



Assistant Chief Officer - Human Resources

Glasgow City Health and Social Care Partnership

Advert Reference: GLA08450

Closing Date: Midnight, Sunday 24th April 2022



Dear Candidate,

Within Glasgow City, Glasgow City Council and NHS Greater Glasgow and Clyde have integrated the planning and delivery of all community health and social care services for children, adults and older people, along with homelessness and criminal justice services. This work is directed by the Glasgow City Integration Joint Board, with the Council and Health Board delivering services under the banner of the Glasgow City Health and Social Care Partnership established in April 2016.

We are looking to appoint a candidate who will actively contribute to the strategic direction of the Glasgow City HSCP and will provide expert professional advice to the Chief Officer and the Integrated Joint Board to support the delivery of a range of high quality, economic, safe, efficient and person-centred services in compliance with national and local targets.

We would like to thank you for your interest in Glasgow City Health and Social Care Partnership. We hope the candidate information pack and supporting documents will help you decide whether you are the right person to meet the key challenges for this unique opportunity. This is an integrated position as part of the Glasgow City Health and Social Care Partnership.

This role offers the successful candidate a rewarding career opportunity to lead an already strong team and work closely in partnership with clinical and non clinical staff who deliver high quality health and social care services that meet the needs of the diverse communities we serve across Glasgow City.

Candidates should note that the recruitment process will include for shortlisted candidates a pre-interview assessment stage prior to formal interview.

The following is included in this candidate information pack to help you with your application:

- Recruitment Advertisement
- Job Descriptions and Person Specification
- Summary of NHS Greater Glasgow and Clyde and Glasgow City Council Leadership Competencies
- Terms and Conditions of Appointment
- Recruitment Process and Timetable
- How to Apply
- Additional Information

If you have a disability or long-term health problem, we are committed to offering reasonable adjustments throughout the recruitment process and employment. If you require further information or support, please contact HSPC Human Resources team who are coordinating the recruitment process. We very much look forward to receiving your application.

OFFICIAL

Post: Assistant Chief Officer – Human Resources

Salary: NHS Agenda for Change Band 8D: £88,385 - £92,424 per annum
Glasgow City Council (HSPC) – Grade LDR3B: £87,019 - £98,889

Hours: NHS Greater Glasgow and Clyde – 37.5 hours
Glasgow City Council (HSPC) – 35 hours

Tenure: Permanent

Location: Glasgow City HSCP Headquarters, Commonwealth House,
Albion Street, Glasgow

Delivery of effective and lasting transformation of health and social care services is central to the vision of Glasgow City Health and Social Care Partnership (Glasgow City HSCP). Transformation is not just changing how services are structured. Transformation is about making significant changes to how services are planned and delivered in partnership with people who use them and above all demonstrate a clear commitment to the Glasgow City HSCP's values.

At its heart, Integration is about ensuring that those who use health and social care services get the right care and support whatever their needs, at the right time and in the right setting at any point in their care journey.

Glasgow City HSCP comprises of around 12,000 Social Work (Glasgow City Council) and Health (NHS Greater Glasgow and Clyde) staff and is now looking to appoint to the HSCP's Executive Team and Senior Management Team an exceptional and dynamic Assistant Chief Officer - Human Resources.

This pivotal role reports directly to the Chief Officer – Finance and Resources and as the most senior professional advisor in the relation to all Human Resources matters will lead on all corporate workforce matters in relation to Human Resources, Workforce Planning, Learning and Education, Service Redesign and Reform and Health and Safety.

With a professional and performance management link to the Director of Human Resources for NHS Greater Glasgow and Clyde and Head of Human Resources for Corporate Services for Glasgow City Council you will work closely with them to ensure the implementation of staff governance standards and people management performance within Glasgow City HSCP. At the same time, you will support on transformation change programmes which ensure the continued development of a competent, confident and valued workforce.

This role demands a significant track record of success working at a senior management level in a Human Resources leadership role in an organisation of similar scale and complexity, whether within NHS or Local Government, the wider public and private sectors.

Candidates for this role must be able to demonstrate extensive knowledge and expertise in Human Resources management, strategy and policy development including service

OFFICIAL

OFFICIAL

improvement and sustainability, financial and capacity planning along with a proven record of implementation of organisation redesign and change. A Masters level qualification or equivalent and Chartered Membership of the CIPD is essential.

