

Fife Health & Social Care Partnership



Supporting the people of Fife together



Job Information Pack

Job Title	Director of Health and Social Care
Reference No.	FIF14454
Closing Date for Applications	Midnight 15th September 2019
Location	Fife
Hours	Full time
Terms & Conditions	The Appointments Panel will make an offer on either Local Government or NHS terms and conditions, including salary, as they think appropriate. This will determine the pension scheme.
Salary	Local Government CO 54 £122,975 NHS Senior Manager E, £79,633 - £105,927 (pay award pending)
Post Status	Permanent
Political Restriction	Restricted within the terms of Section 2 of the Local Government and Housing Act 1989.

Thank you for your interest in this position.

Applicants should be aware that Fife Council's Human Resources team are acting on behalf of the Health and Social Care Partnership (HSCP) and are leading this recruitment exercise. As such, for consistency and convenience all applications are being managed via the Council's recruitment portal and the Fife Council application form is being used. Applicants should therefore note that where there is reference to Fife Council then Fife HSCP should be substituted. Candidate sourcing is also running in parallel with this advert and all interested applicants will require to apply in the same way, via the Council's recruitment portal.

Please note that applications received after the closing date will not be considered.

Canvassing of members or officials connected with the recruitment process, directly or indirectly, will automatically disqualify a candidate from the process.

Fife Council and NHS Fife are equal opportunity employers



We value diversity and are striving towards equality of opportunity. All applicants will be considered fairly and on merit.

How to Apply

Please note that, in the interests of equality, we do not accept Curriculum Vitae (CVs).

If you are interested in a post, you should apply online through the MyJobScotland recruitment portal. Your application will be acknowledged automatically to the email address you supplied on your application. Please make sure you check your email or your myjobscotland online account regularly. If you do not receive an automated acknowledgement, within 24 hours of submitting your online application, please contact Janet Nixon on 03451 55 55 55 extension 444261 or by emailing Janet.Nixon@fife.gov.uk to ensure that your application has been received.

Accessibility

We want our recruitment application process to be accessible to the communities we serve. Job information can be made available in alternative formats including audio, paper, large print and Braille, and translation upon request. We may need to involve other agencies to help us with this. If you require an alternative format or language to help you apply for this post you should email Janet.Nixon@fife.gov.uk to advise of your specific requirements.

Positive about Disabled People

Fife Council and NHS Fife operate the Positive about Disabled People guaranteed job interview scheme, often referred to as the 'double tick' scheme. Our commitment under this scheme means that we will invite for interview disabled applicants who meet the Essential criteria, in the Person Specification, for the job.

If you wish your application to be considered under this scheme, you should notify us in your application and advise us of any reasonable adjustments that you require for the selection and interview process.

At all stages of the recruitment and selection process we would wish to discuss with you what steps we might reasonably take to support you in your application.

Selection Process

It is intended that the selection process for this post will be advised by e-mail to candidates who have applied:

- Short listed candidates will be contacted as soon as possible following the appointments panel meeting on 27th September 2019 and invited to attend for interview. Interview dates are:

Informal interviews on Wednesday 16th October 2019. The interview will be conducted by the Chief Executives of both parent organisations and include an independent adviser from the Scottish Government as well as the Head of Human Resources.

Formal interviews on Tuesday 22nd October 2019. The panel will include the two Chief Executives, representatives from the IJB and the Head of Human Resources. An independent adviser from Scottish Government will also be in attendance.

- An Assessment consisting of SHL's OPQ32 Occupational Personality Questionnaire, and the Hogan Development Survey must be completed before the informal interview. Both are online and should take you no more than 20 minutes to complete. This will be followed by a 60-minute call. Details will be provided by e-mail.
- At the beginning of the formal interview, you will be asked to make a short 10-minute presentation, the subject of which will be given to you 40 minutes before the interview.
- It is hoped a decision on the appointment and conditional offer of appointment will be made at the end of the formal interviews. An occupational health assessment will be arranged shortly after.

Recruitment and Selection Pre-Employment Checks

Unless stated otherwise, all the following checks apply to internal and external candidates before a preferred candidate can start work.

