Midlothian
Chief Officer, Integration Joint Board and Joint Director Health and Social Care Partnership

Recruitment Pack
Thank you for your interest in the post of Chief Officer, Midlothian Integration Joint Board and Joint Director of the Midlothian Health and Social Care Partnership

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1. Job Advert

Chief Officer
Integration Joint Board/ Joint Director
Health and Social Care Partnership

Salary circa £95,000  Ref: 002673

Midlothian Health and Social Care Partnership’s vision is that people will lead longer and healthier lives by getting the right advice, care, and support, in the right place, at the right time. Our priority is to deliver care and support options that help people maximise the outcomes that are important to them and will make the biggest difference in their lives.

In anticipation of the current post holder’s departure, Midlothian Integration Joint Board are seeking a talented leader to advance the future model of care that puts the person first in a shared decision-making partnership with health and care professionals.

Midlothian has made exceptional progress in delivering seamless health and social care to an increasingly ageing population and a growing number of people who live with multiple and complex conditions. The increase in demand for services calls for a shift to care models that are sustainable, fair for all, and provide better outcomes. Through a combination of innovation, imaginative use of services and funding, and focused collaboration between politicians, stakeholders, voluntary organisations, service users and the public these challenges are being addressed.

This is an exciting role for an exceptional individual with the vision to build on the existing foundation of innovation, partnership working and integrated service delivery. You will first and foremost be skilled at building and maintaining strategic relationships and in creating innovative solutions to complex issues. You will have a demonstrable track record of delivering high standards of care to patients and service users. An accomplished and credible leader, you will be able to inspire and motivate staff to work in new and collaborative ways to achieve transformational change in services.

The successful candidate will have significant leadership experience of transforming and improving services, a demonstrable track record of achieving joint goals, financial acumen and sound knowledge of the full scope of the health and social care environment.

This post is also advertised on: www.myjobsscotland.gov.uk

If you have the experience and enthusiasm for this role we would welcome your application. To arrange an informal discussion about the post please contact Mairi Simpson on 0131 270 8909 or email: mairi.simpson@nhslothian.scot.nhs.uk.

Further information and to apply online please visit: www.apply.jobs.scot.nhs.uk

Closing date for applications is close of business on 14 August 2019 with the interviews scheduled to take place on 29 August 2019 at Midlothian House, Dalkeith, EH22 1DN.
2. Job Description

1. JOB IDENTIFICATION

Job Title: Chief Officer, Integration Joint Board / Joint Director of Health and Social Care

Responsible to: Chief Executives – NHS Lothian and Midlothian Council and Chair, Integration Joint Board

2. JOB PURPOSE

As Midlothian Integration Joint Board (MIJB) Chief Officer lead the development and implementation of the IJB’s Strategic Plan with a clear focus on the delivery of improved outcomes for the local population with available resources as set out in the National Health and Wellbeing Outcomes Framework.

Build and maintain strategic relationships across the wider Community Planning Partnership which enables collaboration on planning and transformational change to address the health inequalities and ensure sustainability of service delivery.

The Joint Director provides overall strategic leadership and management of delegated functions within Midlothian Health and Social Care Partnership.

Lead and manage integrated governance, finance, workforce planning, performance management, and risk management systems.

Lead and manage non-delegated services including a portfolio of corporate functions within Midlothian Council as well as assigned Hosted Services in NHS Lothian, including strategic leadership for pan-Lothian service developments.

3. DIMENSIONS

Population: 90,000

Budget

Midlothian Integration Joint Board Budget 2017/18

The MIJB has a budget of £133m for the commissioning of services. The budget is made up of three components:

1. £105.9m which is the Health and Social Care Partnership to deliver services budgets that are operationally managed by the partnership.
2. £9.4m for services that are managed by other partnerships on behalf of Midlothian IJB through hosted service delivery arrangements.
3. The MIJB share of NHS Lothian set aside budget is £17.7m.