A proven ability to engage effectively with a broad range of clinical and non clinical stakeholders, including trade unions, will be essential; as will a demonstrable track record of developing creative strategies that deliver progressive organisational change and new ways of working. A strategic thinker, with a high degree of integrity and excellent judgement, you will also have strong negotiation skills and an ability to operate and influence in an often politically sensitive environment.

If you believe you can meet the challenges that this high profile role brings then we would welcome your application.

If you would like to find out more about the post before applying, you can contact:-

Sharon Wearing, Chief Officer - Finance and Resources, Glasgow City Health and Social Care Partnership, on 0141 287 8838 or email: sharon.wearing@glasgow.gov.uk

Christina Heuston, ACO - HR, Glasgow City Health and Social Care Partnership, on 0782 592 6734 email: Christina.heuston@glasgow.gov.uk

or

Anne MacPherson, Director of Human Resources and Organisational Development, NHS Greater Glasgow and Clyde on 0141 201 4903 or email: anne.macpherson@ggc.scot.nhs.uk

Please apply for this post through our online provider MyJobScotland - <https://www.myjobscotland.gov.uk/> Advert reference number – GLA08450

Glasgow City Council (HSCP) Human Resources team along with the Recruiting Manager will coordinate all candidate communications at each stage of the recruitment and selection process.

Closing Date for applications is midnight, Sunday 24th April 2022.

There will be an assessment stage, followed by an interview which will take place on Tuesday 17th May 2022.

Find out more about Glasgow City Health and Social Care Partnership at www.glasgowcity.hscp.scot

OFFICIAL

OFFICIAL



Job Description

JOB DETAILS	
Job Title:	Assistant Chief Officer – Human Resources NHS Agenda for Change Band 8D: £88,385 - £92,424 per annum Glasgow City Council Grade LDR3B: £87,019 - £98,889 per annum
Accountable to:	Chief Officer – Finance and Resources.
Directorate/Department:	Resources Leadership Team, Glasgow City HSCP
Location:	Glasgow City HSCP

JOB PURPOSE

Responsible for the strategic and operational management for the Human Resources function in Glasgow City HSCP.

Responsible for developing and implementing the HR strategic plan, workforce change initiatives and programmes and contributing to the achievement of Glasgow City HSCP objectives.

The post provides professional leadership to the HR function in Glasgow City in the provision of H R services across Glasgow City HSCP.

The post-holder will provide leadership and direction to support the delivery of the highest quality person-centred care in line with local and national objectives.

The post holder will be responsible for ensuring an overview and consistent application of both Council and NHS policy and procedures in relation to Human Resources, Workforce Planning, Learning and Education, Service redesign and reform and Health and Safety

The post-holder will also have a professional and performance management link to the Director of Human Resources and Organisational Development for the delivery of the NHS Staff Governance Standard across the HSCP.

This post reports directly to the Chief Officer –Finance and Resources and is a key member of the HSCP Executive Team and Senior Management Team. The role will have a professional and performance management link to the Director of Human Resources for NHS Greater Glasgow and Clyde and the Head of Human Resources for Corporate Services for Glasgow City Council for the delivery of staff governance and people management performance at an HSCP level.

Central to the role is the requirement to provide expert HR advice, guidance and support to the Chief Officer and other members of the Senior Management Team on any corporate workforce matters across the HSCP, ensuring that performance management and governance plans are developed to respond to HSCP and employing body requirements.

OFFICIAL

OFFICIAL

JOB PURPOSE contd../

Working with the Integrated Joint Board, Chief Officer and the leads for the Health and Social Care Partnership, the post holder will provide leadership and drive across all aspects of Human Resources for the HSCP. This will impact on all strategic change initiatives and will ensure the alignment of the HSCP strategies and policies to support the organisational change and service reform agenda of the HSCP and its partners.

In particular the role will

- Act as a strategic change agent supporting the forward planning, modernization, engagement and performance of the workforce; anticipating, shaping and implementing H R strategy for the HSCP
- Promote and encourage an organizational culture that supports effective behaviours and ways of working that demonstrate a clear commitment to the HSCP values
- Create a healthy, safe and dynamic working environment for staff in which their well-being is promoted and individuals are supported and motivated to provide the highest quality of care.
- Develop and implement the HSCP workforce plan
- Develop and maintain a culture of effective partnership working, trade union liaison and employee relations with staff and their representatives at all levels.
- Ensure organisational compliance with registration requirements issued by the Scottish Health Services Council

The post holder will engage with and work closely with the wider NHSGGC and GCC HR family to ensure ownership and commitment to the strategic direction of the service.