Please read these sections thoroughly. If you are unable to supply any of the essential information or documents we need, we may not be able to proceed with your application. Please also make sure that you bring all the documents you need to your interview to avoid unnecessary delays in the recruitment process.

Eligibility to Work in the UK

In accordance with the Immigration Asylum and Nationality Act 2006, evidence of the right to work in the UK must be established. If you are selected for interview, you will be required to produce original forms of identification. If you are not currently entitled to work in the UK, we advise that you visit www.ukba.homeoffice.gov.uk for further information about working in the UK.

Medical Assessment

Any offer of appointment will be subject to satisfactory Occupational Health clearance. If you have not had a check-up with your General Practitioner recently you are advised to do so before attending for interview.

Criminal Convictions

A Criminal Conviction Self Declaration Form will be attached to the email inviting you to interview. If you have declared a criminal conviction history, this will only be taken into consideration where the actual history is relevant to the specific duties of the post you have applied for. The candidate Self Declaration form will only be opened for the selected candidate. Self-Declaration forms for candidates who are not successful will be destroyed unopened.

Disclosure Checks

Before your offer of employment can be confirmed, you will be required to obtain a Basic Disclosure certificate through Disclosure Scotland.

Further information including information on fees can be found at www.disclosurescotland.co.uk website under Types of Disclosure.

Qualifications and Certificates

You will be asked to bring to your interview original copies of all relevant educational and professional qualifications and memberships. A copy will be taken for our records. If the original certificate is unavailable, you must obtain a certified copy of the document from the issuing body.

Overseas Criminal Record Checks

Disclosure Scotland is not able to check the criminal history system of candidates from countries out-with the UK. Therefore you are responsible for obtaining overseas police check if you:

- a) have spent three months or more (in a single period) in a non-UK country in the last ten years
- b) were born and have lived overseas until adulthood.

If necessary, you will need to provide a translated check from the country/countries involved at your own expense.

The Disclosure and Barring Service (DSB) formerly the Criminal Records Bureau (CRB) website at www.gov.uk/disclosure-barring-service-check provides guidance on how you can obtain further information from a number of overseas countries. If the country required is not listed on this website, you must contact the country's representative in the UK. See the Foreign and Commonwealth website at www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants.

Contacts

If you wish an informal discussion about the job, please contact either Steve Grimmond, Chief Executive, Fife Council on Telephone 03451 55 55 55 Ext 444143 or Paul Hawkins, Chief Executive, NHS Fife on 01592 648080.

If you have any administrative queries about the job information pack, application form or the application process, please contact Janet Nixon on 03451 55 55 55 extension 444261 or by emailing Janet.Nixon@fife.gov.uk.

Living and Working in Fife

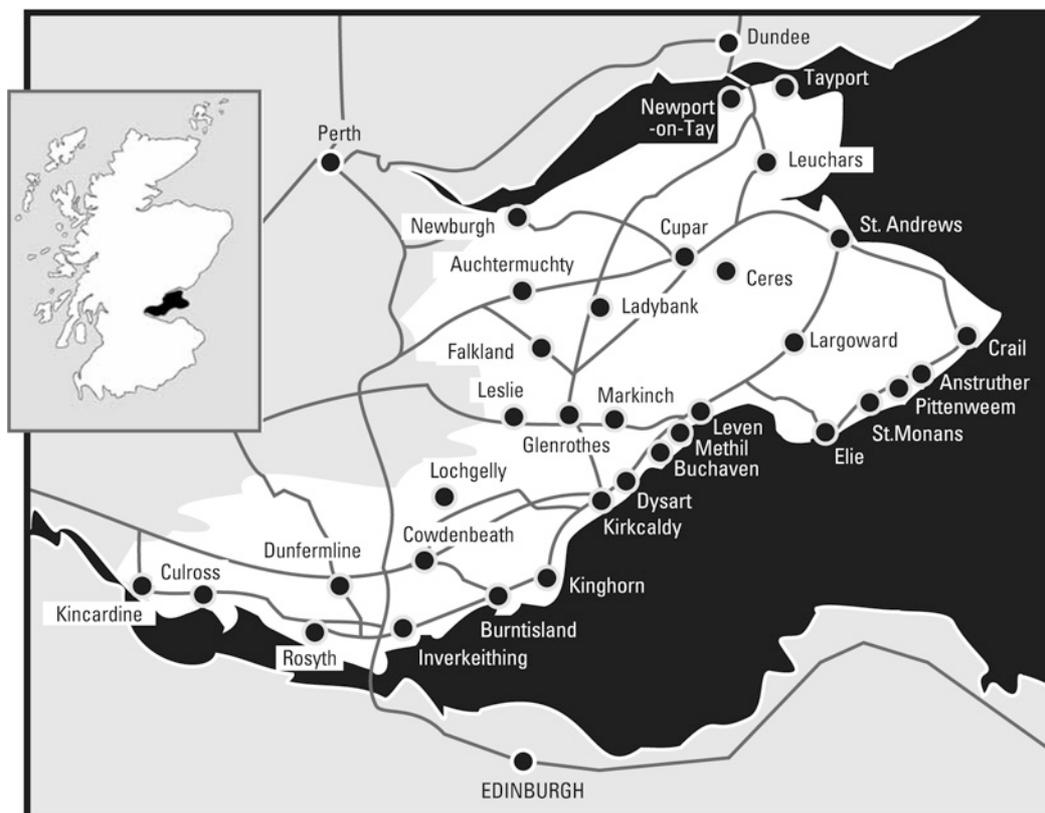
Great education, superb transport links, a growing economy and a wide range of leisure and housing choices, Fife has it all!

