" (<http://www.scotland.gov.uk/Topics/Health/About/NHS-Scotland>).

Brief Overview of NHS Fife

NHS Fife provides healthcare to the 370,000 residents of Fife and employs around 8,700 staff. As a large rural area with varied geography and several centres of population, there are particular challenges to meet the health needs of the people of Fife. Alongside the Victoria Hospital in Kirkcaldy and the Queen Margaret Hospital in Dunfermline, NHS Fife has 8 community hospitals spread throughout the Kingdom.

Improving Services Provided by NHS Fife

NHS Fife, along with help from its partners, the public, other NHS Boards, Fife Council and voluntary agencies, is working to improve its services.

Community Health Partnerships, utilising staff with a mixed skill-base, can strive to ensure that more problems can be dealt with taking away the need for onward referral to other departments. This has been possible due to the continuous development of services within NHS Fife.

NHS Fife recognises the importance in health promotion and has recently been tackling the issue of smoking. Smoking and the cessation of it has been heavily promoted to encourage smokers to quit and to work on prevention to stop people from starting in the first instance. This has been done simultaneously with addressing issues such as; alcohol abuse, the importance of maintaining a health lifestyle and improving sexual health.

January 2012 saw the grand opening of the new wing at the Victoria Hospital in Kirkcaldy. The new wing is home to NHS Fife's acute services namely; Maternity Services, Intensive Care, Children's Unit, Surgical and Medical Wards and A&E.

Moreover, Cupar's Adamson Hospital has recently been redeveloped. The redevelopment was done by refurbishment and partial new building works. This has created "a new Physiotherapy Department, Out-Patient Department (containing a Minor Injuries Unit and Treatment Room), In-Patient Ward, X-Ray Department, Rehabilitation area, Administration offices and a Child Health Unit situated on the new first floor"

(<http://www.nhsfife.org/nhs/index.cfm?fuseaction=nhs.displaytheme&themeid=E44C37C3-5056-8C6F-C003CD63C15D8FF0>).

In addition the Queen Margaret Hospital Dunfermline has work underway to rearrange the services it provides. It is here that a state-of-the art diagnostic centre for Fife continues to be developed.

Sources:

<http://www.nhsfife.org/nhs/index.cfm?fuseaction=nhs.displaytheme&themeid=E44C37C3-5056-8C6F-C003CD63C15D8FF0>

<http://www.scotland.gov.uk/Topics/Health/About/NHS-Scotland>

More information on NHS Fife Board can be found by visiting www.nhsfife.org

Useful Additional Information

[NHS Fife Board Membership](#)

[NHS Fife Board Members – Photo Gallery](#)

[Governance Structure of NHS Fife Board](#)

NHS FIFE BOARD

The Board Comprises of 17 Members.

- A Chairperson
- Eight appointed Non-Executive Members
- Two Stakeholder Members
 - Staff Chairperson of the Area Partnership Forum (Employee Director)
 - Chairperson of the Area Clinical Forum
- A Member of Fife Council (nominated by the Council and appointed by Scottish Ministers)
- Chief Executive
- Four Executive Directors
 - Director of Finance
 - Medical Director
 - Director of Nursing
 - Director of Public Health