ROLE OF THE DEPARTMENT

This post leads the HR function for Glasgow City HSCP, working across organisational boundaries and is responsible for providing a comprehensive HR service, ensuring consistent application of NHS Greater Glasgow & Clyde and Glasgow City Council policies and procedures.

The H R team will provide a range of services to deliver a workforce that is fit for purpose, skilled, engaged and in the right place at the right time to deliver high quality care and services.

The service acts as an enabling function providing all leaders with the necessary human resources support and expertise ensuring H R processes are effective and efficient to improve delivery of services. Working in partnership and liaison with staff representatives and trade unions to deliver the principles and practices of the required operational and policy governance standards within the HSCP

DIMENSIONS

Holds the budget for the HR function totalling: £ 4,722,206

There are a number of distinct budgets for the services listed below.

Line Manager for the following services totalling: WTE, Headcount of 98

- HR Team - £1,689,647 32.11 WTE
- Learning & Development - £2,771,929 WTE 58
- Health & Safety - £260,630 WTE 8

Responsible for project implementation plans. Responsible for providing operational performance reports to IJB, SMT and other governance groups as required.

OFFICIAL

OFFICIAL

KEY RESULT AREAS

The post holder will make a significant contribution towards developing the future direction of the HR/OD service for the HSCP. In particular the post holder will operate under the following key themes:

Strategic

As a member of the HSCP Management Team, contribute towards the development and implementation of strategy and policy, managing the workforce and organisational cultural implications flowing from national and local plans for the delivery of health and social care to the population of Glasgow City.

Responsible for the implementation of HR policies and procedures across Glasgow City HSCP.

Regular requirement to carry out HR policy research, employment law case studies to inform the development of policy and procedure.

Responsible for developing and implementing the HR strategic plan, workforce change initiatives and programmes and contributing to the achievement of Glasgow City HSCP objectives.

Responsible for ensuring the application of HR best practice, influencing leaders and managers to ensure the effective management of staff through the fair and consistent application of the Staff Governance Standard; NHSGGC/Local Authority policies, PIN Policies and terms and conditions of service across the wide range of staff groups employed in the HSCP.

Ensure the provision of consistent H R support and advice and ensure provision as required from the Shared Service Centre within Health and Corporate Services within the Council, driving forward high levels of H R support in the HSCP.

Workforce Culture and Values

Responsible for the development and implementation of the organisational culture programme that embeds effective ways of working and positive behaviours that demonstrate a clear commitment to the HSCP vision and values.

Be a role model for organisational values, showing leadership and a behavioural approach which will promote the principles of dignity and respect for all patients and service users.

Provide leadership to all colleagues within the wider HR team to continually strive for service improvement standards and helping both individuals and the organisation through significant periods of change.

Work with a professional team of managers within the HSCP, empowering and encouraging innovation and creativity within their teams. Provide support to the wider HR community in achieving cultural change, ensuring teams are fully engaged, motivated, valued and empowered.

Support the development of a learning culture within services, to ensure all staff have the skills and competence to carry out their roles effectively

Performance and Service Delivery

Develop and improve the performance of the workforce, ensuring the provision of accurate workforce data to identify areas where quality and efficiency can be enhanced, working with the management team to interpret and analyse often highly complex, contentious or sensitive data.

OFFICIAL

OFFICIAL

KEY RESULT AREAS contd../

Responsible for the implementation and maintenance of operational policies and procedures for a range of HR systems and service developments

As a key member of the SMT, the post holder will lead the workforce modernisation programmes to support service reform. This will include identification of new ways of working, role redesign and improved performance measurement systems.

Responsible for leading teams through change, consulting and engaging with all employees to maximise their contribution to service change and innovation, and ensuring barriers and resistance to change are overcome.

Responsible for periodic audits of HR record keeping systems, personal files, reporting arrangements to ensure compliance with NHSGGC and GCC policies and procedures.

Human Resources

As a member of the HR Senior Management Team, contribute to the development, planning and implementation of the HR Strategy, supporting the Director and Head of Human Resources to determine the long term strategic direction of the Service.