Postholder’s total budget responsibility is: £133m

There will also be a portfolio of corporate responsibilities within Midlothian Council.
Workforce
NHS Lothian Services 429 wte
Midlothian Council Services 768 wte

Services Managed:

Primary and Older Peoples Services
GMS/Primary Care Services
Ophthalmic Services
Dental services
Pharmacy services
District Nursing
Midlothian Community Hospital
Care Homes
Care at Home Services
Management MERRIT/Intermediate Care Services
Services
Day Care services
NHS Complex Care
NHS Dietetics
Service
Health Visiting and School Nursing

Adult Services
Substance Misuse Services
Mental Health Services
Criminal Justice Services
Learning Disability Services
Physical Disability Services
Sensory Impairment Services
Public Protection
Assessment and Care
NHS Physio and OT

Midlothian Council Corporate Portfolio (under review)

Pan-Lothian Responsibilities
Strategic Leadership NHS Lothian
Improving Cancer Journey (Macmillan)

4. ROLE OF DEPARTMENT

The Health and Social Care Partnership (HSCP) is responsible for planning and delivering Health and Social Care services in Midlothian, as set out in the Integration Scheme. It has the delegated authority and the service budgets to deliver integrated health and social care services to the population of Midlothian. It brings together those who plan, manage and deliver community and some hospital services in Midlothian.

The function of the HSCP is to:

- Create capacity to deliver services more innovatively and effectively for Midlothian involving staff and partnership with staff in NHS, Local Authority, Third Sector and Independent Provider Services.
- Shape services to meet local needs by directly influencing NHS Board and Midlothian Council planning, priority setting and resource allocation through securing effective public, patient and carer involvement.
Section 2 – Job Description

- Integrate health services within the community and between acute and community, and integrate NHS and Council services, underpinned by service redesign and clinical networks and by appropriate contractual and financial systems.
- Working in partnership with local communities, voluntary organisations and other stakeholders to promote preventative approaches and community capacity building.
- Work to improve health and tackle inequalities in health and promote policies that address poverty, deprivation and public protection.
- Deliver the NHS and Local Authority responsibilities to the population.

5. KEY RESULT AREAS

Strategy

- Lead the development and implementation of the Midlothian Strategic Plan to ensure the management, planning and commissioning of services meets the HSCP, Council and NHS Lothian objectives and the statutory requirements and national outcomes defined by the Scottish Government.
- Develop the community planning arrangements, including effective relationships between the HSCP and Community Planning, to deliver health and social care elements of the Local Outcome Improvement Plan.
- Ensure the Integration Joint Board, Council and NHS Board are fully aware of developments in the integration environment and have the information, professional advice and assistance necessary to make policy decisions.
- Lead collaboration at a strategic level by working with key stakeholders including politicians, health and social care professionals, users of services, carers, commercial and non commercial providers of health and social care services and by ensuring effective management team and committee arrangements, strong relationships with community and voluntary organisations, and strong relationships with elected members.
- Lead development of strategies which ensure that the Council and NHS meet policy and service targets, including developing workforce plans, capacity plans, joint plans and the delivery of the health inequalities agenda.
- Lead the development and Implementation of the Midlothian Community Safety and Justice Strategy.
- Ensure effective working relationships between the Community Safety and Justice Partnership and the wider Community Planning Partnership.

Managing Change

- Articulate a coherent vision, values and culture for the HSCP to provide direction which will enable teams to maximise the outcomes that are important to service users.
- Lead transformational change with key stakeholders to shift to care models that are sustainable, fair for all, and that put the person first in a shared decision-making partnership with health and care professionals.
• Promote and lead service modelling, workforce planning and organisational change which delivers seamlessly integrated services and effective transition between services for users which delivers seamlessly integrated services and effective transition between services for users.

Managing Services
• Lead service planning to ensure that each area of activity has a robust operational, performance and development plan incorporating relevant standards, performance measures and targets and that service delivery is monitored, measured and appropriately reported.
• Manage the delegated functions to the Partnership ensuring compliance with standards of corporate, clinical, financial and staff governance.
• Drive a continuous improvement approach to meet evolving health and social care needs and benchmark services to ensure they provide value for money.
• Develop and deliver innovative solutions to improve services and efficiency.
• 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 a robust performance management framework is in place to measure service delivery and that a continuous improvement approach to care and performance delivers the quality agenda and standards.
• Ensure that service operational plans are designed to deliver the strategic objectives of the HSCP, Council and NHS Board.
• Establish and implement a robust approach to risk management to ensure the HSCP has a proactive and co-ordinated approach to clinical, care and business risks including managing the effect of tensions in the risk environment.
• Lead the engagement with the health and care inspection and audit bodies and ensure there is systematic planning and implementation of any required and recommend improvement.