Allan Burns
Chairman



Paul Hawkins
Chief Executive



Chris Bowring
Director of Finance



Eddie Coyle
Director of Public Health



Frances Elliot
Medical Director



Helen Paterson
Director of Nursing
Starts 06.07.15



Moira Adams
Non Executive Director



Les Bisset
Non Executive Director



Martin Black
Non Executive Member



Christina Cooper
Non Executive Member



Rona Laing
Non Executive Member



Simon Little
Non Executive Director



John Paterson
Non Executive Member



Alison Rooney
Non Executive Member



Katherine Cheshire
Chair of Area Clinical



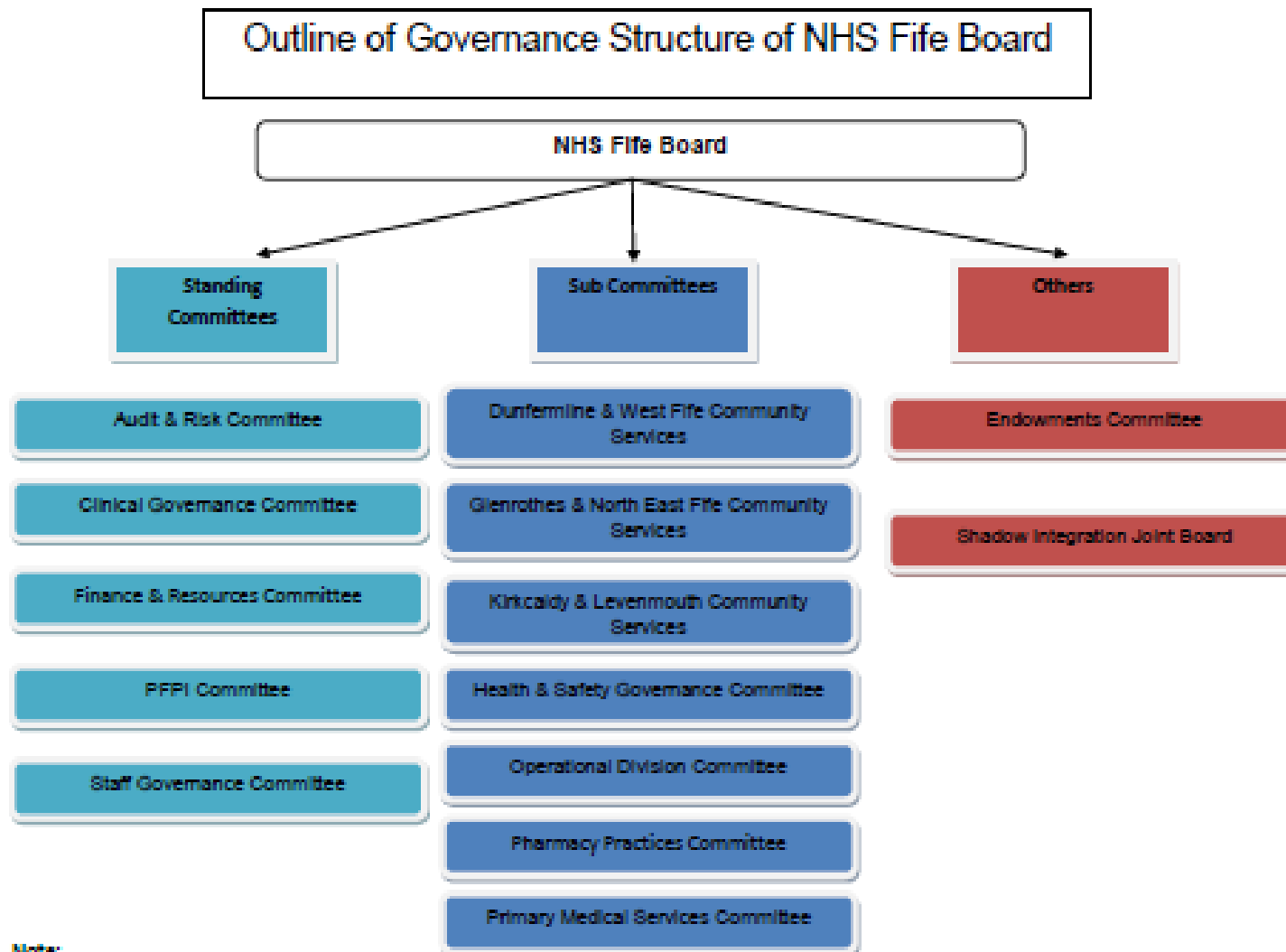
Andrew Rodger
Fife Council



Wilma Brown
Employee Director

Forum & Stakeholder
Member

Representative



Note:
 The Three Community Services Structures remain at present until the Shadow Integration Joint Board becomes a legal entity in its own right later in the year.

NHS FIFE DIRECTOR OF ESTATES, FACILITIES & CAPITAL SERVICES
(Ref. No: G935)
SALARY RANGE: £66,047 TO £89,123 per annum
(EXECUTIVE GRADE D)

Outstanding opportunity has arisen for an experienced Director of Estates, Facilities and Capital Services.

Fife is situated 15 miles from Edinburgh and NHS Fife is responsible for the health of a population of over 350,000 people across Fife. NHS Fife delivers services through the Health and Social Care Partnership and through an Acute Division of two acute hospitals - Queen Margaret Hospital, Dunfermline and Victoria Hospital, Kirkcaldy.

You will be the lead professional for all estates, facilities and capital services, providing the strategic direction in the management of estates and facilities in support of the Strategic Framework.