Ensure appropriate operational standards are identified, developed and delivered across all areas of the HR function in a manner that is both consistent and in line with good practice and employment legislation requirements.

Workforce Planning and Resourcing

Responsible for the development of the strategic workforce plan for Glasgow City HSCP, ensuring effective liaison with both employing organisations to develop and implement the plan, taking into account legislation, national and local policy drivers and linking with third and voluntary sector organisations.

Provide specialist advice on the workforce impact and implications of short to long term services changes (1 – 5 years) to meet present and future service challenges e.g. succession planning arrangements, strategies to increase/ decrease turnover and service redesign

Workforce Performance

Responsible for the development and implementation of the HSCP development and learning plan. The purpose of this is to develop and improve the performance of the workforce, ensuring the provision of accurate workforce data to identify where quality and efficiency can be enhanced and work with managers to interpret and analyse often highly complex, contentious or sensitive data.

Continue to develop consistent performance indicators for the H R service across both Health and Social Care to ensure monitoring of performance and production of reports for the SMT as required

Contribute to the development and implementation of workforce systems for both health and social care to ensure that systems are effective and used appropriately.

Staff Engagement, Partnership Working and Liaison arrangements

Responsible for the development and implementation of an employee relations strategy to enable a positive climate that sustains an effective partnership approach and liaison arrangements, both within the HSCP and also at a Strategic level to maintain good working relationships with representatives of trade unions and professional organisations

OFFICIAL

OFFICIAL

KEY RESULT AREAS contd../

H R Policy development and Projects

Implement and contribute towards national and local H R policies and strategies, ensuring consistent application of both Glasgow City Council and NHS Greater Glasgow and Clyde organisational requirements

H R Management Capability

Ensure H R best practice is in place and influence leaders and managers within the HSCP to ensure effective and consistent management of staff through fair and consistent application of policy, Employment legislation and case law advising managers and raising awareness of the associated organisational benefits.

SYSTEMS AND EQUIPMENT

The post holder will have keyboard skills and ability to use a range of IT equipment and will use a range of information and operating systems:

- Microsoft Office
- Workforce systems – H R Portal/ eESS/ SSTS, etc.
- Performance Management systems
- Internet/ Intranet
- H & S recording systems

The post holder will be responsible for effective H R record-keeping within the HSCP

DECISIONS AND JUDGEMENTS

The post holder reports directly to the Chief Officer for Finance and Resources and is the most senior professional lead and advisor in relation to all HR matters within the HSCP

Objectives are agreed annually with the Chief Officer taking account of key objectives from the HSCP. Performance is subject to informal and formal appraisal but within a broad remit

The post holder is expected to fulfil this role autonomously and is responsible for planning the delivery of objectives and targets that require a high level of initiative and drive. The post holder is expected to analyse and advise on highly complex employment situations, including scenarios where no precedents exist and decisions must be taken on the way forward.

COMMUNICATIONS AND WORKING RELATIONSHIPS

As well as communicating with the Director and senior colleagues within the HR function across NHS Greater Glasgow and Clyde and Glasgow City Council, the post holder is expected to communicate with a wide range of internal and external stakeholders, recognising that they are representing the organisation and reflecting its culture and values.

The post holder is expected to have excellent communication skills, particularly in influencing and negotiating. He/she must be able to express a view convincingly and coherently, verbally and in writing.

The post holder will be required to represent Glasgow City HSCP across a number of external Boards and agencies, ensuring that the interests of the HSCP are expressed and achieved and that Glasgow City HSCP is seen as a significant contributor and stakeholder.

OFFICIAL

OFFICIAL

COMMUNICATIONS AND WORKING RELATIONSHIPS contd..!

A major part of this role will involve implementing large scale organisational change projects. The post holder will be the lead for communicating this change dealing with staff directly affected, staff side organisations, Directors and Heads of Service as well as other stakeholders. There may be contentious information that requires to be communicated and this may meet opposition. The post holder will need to use the highest level of communication skills when delivering key messages in an emotive atmosphere.