Fife lies on the east coast of Scotland, between Edinburgh and Dundee, and is one of Scotland's fastest growing regions. We are going from strength to strength offering competitive employment opportunities coupled with quality alternatives to big city living and everything you would need for a healthy work life balance. As Edinburgh is in easy reach, Fife residents can also benefit from the amenities of Scotland's capital city.

As well as great golf (St Andrews is home to the game after all) and leisure facilities, our countryside, wildlife and award-winning beaches attract over a quarter of a million visitors every year.

Fife is also rich in history; it's the birthplace of Adam Smith and Andrew Carnegie, as well as being the historic seat of Scottish Kings. If you are interested in culture, we have award winning community cultural festivals, theatres, libraries, museums and galleries.

The Kingdom of Fife is a place of contrast and opportunities, packed with potential.



Living in Fife

Property in Fife spans all the options. From picturesque fishing villages in the East Neuk, to medieval streets in St Andrews and new housing across Fife, there's a home to suit every taste. Fife offers excellent properties, easy commutes and fresh air on your doorstep.

178 schools offer the Curriculum for Excellence to learners from 3 to 18, helping 50,000 children and young people develop the knowledge, skills and attributes they will need to flourish in life.

Fife is home to one of Scotland's most famous universities, St Andrews. Fife College offers qualifications and provides opportunities for learning at home or in the community across Fife. The college works with local employers to help meet their employment needs.

Leisure

Leisure comes naturally in Fife, from modern sports facilities to some of Scotland's most beautiful parks, gardens, countryside and coastal paths and a packed events programme. Cycling is an ideal way of taking in the Fife landscape with over 300 miles of dedicated cycle routes (www.fife-cycleways.co.uk). Award winning blue flag beaches offer miles of clean white sand and protected wildlife, so good that we welcome over a quarter of a million visitors every year. Of course, Fife is also the home of golf and has 5-star courses.

Travel & Location

The Fife transport infrastructure is excellent and accessible, so you should find travelling throughout Fife simple. We experience few of the commuting pressures of major cities thanks to the first-class road and railway network.

By rail, the local Fife Circle Network connects major towns and villages with 19 stations, and the main east coast line from London to Aberdeen provides fast and regular links to the cities. By car, Fife is next to Scotland's major motorway network. From south Fife, Edinburgh is just 30 minutes away, Glasgow just 45 minutes and Perth 30 minutes. The Ferrytoll Park and Ride at Inverkeithing provides an alternative to car journeys into Edinburgh from the north. Dundee is also just a short journey across the river Tay.

Both Glasgow and Edinburgh airports can be reached in under an hour.

Business & Jobs

Fife is redefining its economic landscape with high-tech industries, tourism and renewable energy. Once home to ship-building, mining and heavy manufacturing, Fife is a place that encourages innovation and entrepreneurship. Commitment to education, workforce training, life-long learning and skills development helps to attract and retain talent, develop a knowledge economy and promote a culture of enterprise.