You will have significant experience at a senior level in strategic and operational management in a healthcare or equivalent complex organisation. You will have the personal credibility and interpersonal skills to lead and deliver in a politically sensitive and demanding role.

For an application pack please visit www.aspenpeople.co.uk/nhsfife.

For a confidential discussion about the role, please contact either Ken Dalgleish or Nigel Fortnum at Aspen People on 0141 212 7555 quoting G935.

We will acknowledge all returned application forms within 48 hours of receipt.

CV applications will not be accepted. Applications may be considered on a job share basis.

Closing Date: Monday 27th July 2015
Interview Date: w/c 10th August 2015

NHS Fife is an equal opportunities employer and operates a no smoking policy.

Click on all our vacancies at www.jobs.scot.nhs.uk

Candidate Information

<p>POST OF: Director of Estates, Facilities & Capital Planning Hayfield House, Kirkcaldy</p> <p>REF NO: ????????</p>
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Thank you for applying for the above post with NHS Fife. This information sheet summarises the terms and conditions related to the post.

ABOUT THE POST:	
JOB DESCRIPTION:	A job description is attached.
CONTRACT:	This post is permanent.
SALARY:	<p>Executive Level Grade D Ranging from £66,047 - £89,123 per annum, dependent upon experience.</p> <p>Your salary will be paid into your bank account on the last Thursday of each month.</p>
HOURS OF WORK:	This post is full time. For pay purposes the working week will be deemed to be 37.5 hours.
ANNUAL LEAVE/STATUORY AND PUBLIC HOLIDAYS:	Annual leave entitlement, including Statutory/Public Holidays on appointment will be 35 days; upon completion of 5 years NHS service 37 days; and after 10 years NHS service 41 days. The leave year is from 1 st April – 31 st March. Part time staff will receive a pro-rata entitlement for annual leave and public holidays combined.
MOTOR VEHICLE PROVISION:	There is a leased car policy.
SICK PAY	Entitlements to Statutory Sick Pay and Occupational Sick Pay will be in accordance with the UK Staff Council and as set down in the Agenda For Change NHS Terms and Conditions of Service.
NO SMOKING POLICY	NHS Fife operates a No Smoking Policy and it is the case that staff are not permitted to smoke on the premises or grounds during working hours. It is a condition of employment that you comply with these requirements.

GENERAL CONDITIONS	
CONDITIONS OF SERVICE:	<p>Other conditions of service are those laid down and amended from time to time by the UK Staff Council and as set down in the Agenda for Change NHS Terms and Conditions of Service Handbook.</p> <p>Performance management arrangements and pay progression will be subject to Direction by the Scottish Ministers as set out in NHS PCS(ESM): 2015/2 and guidance from the Scottish Government Health Directorates.</p>
SUPERANNUATION:	<p>Employees are automatically opted into the NHS (Scotland) Superannuation Scheme. Employees may opt out by completing the appropriate form obtainable from the Scottish Public Pensions Agency (SPPA).</p>
DISABLED APPLICANTS:	<p>A disability or health problem does not preclude full consideration for the job and applications from people with disabilities are welcome. All information will be treated as confidential. NHS Fife has been approved, by the Employment Services Department, as an Equal Opportunities employer with a positive policy towards employment of disabled people. NHS Fife guarantees to interview all applicants with disabilities who meet the minimum criteria for the post.</p> <p>You will note on our application form we ask for relevant information with regards to your disability. This is simply to ensure that we can assist you, if you are called for interview, to have every opportunity to present your application in full. We may call you to discuss your needs in more detail if you are selected for interview.</p>
ASYLUM AND IMMIGRATION ACT 1996 AND 2004 (Section 8):	<p>The Asylum and Immigration Act 1996 and 2004 requires employment checks to ensure that all employees are legally employed in the United Kingdom. Candidates will be asked to provide relevant original documents prior to an offer of employment being made. Any offer of employment will only be made when the organisation is satisfied that the candidate is the rightful holder of the documents and is legally eligible for employment within the United Kingdom.</p>