The post holder should be able to give inspirational and visionary leadership internally to the HR function, and externally, promoting and developing an organisational culture that embeds effective ways of working and positive behaviours. Key working relationships will include:

Internal

- Senior Officers of the HSCP, including Executive & Non-Executive Directors
- Senior Members of HSCP Management Teams
- Managers and Clinical Leaders
- Clinical and non-clinical staff
- Director of HR & OD, Senior HR colleagues
- Local TU/professional organisation representatives

External

- Senior Officers in partner organisations (eg. local authorities, HEIs)
- Senior Officers in Scottish Government and other NHS Boards
- Regional Officers of trade unions/professional organisations
- Central Legal Office
- MPs/MSPs
- Members of the public

MOST CHALLENGING PART OF THE JOB

The remit and role requires constant assessment and re-assessment of priorities while managing a wide range of activities that present considerable demands on time management, problem solving and decision making skills.

Continuity of service must be maintained while managing significant service change programmes. This will require highly developed communication skills, motivation and encouragement to ensure staff feel supported and engaged in the change process.

Continuing the transformation of integrated H R services across a range of devolved service units will be a considerable challenge within the HSCP structures requiring careful application of a range of change management methodologies and negotiations with service managers to embed arrangements. This is within the context of increasing financial pressure and rising public and service user expectation

Building the cooperation of Lead Stakeholders of key services in assessing the impact and ensuring services are ready for changes to ways of working.

EFFORT AND ENVIRONMENT

The role is office based, requiring regular travel across NHSGGC and HSCP sites, frequently driving on most days to attend meetings.

The post requires advanced keyboard skills to provide e.g. detailed reports, analysis of workforce information and projections, data analysis, project plans, staff communications and policy drafts.

OFFICIAL

OFFICIAL

EFFORT AND ENVIRONMENT contd../

The role is required to perform analysis of a range of data, policy information, resolve problems that require to be investigated and deal with interruptions that demand an immediate response.

Operational and people management issues will form the majority of these problems in this role. The post frequently deals with discipline, grievance, attendance management, redeployment issues, capability and other issues across a range of staff groups. This requires regularly dealing directly with e.g. informing employees of disciplinary outcomes, grievance outcomes, dismissals, employment tribunals and similar.

There is an occasional requirement for intense concentration when e.g. chairing meetings, leading disciplinary hearing, appeals, negotiations, service change project groups etc.

The post holder travels across HSCP sites and other locations using cars and public transport on a frequent basis. There is also a requirement to travel to e.g. Edinburgh and other areas outside Glasgow City HSCP.

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

- Educated to masters level or can demonstrate an equivalent level of knowledge gained through experience in a relevant field with Chartered Membership or Fellowship of CIPD.
- Can demonstrate experience in writing strategic plans, budget planning and management, performance management, setting objectives, people management and service improvement. Typically, this may have been gained in a senior management role in the NHS or another complex multi-professional public or private sector organisation.
- Ability to demonstrate integrity and effective leadership and management skills, plus a proven track record of achievement in strategy and policy development and implementation.
- Ability to provide effective credible communication in an exposed environment and an ability to operate effectively under pressure.
- Evidence of developing and implementing HR strategies and championing change.
- The post holder is the lead/expert within the HR function on matters relating to service delivery for core HR advice and support using a shared services model. The post holder has to demonstrate extensive knowledge and expertise across a number of subject areas including human resources management, service sustainability including financial and capacity planning and HR service improvement.
- Requires highly developed skills and experience with a track record of successfully engaging at a strategic level with Partnership colleagues to deliver results
- Can demonstrate a proven track record of dealing with highly complex employee relations matters, working within a unionized environment in a large public sector organization or similar.
- Ability to develop and maintain effective, positive relationships with key partnership organisations and other Health Boards, structures and functions
- Ability to provide effective and credible communication in a challenging environment and to operate effectively under pressure.
- Accomplished and experienced manager who can demonstrate their experience and knowledge in the management of clinical and organisational changes facing a large organisation.
- A proven record of implementation of organisational redesign and change, including substantial experience of people, financial and resource management, including performance management

OFFICIAL

OFFICIAL

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

- Effective communication skills with the commitment to lead, motivate, inspire and challenge to improve performance public services

OFFICIAL

OFFICIAL



Person Specification

Post: Assistant Chief Officer – Human Resources

Qualifications/Professional Membership

Essential	<ul style="list-style-type: none">• Degree in appropriate discipline• A minimum of Chartered membership of CIPD• Masters level degree in Human Resources or can demonstrate an equivalent level of knowledge gained through experience in a relevant field with Chartered Membership or Fellowship of CIPD
Desirable	<ul style="list-style-type: none">• Fellowship of CIPD• Project management qualification/ training