For more about Fife see www.welcometofife.com

Partnership Information

Background

1st April 2016 triggered one of the biggest transformations of Health & Social Care Services in Scotland. The national drive is to have these services delivered jointly, locally and as effectively as possible. Across Scotland, Partnerships have been set up to meet this aim and to support people to live healthy, independent lives.

In Fife, a vast range of services from NHS Fife and Fife Council's Social Work Services have transferred to the Fife Health and Social Care Partnership. Services we are now responsible for include:

- All Adult and Older People social work services.
- Community Health Services eg District Nursing, Physiotherapy and Mental Health Services.
- Children's Community Health Services eg Health Visiting.
- Housing Services which provide support services to vulnerable adults and disability adaptations.
- The planning of some services provided in hospital eg Medical Care of the Elderly.

Integration Joint Board in Fife

The Integration Joint Board was established on 3 October 2015 following the approval of the Integration Scheme by the Scottish Government.

The Integration Joint Board comprises of 16 voting members. Eight are nominated by Fife Council and eight are nominated by NHS Fife.

In addition there are several non-voting members including professional advisers from Social Work, Nursing and Medicine, as well as the Third Sector, Independent Sector, Carer and Service User Representatives

The Board sits every two months in public. It also holds development sessions in the intervening months.

There are three Governance Committees that support the work of the Partnership:

- Audit & Risk
- Clinical & Care Governance
- Finance & Performance

Local Partnership Forum

The Health & Social Care Partnership has an established Local Partnership Forum where the recognised Trade Unions and Professional Organisations work together as an enabling force to deliver services in the interests of health & social care stakeholders.

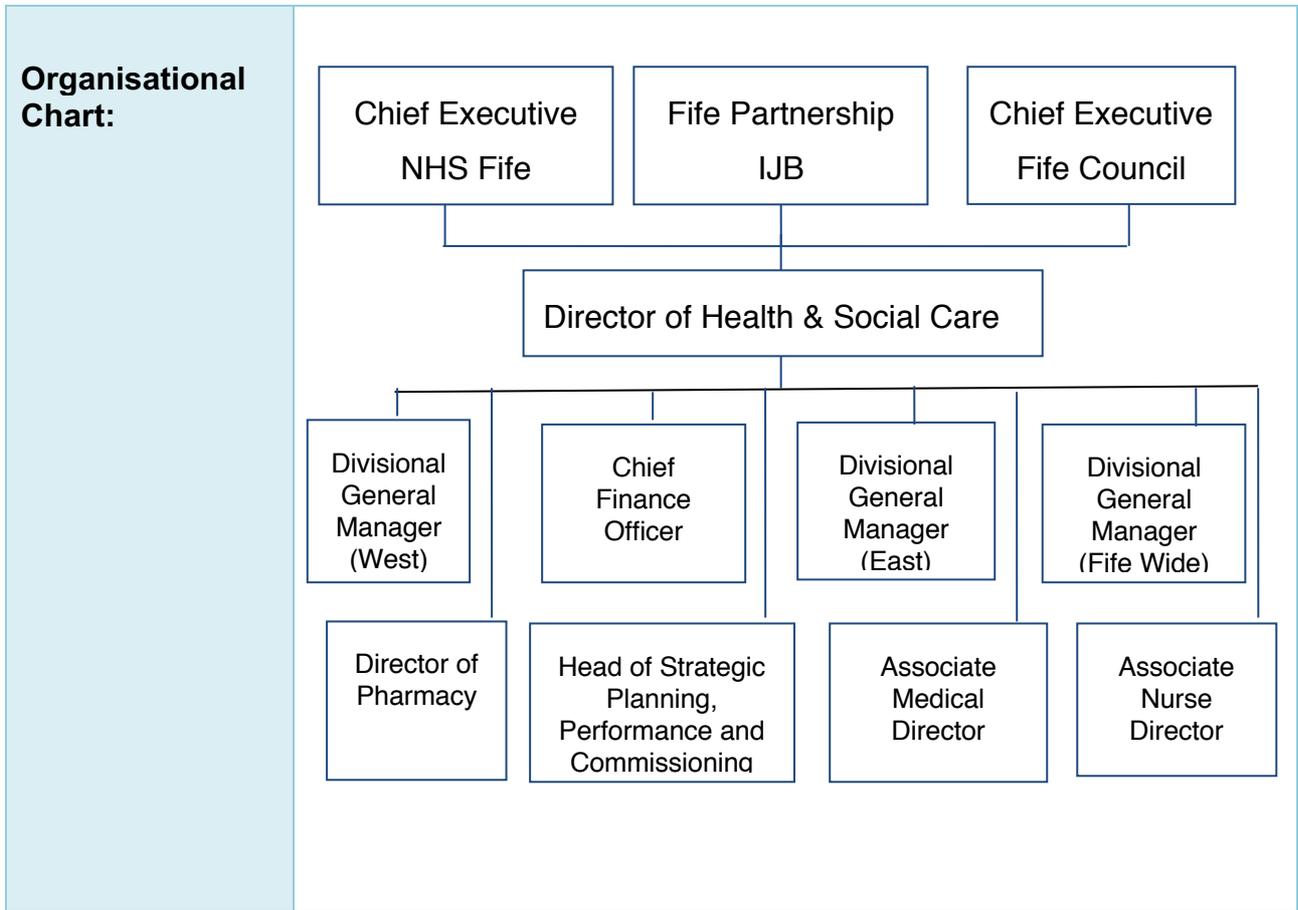
The Local Partnership Forum informs thinking around priorities on health and social care issues; informs and tests delivery and the implementation in relation to strategic plans and commissioning intentions; advises on workforce planning and development; advises on the delivery of staff governance and employee relations and promotes equality and diversity.