<p>TRAVEL EXPENSES INCURRED WHEN ATTENDING FOR INTERVIEW:</p>	<p>Reasonable travel expenses incurred when attending for interview will be reimbursed. The travel expenses for the successful candidate will be paid when they take up post and will be included in their first monthly salary. Please note, however, reimbursement of expenses shall <u>not</u> be made to individuals who refuse an offer of employment on grounds which, in the opinion of NHS Fife are inadequate.</p>
<p>RELOCATION EXPENSES:</p>	<p>Relocation expenses may be payable to the successful candidate, in accordance with the Policy. This is available on request from the Human Resources Directorate. Candidates who require to relocate to take up post should discuss this with the interview panel.</p>
<p>MEDICAL EXAMINATION:</p>	<p>Any offer of employment is subject to satisfactory Occupational Health Clearance. Should you be invited to interview you will be asked to complete a Pre-Employment Health Questionnaire which you should bring to interview. The Occupational Health Service (OHSAS) will make an assessment on your fitness to carry out the post based on the information contained within the questionnaire. In certain circumstances further information is required before clearance can be given and OHSAS may contact you by telephone or request that you attend for an appointment. Clearance must be obtained before any new employee commences employment with NHS Fife. Clearance may be subject to you attending for a Post-Employment appointment and it is vital that you attend this appointment if required to do so.</p>
<p>DISCLOSURE SCOTLAND CRIMINAL RECORD CHECK (Police Act 1997 Part V) and Protection of Vulnerable Groups Scotland Act 2001:</p>	<p>All employees who apply for posts which are exempt from the Rehabilitation of Offenders Act 1974 and who have access to patients in the course of their employment will be required to consent to a Disclosure Scotland Criminal Records Check or join the Protection of Vulnerable Groups Scheme. Any offer of employment is conditional upon a satisfactory check or confirmation of scheme membership being received and a commencement date for employment will only be agreed following this confirmation.</p>

<p>REHABILITATION OF OFFENDERS ACT 1974</p>	<p>Under the terms of the Rehabilitation of Offenders Act 1974, many people need not refer to previous convictions which, after a certain period of time, are regarded as spent. Certain posts within the National Health Service, however, are excluded from the provisions of this Act. All potential employees must disclose on the application form any unspent convictions and certain potential employees are required to inform us of any previous convictions which, for other purposes, are “spent” under the provisions of this Act. Failure to disclose such information could result in dismissal or disciplinary action by the organisation. Any information given will be treated in the strictest confidence. Please refer to NHS Fife Procedure for the Declaration of Criminal Convictions for further information.</p>
<p>REFERENCES:</p>	<p>Two written references satisfactory to the organisation must be obtained prior to any offer of employment being made. These should include current and previous employers as requested in the job application form. This is in line with the Recruitment and Selection Policy.</p>

<p>YOUR APPLICATION:</p>	
<p>INFORMAL ENQUIRIES:</p>	<p>Informal enquiries are welcomed by Dr Brian Montgomery, Interim Chief Executive, who can be contacted on 01592 648080.</p>
<p>CLOSING DATE:</p>	<p>Your completed application form should be submitted to:</p> <p>Recruitment Team Flat 3, Willow Drive Kirkcaldy Fife KY1 2LS Tel: 01592 643355 Fax: 01592 204611</p> <p>E-mail: fife-uhb.recruitment@nhs.net</p> <p>By ????????????</p>

INTERVIEW PROCESS:	<p>As part of the interview process candidates will be required to attend a pre-interview session on the evening of ??????????.</p> <p>On ?????????? you will undertake a panel interview.</p> <p>Further details of the process will be communicated to short-listed candidates.</p>
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Job Description

1. JOB DETAILS:

JOB TITLE: DIRECTOR OF ESTATES, FACILITIES & CAPITAL SERVICES

LOCATION: NHS FIFE

2. JOB PURPOSE

As a member of NHS Fife Strategic Management Team, (SMT), influence and contribute to the development and delivery of the corporate management of NHS Fife setting the strategic direction for the delivery of Healthcare and Social Work provision in Fife, attending NHS Fife Board as required.