Skills and Experience

Essential	<ul style="list-style-type: none">• Extensive management experience in a senior post within H R in the NHS/Local Government or wider public sector or another complex multi-professional public sector organization.• Ability to demonstrate integrity and effective leadership and management skills, plus a proven track record of achievement in strategy and policy development and implementation.• Can demonstrate a proven track record of dealing with highly complex employee relations matters, working within a unionized environment in a large public sector organization or similar.• Experience of managing staff and financial resources with an appreciation of aspects in relation to value for money, probity and accountability.• Extensive experience in managing and delivering successful projects• Excellent change management skills evidenced through success• Evidence of being a completer/ finisher in leading high level projects involving a range of stakeholders internal and external• Ability to develop high performing teams and deliver services within agreed timescales• Demonstrable experience of influencing large scale workforce change/ efficiency programmes including evidence of effective partnership working• Proven track record of outcome based objectives where performance management is the critical success factor• A creative and innovative thinker leading to good practice or new processes being implemented• Evidence at operating at a strategic level within a senior management team, contributing to the wider teams success• An ability to motivate and lead a multi-disciplinary team• Evidence of the ability to interpret complicated data sets and extract key themes and trends• The ability to influence both strategic and operational direction within and outwith the organisation• Experience in working in partnership with staff side organisations where
------------------	---