You will find more information on the Partnership and publications [here](#)

Job Description

Job Title	Director of Health and Social Care
Location	Fife
Immediate Line Manager	Chief Executive NHS Fife and Chief Executive Fife Council and through them to the Fife Integration Joint Board (IJB), and Fife Health Board and Fife Council Committees as required.

Job Purpose:	<p>Provide strong, effective and visible leadership to Fife’s Health and Social Care Partnership and the IJB.</p> <p>Contribute to the strategic leadership and management of NHS Fife and Fife Council priorities as appropriate and provide strategic leadership to the IJB.</p> <p>To lead, drive change and improve local joint planning and delivery of health and social care services in Fife.</p> <p>Oversee the continued development of Fife’s Integration Scheme.</p> <p>Lead on the creation and delivery of the Joint Strategic Commissioning Plan.</p> <p>Ensure the continuous cycle of planning, implementing and reviewing progress against the Joint Strategic Commissioning Plan.</p> <p>Direct the development of the integrated budget for health and social care provision.</p> <p>Develop a range of effective partnerships which maximise effectiveness and continually improve service delivery.</p> <p>Be accountable for the quality and safe delivery of services provided through the Health and Social Care Partnership.</p> <p>Ensure the appropriate contribution of the Health and Social Care Partnership to the Fife Community Plan and other relevant plans.</p>
Dimensions:	<p>The key elements for this post include:</p> <p>Resident population of approximately 360, 500 .</p> <p>Responsibility for around 5,000 employees.</p> <p>A budget of approximately c £500 million per annum.</p>



Role of Department: The Integrated Health and Social Care Partnership is responsible for the planning and delivery of adult health and social care services across Fife. This includes direct management responsibility for services for Older People and Adult Services provided the Social Work Services; care and support services provided by the Housing Service; all services currently provided by Community Health Partnership within NHS Fife and elements of Acute Elderly Medicine.

Key Result Areas:

Strategy

Develop the strategic direction and priorities of the Health & Social Care Partnership to provide services which make a difference to people's lives.

As an ambassador for integrated Health and Social Care Services in Fife, ensure effective current and future representation and communication with, and involvement of, the public, partner organisations, national and local politicians, and the media.

Support the political process including individual Fife Council elected members and non-executive members of NHS Fife Board, as they carry out their duties and plan to deliver continuous

improvement in the quality and consistency of care and support services.