3. DIMENSIONS

NHS Fife Directorate of Estates & Facilities NHS Fife Board

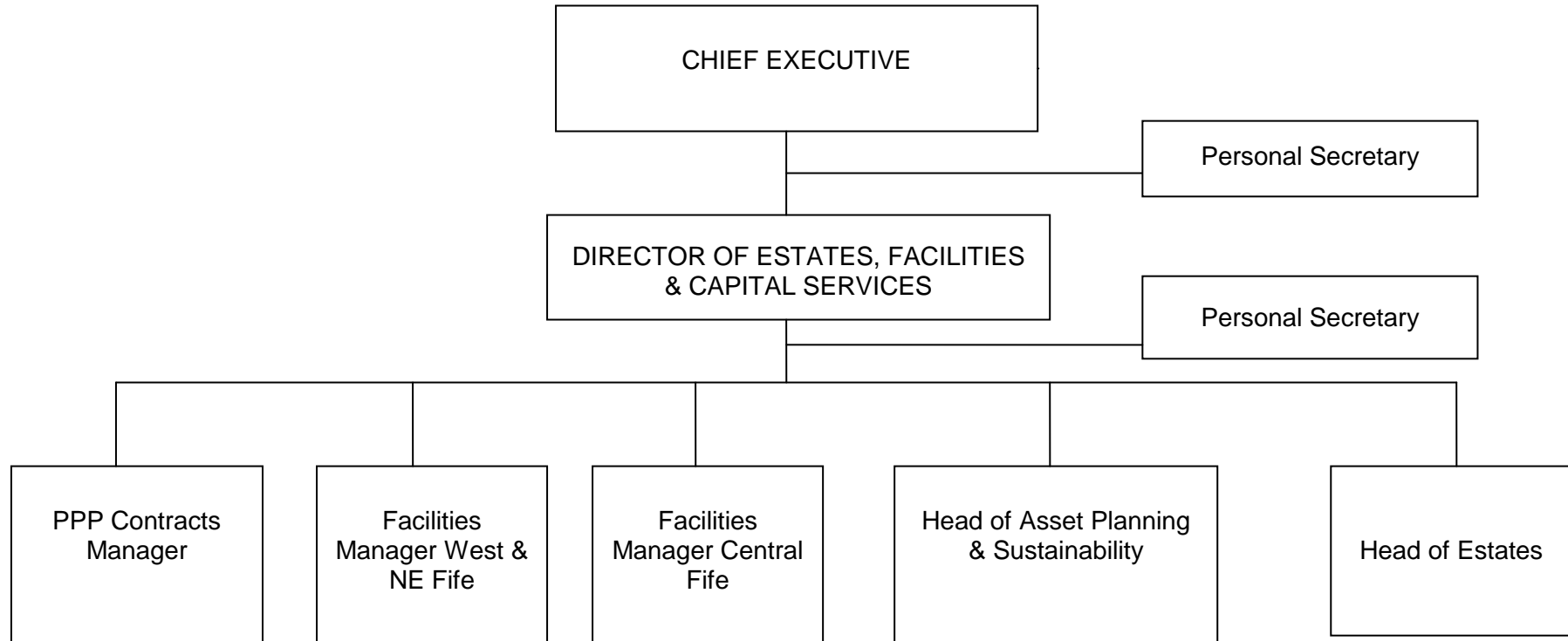
NHS Fife Budget	£683m	Population	380,000
Normal Capital Allocation	£20M	Board Staff establishment	8500
Non- Recurring Capital, up to	£250M		
E&F Staff establishment	1000		

Property Assets

- 1 District General Hospital combined and interfacing with a major PPP Hospital
- 1 Ambulatory Diagnostic Treatment Facility
- 8 Other Hospital Sites (including Mental Health)
- 1 PPP New Build Community Hospital
- 79 Community Premises and other Leased Facilities

4.

**NHS FIFE
ESTATES, FACILITIES & CAPITAL PLANNING**



5. ROLE OF YOUR DEPARTMENT

The provision of appropriate environments to enable quality clinical care in all NHS Fife healthcare facilities and the non clinical support services to allow them to function safely and to manage the NHS Fife property portfolio and other assets.

6. KEY RESULTS AREA / DELIVERABLES

1. Corporate Management / Strategic Planning

As part of the SMT for NHS Fife contribute to strategic development and corporate management of direct healthcare and social work provision for the NHS Fife Board area ensuring the integrated planning of Estates, Facilities and Capital services strategies to enable and facilitate safe and effective patient care.

2. Functional Leadership

Lead, direct and manage the delivery of high quality services in compliance with essential statutory and professional standards, Government and Board policies and the public's reasonable expectations producing good value for the allocated resources. Continually seek effective service and structural changes to improve patient care, efficiencies and financial benefit of the Public Purse in general and NHS Fife in particular.