OFFICIAL

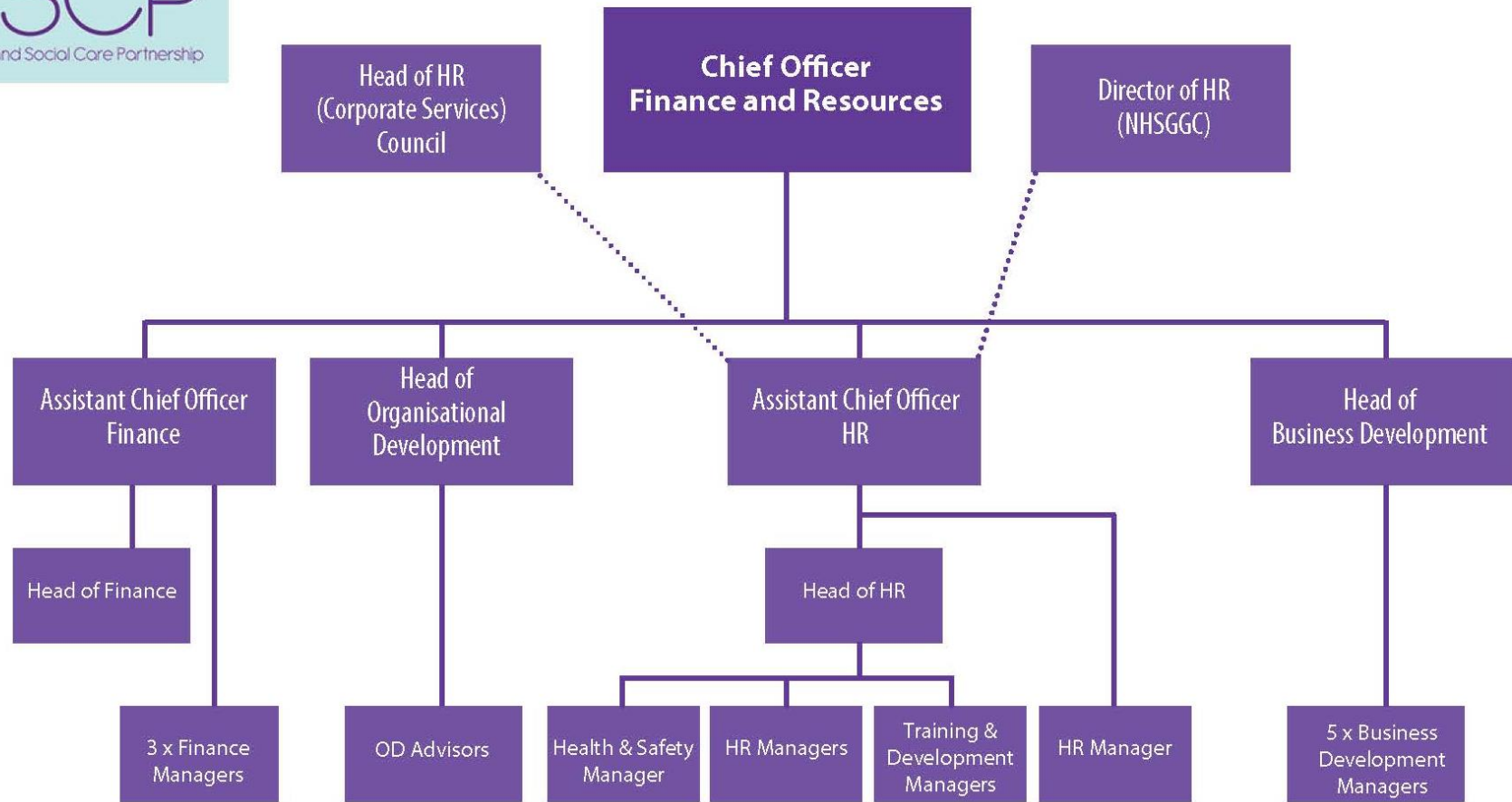
OFFICIAL

	the outcome may be challenging
Desirable	<ul style="list-style-type: none">• Experience of integrated working between Health and Social Care• Experience in an organisation possessing a strong customer focus and performance based culture.• Experience of developing effective and productive links with external stakeholders and working successfully in a political environment.

Other skills and aptitude

Essential	<ul style="list-style-type: none">• Be resilient through concurrent organisational change• Be able to operate effectively under pressure and to support colleagues experiencing same• Ability to work within a diverse and range of organizational cultures.• Evidence of working with high levels of confidentiality.• Must be able to build, maintain and develop positive relationships with key partners• Be a positive role model in both internal and external relationships• Strong decision making skills with the ability to make decisions and recommendations based on analysis of options• Comfortable working with competing demands.• Flexible and adaptable work approach.• Proactive, enthusiastic and well motivated.
Desirable	<ul style="list-style-type: none">• Ability to use H R information systems to extract and report on workforce data.

OFFICIAL



OFFICIAL



**NHS GREATER GLASGOW AND CLYDE AND GLASGOW CITY COUNCIL
LEADERSHIP COMPETENCIES**

The following section outlines the Leadership Competencies aligned to NHS Greater Glasgow and Clyde and Glasgow City Council and these will be used to evaluate candidates at each stage of the selection process for this post.

[Glasgow City Council Leadership Competency Framework](#)

[NHSGGC Summary of Core Leadership Competencies](#)

OFFICIAL

OFFICIAL



**ASSISTANT CHIEF OFFICER –
HUMAN RESOURCES**

**GLASGOW CITY HEALTH AND SOCIAL CARE
PARTNERSHIP
SUMMARY TERMS AND CONDITIONS**

The following two sections outlines the terms and conditions applicable to both NHS Greater Glasgow and Clyde and Glasgow City Council. The offer process for the successful candidate will include a discussion on whether the candidate may opt to be employed under NHS Terms and Conditions or under Council Terms and Conditions depending on current/previous employment taking into account factors such as continuous service etc.

This post is a full time appointment. Confirmation of appointment will be subject to satisfactory completion of Pre Employment Checks which include: satisfactory references, occupational health check, evidence of qualifications and where relevant registration with recognised chartered professional body, eligibility to work in the UK and criminal records checks - Disclosure Scotland/membership of Disclosure Scotland's PVG Scheme (where appropriate to the post).

Section 1: NHS Greater Glasgow and Clyde - Summary of Terms and Conditions

The terms and conditions of service are those approved and amended from time to time by the National Agenda for Change Terms and Conditions Agreement

Job title	Assistant Chief Officer – Human Resources
Advert reference	GLA08450
Closing date	12 Midnight, Sunday 24th April 2022
Vacancy enquiries to	Sharon Wearing, Chief Officer - Finance and Resources, Glasgow City Health and Social Care Partnership, on 0141 287 8838 or email: sharon.wearing@glasgow.gov.uk or Anne MacPherson, Director of Human Resources and Organisational Development on 0141 201 4903 or email: anne.macpherson@ggc.scot.nhs.uk
Agenda for Change band:	Band 8D
Salary	£88,385 - £92,424 per annum (pro rata)
Hours	37.5 hours per week