Managing Resources
• Lead and manage provision of sufficient resourcing for the overall service to meet the objectives in the Strategic Plan and within the resource constraints set by the Council and NHS Lothian.
• Ensure budgets are prepared, managed and monitored in accordance with the finance policies, Standing Orders, financial regulations and directions of the HSCP using appropriate and agreed systems and processes to ensure effective budgetary control.
• Ensure business support arrangements from the Council and NHS Board enable the Partnership to deliver its statutory responsibilities.
• Ensure the management of the Information Governance Assurance Framework is legally compliant and operates to secure required standards.
• 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 and equal opportunities legislation.
• 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 positive engagement with employees and promote collaborative working across both organisations to support the achievement of better outcomes for service users.
• Lead the development of distributive leadership amongst professionals, senior clinicians and managers with regard to accountability, responsibility, role and contribution.

Managing Relationships
• Provide visible leadership for the HSCP.
• Develop and maintain constructive relationships with a diverse range of stakeholders across Health, Council, Third Sector and other partner agencies, promoting effective engagement, public awareness and involvement.
• Maintain and strengthen a culture that is inclusive, supportive and high performing to ensure the services provided result in better outcomes for service users.
• Lead relationship building and networking which enables and enhances collaborative team working in the interests of integrating services.
• Maintain and strengthen effective working relationships in relation to the planning and management of hosted NHS services and an agreed portfolio of Council services.

6. ASSIGNMENT AND REVIEW OF WORK
• The role is largely self directing and the post holder is directly accountable to the Chair of the IJB for the strategic planning, transformation and resourcing of health and social care services.
• The post holder is accountable to the Chief Executives of NHS Lothian and Midlothian Council for operational performance and achievement of jointly agreed strategic objectives.
• The post holder works under broad direction within the parameters of Government priorities and policies for health and social care.
• The post holder has joint annual appraisal annually with both Chief Executives and scheduled performance review sessions.
7. MOST CHALLENGING PARTS OF THE JOB

- Using innovation effectively to provide better outcomes, fairly, for the ageing population and the increasing number of people with multiple and complex conditions.
- Creating effective collaboration between politicians, stakeholders, voluntary organisations, service users and the public in order to deliver services seamlessly across interfaces between Health, Social Care and Third Sector organisations, such that increasing demand for services is met within resources.
- Bringing substantial public / patient focus to locality and service planning in order to improve the health of the local population and to address health inequalities effectively.
- Leading teams through complex delivery agendas and competing and conflicting priorities in terms of resources and timescales, whilst gaining the co-operation and agreement of stakeholders to deliver both local priorities and corporate goals.

8. COMMUNICATIONS AND RELATIONSHIPS

The post holder will manage a network of complex communications, both formal and informal, to achieve objectives, ensuring that staff and stakeholders are informed and involved. There will be significant interaction with Council services in the HSCP and some parts of the Council that are not in the HSCP e.g. Education, Transport, Housing, with other HSCPs, with Acute Hospital and Tertiary Services, across the rest of the NHS Lothian, with the wider NHS in Scotland.

Internal Communications
Council Directors
Council Elected Members
Executive Directors of the NHS Board
Non Executive Directors of the NHS Board
Clinical Directors
Other Professional Leads
Senior Managers in Health and Council
Senior Corporate Managers in Health and Council
Trade Union / Professional Body and Partnership Representatives

External Communications
Health and Social Care Regulators
Other IJB Chief Officers
Service users and the public
Third Sector organisations
Scottish Government
National Clinical Interest Groups
National NHS Boards
3. Organisational Chart
4. Person Specification

QUALIFICATIONS AND TRAINING

• Masters level degree or equivalent qualification in an appropriate discipline.
• Management qualification or equivalent senior management skills (Desirable).
• Evidence of continuous professional and management development.