3. Lead Support and Develop Staff

Direct, control and manage multi-disciplinary staff, ensuring high levels of performance, professional training and development. The professional lead responsibility for all Capital Procurement of major projects and for the technical professions in delivery of hotel services, including National Cleaning Specification and Food Safety Fluid and Nutrition Standards; Civil, Mechanical, Electrical and Electronic Engineering; Sterilisation and Decontamination; Heating and Ventilation, Medical Gas and Vacuum, Water and Gas systems and distribution in all healthcare facilities.

Employ robust procedures in line with Board policies in the management of absence encouraging staff's attendance at work.

Train and develop local staff to achieve the appropriate technical and professional qualifications and experience to enable them to deliver the duties required of them. Extend selective sections of training to other professional groups and managers within NHS Fife.

4. Resource and Performance Management

Effectively manage and monitor performance of both human and financial resources within the Estates and Facilities Directorate.

Direct and control the contractual, support service and technical interface between NHS Fife and several Private Partners operating the Public Private Partnership facilities in NHS Fife. Manage the Board's Capital Assets and a

significant proportion of Revenue financial resources in compliance with Board Standing Financial Instructions and Standards of Corporate Governance to drive best value, savings and efficiencies in operation and strategically to maximise financial benefit to the public purse of any asset disposals.

5. **Service Redesign**

Contribute to and influence redesign of Board-wide Services working in partnership with staff side colleagues and communicating with other internal and various external agencies to achieve efficiencies and economies within the system whilst at the same time delivering appropriate quality of service.

Locally, within the Board area, rationalise the asset portfolio including the healthcare estate and land-holdings; communicating, negotiating and collaborating across all levels within NHS Fife Board and externally with other public and private partners in Fife.

6. **Patient / Service User Focus**

Working closely with SMT and other senior staff colleagues to provide a safe, patient focussed and appropriate safe environment for the delivery of health services in NHS Fife by managing Security and Fire Safety.

Lead on the Directorate's Health and Safety strategy; develop and implement strategic and operational plans to ensure compliance with all statutory instruments, regulations, codes of practice, Scottish Government directives and technical guidance to ensure the assets and environment present minimal risk to patients, visitors and staff.

7. **Sustainability and Environmental Management**

Lead responsibility for developing and implementing schemes encompassing the control of environmental strategy, promoting and delivering sustainability, carbon reduction and energy management to efficiently deliver required outputs and meet policy targets set by the Scottish Government on behalf of NHS Fife.

Lead responsibility for NHS Fife zero waste and sustainable procurement strategies' including developing and implementing reuse and recycling schemes.

8. **Working Collaboratively**

Collaborate with colleagues at senior management level within NHS Fife other Public Sector and Private partners to create and maintain effective emergency and contingency plans to continue patient care and business continuity in challenging circumstances.

To provide technical direction, guidance, training and advice to the design and process to establish PPP and HUB projects ensuring professional design teams, project managers etc employed to deliver projects work to appropriate and necessary standards.

9. **Regional / National Working**

Represent NHS Fife in Fife-wide, Regional and National Forums to shape and progress strategic policy and collaborative working, challenging and correcting inefficiency, identifying and exploiting good practice.

7. ASSIGNMENT AND REVIEW OF WORK

This post is accountable to the NHS Fife Board Chief Executive.

The postholder works within established national and local parameters including the identification and implementation of innovative solutions requiring analytical interpretation and a significant degree of evaluative judgement establishing new procedures and guidance for the NHS.

The postholder is expected to take decisions on a range of differing issues and to give training, advice and support to others on a wide range of issues on a daily basis without reference to others.

The postholder is required to exercise judgement and will determine the most effective way to fulfil their remit within professional and statutory limits and is accountable for decisions taken but can refer to others for specialist advice and support if required.

The post holder's performance is assessed annually by the NHS Fife Chief Executive through a system of performance management with a formal 6 monthly review.

8. COMMUNICATIONS AND WORKING RELATIONSHIPS

Key relationships will be with the NHS Fife Chief Executive and other members of the SMT, Non-Executive Directors, Clinical Directors, Local Health Care Co-operatives, senior clinicians and managers within NHS Fife, senior staff within Fife Council and other Public Service partners, Scottish Government Health and Social Care Directorate and NHS Scotland in general and at all levels.