OFFICIAL

OFFICIAL

Base	Glasgow City Health and Social Care Partnership Headquarters
Contract type	Permanent
Annual leave	The basic annual leave entitlement in a full year commencing 1st April to 31st March is 27 Days on appointment, rising to 29 days after five years and 33 days after 10 years. Leave entitlement is pro rata where applicable.
Superannuation	All employees are automatically enrolled in the Scottish Public Pensions Agency .
Healthcare Support Workers	<p>All NHS Scotland postholders that are not governed by a regulatory or professional body are considered to be healthcare support workers. On appointment, you will be expected to comply with the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers.</p> <p>Healthcare Support Workers are expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues. Whether in a clinical or non-clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team.</p>
Smokefree policy	NHS Greater Glasgow and Clyde operates a smokefree policy on all premises and grounds.
Equal Opportunities	NHS Greater Glasgow and Clyde is as an equal opportunities employer .

Section 2: Summary of Terms and Conditions of Appointment (Glasgow City Council)

This post is a full time appointment. Confirmation of appointment will be subject to satisfactory completion of Pre Employment Checks which include: satisfactory references, occupational health check, evidence of qualifications and where relevant registration with recognised chartered professional body, eligibility to work in the UK and criminal records checks - Disclosure Scotland/membership of Disclosure Scotland's PVG Scheme (where appropriate to the post).

The post is a Joint post as part of the Health and Social Care Partnership between Glasgow City Council and NHS Greater Glasgow and Clyde. Terms and Conditions of employment will be applied depending on which organisation the successful candidate will be employed by.

1. Salary

The grade and salary range for this post is as follows:

Grade LDR3B: £87,019 - £98,889 per annum.

OFFICIAL

OFFICIAL

Placing on the scale will be on entry point unless candidate is already on the grade and if so salary will be matched.

2. Hours of Duty

35 hours per week. Working days are Monday to Friday. There is no contractual right to additional pay or time off in lieu for additional hours. This will not affect individual rights under the Working Time Directive.

3. Pension Arrangements

The pension scheme is provided by **Strathclyde Pension Fund**. Current members would continue their service in the Fund.

4. Location

The post is based in the **Glasgow City Health and Social Care Partnership, Commonwealth House, Glasgow, G1 1LH**. You may require to travel outwith the office. Home to work expenses will be met by the postholder but all other travel expenses incurred as a result of your employment will be reimbursed by your employer.

5. Annual Leave/Public Holidays

Full-time employees, working five day working patterns, will be entitled to 25 days (or 175 hours) paid annual leave each year, rising to 28 days (or 196 hours) after the completion of 5 years' service. The leave year runs from 1 January to 31 December.

6. Other Terms and Conditions of Service

Full terms and conditions are set out on the **Glasgow City Council Connect** site <https://www.glasgow.gov.uk/>

OFFICIAL

OFFICIAL



ASSISTANT CHIEF OFFICER – HUMAN RESOURCES

RECRUITMENT PROCESS AND TIMETABLE

The HSCP's Social Work HR Team will, on behalf of Glasgow City Health and Social Care Partnership, coordinate candidate communications including application confirmation and the scheduling of each stage of the recruitment and selection activity.

Outlined below are key note timescales within this recruitment campaign. All candidate applications will be acknowledged and treated in the strictest of confidence.

Candidates should note that the recruitment process will include for shortlisted candidates a pre interview assessment stage prior to formal interview. This will include participation in a psychometric questionnaires. The results of this stage and subsequent stages of the recruitment process will be kept confidential and restricted to only those who have direct responsibility for the decision making in the recruitment to this post.

The formal interview will include a verbal presentation and a competency based interview.

The closing date for applications is **12 Midnight, Sunday 24th April 2022**

Recruitment Stage	Planned Date
Recruitment Advertising Campaign opens	Friday, 8th April 2022
Closing date for return of applications	Sunday, 24th April 2022 (12 midnight)
Shortlisted Candidates advised of outcome of application	By late April
Assessment stage	Between 5th and 16th May 2022
Formal Panel Interview	Tuesday, 17th May 2022

OFFICIAL

OFFICIAL



ADDITIONAL INFORMATION:-

Please visit:-

[Glasgow City Health and Social Care Partnership](#)

[Glasgow City Integration Joint Board's Strategic Plan for Health and Social Care 2019-22](#)

www.nhsqgc.org.uk

www.glasgow.gov.uk

OFFICIAL