LEADERSHIP

• 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.
• Ability to communicate an inspiring vision and to empower staff.
• Experience of leading at senior management level in an organisation of comparable size and complexity within a relevant sector and of leading across sectors including local government, NHS and Third Sector.
• Evidence of the ability to provide clear, strong and motivational leadership to create a high performance culture and manage effective networks and partnerships.
• Role modelling a high standard of personal and professional integrity.

SETTING POLICY, STRATEGY

• The ability to create and drive a sustainable organisational strategy putting service users at the centre of shared decision making partnerships with health and care professionals.
• Experience of working in partnership with statutory partners and other key stakeholders in Community Planning Partnerships to address health inequalities and improve outcomes for local communities.
• Experience of implementing a range of strategies including a workforce strategy across a range of multi-disciplinary and interagency staff groups (Desirable).
• Understanding of the political context and ability to manage governance in a political environment (Desirable).

BUILDING CULTURE

• Demonstrates ethics, values and personal qualities consistent with the vision, culture and values of the Partnership.
• Evidence of leading and developing an inclusive culture where organisational values are integral to care delivery and service performance.
• Ability to challenge existing systems, practices and processes to ensure these are fit for purpose.
Section 4 – Person Specification

MANAGEMENT

- Experience of integrating services and of managing delivery of seamless transition between services for service users.
- 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.
- Ability to interpret and understand complex financial and budgetary information and experience at a senior level of managing financial resources including financial planning, monitoring and control.
- Experience of managing services to operate within the frameworks for performance standards, governance, and business resilience of Council and Health Board.

CHANGE AND TRANSFORMATION

- Ability to conceptualise the need for change and transformation and demonstration of a high level of knowledge of current thinking on the models of delivery of health and social care systems.
- Ability to manage change effectively within culturally diverse and politically sensitive environments and to implement models of care which are sustainable, fair for all and provide better outcomes.
- Lead the organisation effectively from current to future state.
- Ability to engage service users, carers and the public in management of local issues and to promote the benefits of community planning.
- Evidence of engaging General Practitioners in developing innovative solutions to challenges in health care delivery (Desirable).
- Experience of successfully leading transformational change in a complex organisation.
- Ability to optimize the distribution of leadership across roles to improve organisational performance (Desirable).
5. Midlothian – The Place

Less than ten miles south of Edinburgh city centre and with a population of around 90,000 people, Midlothian is an area of contrasts - steeped in history with its diverse historical buildings and picturesque mining villages, yet evolving with the century in attracting new developments, both residential and commercial. Midlothian is the fastest growing local authority in Scotland with a projected population increase of 13% over the next 10 years.

It’s a mix of rich farmland and bustling towns, where agriculture and industry are thriving. The area has strong transport links with an excellent network of public transportation.

Midlothian has commenced a period of unprecedented growth and offers more choice, value and opportunity than ever before. As our community grows and changes so too do our services.

Schools and healthcare facilities are being renewed, community facilities improved and town centres re-developed. Our public services are driving long term improvements in the area’s economy and environment as well as the community’s health and education.

The Midlothian Community Planning Partnership draw public sector assets, activities and resources, together with those of the voluntary and private sectors and local communities to deliver a shared ‘plan’ to drive improvement in meeting the differing needs of local populations. The Partnership has set itself ambitious targets to reduce the gaps across communities in learning outcomes, health outcomes and economic circumstances.

It seeks to achieve this by working together in partnership, promoting preventative approaches that reduce demand for public services, and working with communities to increase their influence in decision making.
6. Midlothian Integration Joint Board

The Midlothian Integration Joint Board functioned as a Shadow Board from 2014 until its formal establishment in August 2016. The Board is made up of voting and non-voting membership.

**Voting Membership**
- Four Councillors (Midlothian Council)
- Four non-executive directors (NHS Lothian)

**Non Voting Membership**
- One voluntary sector representative
- One family carer representative
- One public representative
- Professional advisors from a range of professions
- One Midlothian Council staff representative
- One NHS Staff Partnership representative

https://midlothian.cmis.uk.com/live/MidlothianIntegrationJointBoard.aspx

**STRATEGIC PLANNING**

In March 2019 the Midlothian IJB published its 2nd, three year Strategic Plan following extensive consultation with stakeholders and completion of a Joint Needs Assessment. The Plan is reviewed annually and an updated one Year Delivery Plan and Annual Performance report is published. Find them at www.midlothian.gov.uk/MHSCP
Our Vision

Everyone in Midlothian will have the right advice, care and support; in the right place; at the right time to lead long and healthy lives.