Influencing, negotiating and persuasive skills are essential to the postholder who must establish a take the professional lead in support services with a high degree of integrity and credibility to ensure the strategic development of operational services and for the leadership, professional standards and discipline of a significant section of NHS Fife's diversely skilled workforce.

9. MOST CHALLENGING PART OF YOUR JOB

Working in a stressful environment with many highly complex, competing priorities in local regional and national arenas, balancing and meeting the demands of the managed elements of the Board's structure, ensuring professional standards and operational efficiency, delivering and contributing to the service and strategic corporate development of NHS Fife.

10. QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST BY THE EMPLOYING AUTHORITY

Academic Qualification

- A Graduate at Masters level and/or high level Honours Graduate or equivalent plus commensurate professional experience.

Professional Qualification

- A Chartered Fellow/Member of an appropriate accredited Professional Institution(s).

Professional Experience

- significant experience at senior managerial level, preferably in NHS.
- Evidence of success in management within a large complex organisation.
- Excellent leadership and person management skills.
- A track record of delivering a range of significant Capital Projects via differing procurement models.
- Working routinely in Partnership implementing organisational change and challenging initiatives.
- Financial management skills to enable probity and best value with honesty and integrity.
- Employing innovative thinking to resolve complex personnel and technical issues in a life sustaining, regulated clinical environment.
- Strategic analysis of issues considering essential need, risk profile and legislative context.
- Professional planning and project management credentials.
- An ability to understand and deliver elements of the corporate agenda employing senior level negotiation and influencing skills.
- Research skills driving innovative improvement in service delivery
- Enjoying the confidence of peers and professional colleagues.

PERSON SPECIFICATION

Post Title/Grade: Director of Estates, Facilities & Capital Services

CRITERIA	ESSENTIAL	DESIRABLE	MEASURE
Experience	<ul style="list-style-type: none"> • Significant experience at Board/Senior managerial level with the NHS or a healthcare related organisation. • Professional knowledge and experience in at least one of the 2 key areas of Estates and Facilities. • A track record of delivering a range of significant Capital Projects via differing procurement models • Policy Development. 		Application form and interview.
Qualifications / Training	<ul style="list-style-type: none"> • A Graduate at Masters level and/ or high level Honours Graduate or equivalent plus commensurate professional experience. • Educated to a Masters or equivalent level. 		Application form.
Knowledge	<ul style="list-style-type: none"> • Relevant regulatory requirements. • Developments within nursing. • National policy. • Understanding of change management. 		Interview.
Skills	<ul style="list-style-type: none"> • Proven track record of sound and effective leadership. • Evidence of delivering successful outcomes by working collaboratively or in partnership across organisational boundaries. • Financial management skills to enable probity and best value with honesty and integrity. 	Proven track record of creative solutions in bringing about organisational change	Interview

CRITERIA	ESSENTIAL	DESIRABLE	MEASURE
	<ul style="list-style-type: none"> • Excellent communication and influencing skills. • Excellent analytical skills. • Strong presentation skills. • Ability to express views coherently and convincingly. 		
Aptitude	<ul style="list-style-type: none"> • High intellectual ability with experience of developing and communicating “strategic” thinking. • Drive to deliver quality and patient centred care by the successful engagement and leadership of others. • Demonstrates appropriate behaviours and a values based approach to leadership. • Able to assess the political context/ environment and adapt an appropriate approach. 		Interview.
Other e.g. Team Player, be able to travel	<ul style="list-style-type: none"> • Ability to think corporately and act as a team player. • Ability to travel throughout Fife and Scotland. 		Interview.

APRIL 2015

Application Form

Candidate identification number (office use only): _____

Please complete with black ink and block capitals. This form will be kept in confidence when completed and returned to us.

Part A

Application for (job title): Location:	Job reference number:
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Fair treatment statement

No applicant shall be unfairly discriminated against on account of their age, cultural/religious/political belief, disability, ethnicity, gender, race, relationship status, sexual orientation, and/or Trade Union membership/stewardship.

Only 'Part C' of your application will be made available to short-listing panels.

Personal details

Surname: _____	Forename : _____
Name known by (if different) _____	Title : _____
Address : _____ _____	Contact telephone numbers(s): Day: _____ Evening: _____
Postcode : _____	Mobile: _____
E-mail address: _____	

Work permit

Do you need a work permit to take up this post? Yes No

Working in the UK

Are you eligible to work in the UK? Yes No

Date application received (office use only)

Part B

Candidate identification number (office use only):

Job reference number:

Declarations

Convictions

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 or person specification, 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. This information will be verified by Disclosure Scotland.