By working with individuals and local communities we will support people to achieve these outcomes:

- People are able to look after and improve their own health and wellbeing and live in good health for longer.
- People are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community.
- People who use health and social care services have positive experiences of those services, and have their dignity respected.
- Health and social care services contribute to reducing health inequalities.
- People who work in health and social care services are engaged with their work and improve information, support, care and treatment they provide.
- Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services.
- Resources are used effectively and efficiently.
- People who provide unpaid care are supported to look after their health and wellbeing.
- People using health and social care services are safe from harm.
Our Values

We will achieve this ambitious vision by changing the emphasis of our services, placing more importance and a greater proportion of our resources on our key values. This will not be achieved overnight; changes in the way in which health and care services are delivered take time.

Prevention:
You should be supported to take more responsibility for your health and wellbeing. We want to deal with the causes rather than the consequences of ill health wherever possible.

Independence, Choice & Control:
You should be able to manage your condition and control your support. We will support you to live independently at home and promote the principles of independent living and equality.

Support the person not just the condition:
Your support/treatment should consider key issues affecting your life as well as supporting you to manage your condition.

Recovery:
You should be supported to recover good health and independence as far as possible.

Coordinated Care:
Everyone who provides your care should be working together.
Local:
Your support should be provided as close to your home as possible and you should only go to hospital if you really have to. Much of this support is provided by families, neighbours and your local community. We will work in partnership with unpaid carers, volunteers and communities.

Public Protection:
You should feel safe at home and in your community. We work in partnership to identify and protect you from any form of abuse including physical; sexual; emotional and psychological; financial; and neglect. We are also committed to ending violence against women and girls.

Equality:
You should not be disadvantaged due to your ability, ethnicity or caring responsibilities. We will do everything we can to reduce health inequalities and respect your dignity and human rights in the planning of health and social care.

Evidence based decisions:
Services will be commissioned based on identified need. We will listen to people who use our services, and the people who care for them, working together to develop the services that are right for them.

Quality:
We will provide the highest quality health and care services, with a very strong emphasis upon improving the quality of services, responding to user feedback and internal and external audit.

Our Challenges
Midlothian Integration Joint Board faces various challenges. There is a growing and ageing population and an increasing number of people living with long term conditions. Inequalities continue to impact on our residents and services are under pressure.

The Strategic Commissioning Plan 2019-22 outlines the main challenges and describes how Midlothian Health and Social Care Partnership plans to improve people’s health and care over the next 3 years.
7. Appointment Arrangements

Applications
You must complete an application form for this post.

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.

Application Process
Applicants are to apply using the online NHS Scotland application facility www.jobs.scot.nhs.uk/lothjobs or www.myjobsscotland.gov.uk

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 Integration Joint Board, Midlothian Council and NHS Lothian.

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

Closing date for returned applications: Wednesday 14 August 2019

Interview Date: Thursday 29 August 2019 at Midlothian House, Dalkeith, EH22 1DN
8. 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 Midlothian Council or NHS Lothian, that will include the salary.

MIDLOTHIAN COUNCIL TERMS AND CONDITIONS

Agreement on Pay based on the Joint Negotiating Committee for Chief Officials of Local Authorities (Scotland) but subject to Local Government terms and conditions.

Salary
Salary: £100,670 per annum paid monthly on the 28th 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% 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
The working hours are 36 hour per week but flexible dependent on the hours necessary to meet the demands of the post. The standard working pattern is Monday - Thursday 0900 hours to 1700 hours and Friday 0900 hours to 1530 hours. There is a 30 minute unpaid break each day. Your normal working week is one of 36 hours. This post is included in the Council's Flexible Working Hours Scheme.

Holiday entitlement
The leave year runs from 1 October to 30 September. Annual leave entitlement depends on continuous service, starting with 29 days and rising to 36 days after 8 years service. There are also an additional four fixed public holidays in a year at Christmas and New Year.

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 Integration Joint Board.
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 2018-19.

Salary
Salary: Executive Band E, currently ranging from £79,633 – £105,927 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 dependant 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 three 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.