I declare that I have: (a) No previous convictions (sign at the bottom of page)

(b) Previous convictions – details of which are:

.....

.....

.....

(Please read the following points and sign below once you have completed the form)

I have completed Parts A to D of this application form and the details I have supplied are, to the best of my knowledge, true and complete;

I understand that if appointed to this post the information on this form will be kept as part of my personal file record;

I authorise you to obtain references to support this application if I am identified as a preferred candidate;

I understand that details of educational qualifications, membership of professional bodies and referee reports will be verified through the establishments and individuals I have indicated;

I consent to my details being kept confidentially and used for specific and lawful purposes as specified in the Data Protection Act 1998;

I declare that I have no previous convictions, or have identified any I have above.

Signature

Date:

:

Part C

Candidate identification number (office use only):

Job reference number:

Application for (job title):
 Location:

Qualifications achieved

Subject	Type of Qualification, for example Standard grade, Higher, BSc, S/NVQ	Grade achieved

Qualifications currently studying or working towards

Subject	Type of Qualification, Standard grade, Higher, S/NVQ, BSc	Grade anticipated	Dates anticipated

Membership of professional regulatory bodies

Full name of organisation(s)	Registration number	Renewal date

Part C

Candidate identification number (office use only):

Job reference number:

Referees

Your referees will include your present (or most recent) employer. Please identify below the person in your organisation (for current NHS Scotland employees this is your direct line manager) who is authorised to confirm your employment and the details given in your application. Please identify a second referee who may have knowledge of your skills, knowledge and abilities and who may offer opinion on your suitability for this post. You should not use family members or friends. Our pre-employment screening also includes, (only where appropriate), health and fitness for work, criminal records, qualifications and professional registration. Note that references will only be taken up for preferred candidates following interview.

Name:

Name:

Designation:

Designation:

Address:

Address:

Post code:

Post code:

Telephone:

Telephone:

E-Mail:

E-Mail:

Disability

The Disability Discrimination Act 1995 and Amended Regulations 2005 defines disability as follows: “any physical or mental impairment which has a substantial adverse effect on a person’s ability to carry out normal day to day activities”. NHS Scotland is “Positive about disabled people”, and as such we provide job opportunities for disabled people. NHS Scotland operates a Job Interview Guarantee (JIG), which means that if you have a have a disability, and meet the minimum criteria outlined within the person specification, you will be guaranteed an interview,

If this applies to you, please tick this box

Please specify any particular requirements you need if attending for interview (e.g. Induction Loop, Wheelchair Access, Signer)

.....

Driving Licence (See job description – only complete if driving essential for post)

Do you have a driving licence? Yes No

Part C

Candidate identification number (office use only):

Job reference number:

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. If necessary please continue on blank paper and attach securely to this section. Do not write your name or address on any separate sheets, we will add an identification number when it arrives in our office.

Where did you see the advertisement for this post?

- Newspaper (which one?).....
- Professional journal (which one?)
- Internal vacancy bulletin
- SHOW (Scotland's Health On The Web)
- Job Centre Plus
- Other (please specify).....

Part D

Candidate identification number (office use only):

Job reference number:

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. 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 (Part D), is confidential and is not used in the selection process. It will be separated from the rest of the form when we receive it.

1) You are:

Female Male

2) Have you undergone, are you undergoing or do you intend to undergo gender reassignment? For example, this includes having changed your sex (gender).

No Yes Prefer not to say

3) What is your age? I am ___ years old and my date of birth is: ___ / ___ / _____

4) Do you have a physical or mental health condition or disability that has a substantial effect on your ability to carry out day to day activities? has lasted or expected to last 12 months or more?

No Yes Prefer not to say

If Yes, please describe here the nature of the disability and any special arrangements for interview / work location:

(Continued on next page)

RECRUITMENT PROCESS AND INDICATIVE TIMETABLE

Process

Assessment of application form to determine experience and approach match the needs of this position as described in the Job Description and Person Specification

Timetable

CLOSING DATE FOR APPLICATIONS	Friday 31 st July
SHORT LISTING	w/c 3 rd August 2015
INTERVIEW	Friday 14 th August 2015