Ensure the planning, development and implementation of strategies which will support the vision of accessible, seamless quality services and support that are personalised and responsive to the changing needs of individuals, designed with and for the people of Fife.

Performance & Partnership

Forge partnerships and influence local agencies to ensure the widest possible participation and understanding of the objectives of the Health and Social Care Partnership, including the health and wellbeing agenda.

Ensure that service performance will be appropriately monitored and reviewed against a range of national and local outcomes and targets, quality standards and feedback from service users.

Ensure that budgets are managed effectively through planning monitoring and reporting in adherence to all relevant Financial Regulations. Plan for the effective use of financial and other resources.

Leadership

Be a transformational and visionary leader able to develop the Partnership's visions and goals, demonstrating commitment, optimism and clear direction.

Fully understand and be committed to relationships and working with the variety of organisational cultures that will impact on the future delivery of integrated services.

Develop effective employee relations across all services within the scope of Integration, to ensure effective communication and consultation and that the interests of staff are understood and appropriately reflected in management processes.

Ensure there will be equality of access and treatment in both employment and service delivery.

Bring intellectual rigour and personal credibility to the collaborative and commissioning agendas.

Demonstrate high level of political awareness, be able to work to different organisational and governance cultures.

Efficiency

Ensure effective use of services and resources to achieve best value ensuring the promotion and maintenance of best practice and high standards of safe service delivery.

Ensure an appropriate service and management structure to support service delivery within available resources to achieve objectives and service priorities.

Develop arrangements to manage risk whilst managing budget reductions and demands.

Collaborative Working

Work collaboratively in forging partnerships with service users, patients, carers, third and independent sector to integrate health and social care through the promotion of effective joint working to ensure delivery of national and local outcomes and targets and improved health and wellbeing.

Specific Responsibilities

Ensure that service changes are implemented effectively and in accordance with NHS Fife and Fife Council change management arrangements and the financial position of the Partnership.

Ensure the relevant strategic and service plans are in place. Advise on the implications of legislation and government policy relevant to the performance of the functions of the Health and Social Care Partnership.

Establish and monitor the performance of service provision to ensure that local and national outcomes and standards of service delivery are maintained.

Ensure members of the IJB are fully aware of service developments and have the information and assistance necessary to make policy decisions.

Carry out professional and management tasks within the scope of the post as required.

Represent the Health and Social Care Partnership on a range of Community Planning and external forums.

	<p>Accountable for the delivery of locally and nationally agreed health and social care outcomes, integrated budgets and development of integrated health and social care services.</p> <p>Governance</p> <p>Ensure arrangements to deliver compliance with the relevant corporate governance frameworks with reference to Standing Orders and Financial Regulations.</p> <p>Contribute to the review and ongoing development of the governance arrangements required for Health and Social Care Integration as set out in the Integration Scheme.</p>
<p>Assignment & Review Work:</p>	<p>The role which is largely self-directing, is directly accountable to the IJB, Fife Council and Fife NHS Chief Executives, and works under broad direction within the parameters of Government priorities and policies for health and social care.</p> <p>Review of performance in the post is undertaken through the agreement of performance objectives and an annual performance review.</p> <p>In view of the joint accountability, joint review sessions involving both the Chief Executives and the postholder will be arranged on a regular scheduled basis. These sessions will consider both the operational performance and the delivery of the jointly agreed strategic objectives.</p>
<p>Communications & Working Relationships:</p>	<p>Work closely with the IJB, the two Chief Executives, elected members of the Council, Non-Executive Board members, service users and external partners, to formulate service development strategies.</p> <p>Develop and secure positive relationships with a diverse range of stakeholders across Health, Council, Voluntary, Independent Sector and other partner agencies, promoting public awareness of Health and Social Care policies.</p> <p>Represent the IJB at local and national level, influencing policy initiatives and ensuring that the Board are fully aware of developments and have the information and assistance necessary to make policy decisions.</p> <p>The following are other key working relationships, with examples of the purposes of these contacts:</p> <ul style="list-style-type: none"> • With service users/patients and carers- e.g. to involve and engage with individuals, user groups and forums, the Public

	<p>Reference Group and Public Partnership Forums.</p> <ul style="list-style-type: none"> • With senior employees of the Scottish Government – eg to represent the Board, to participate in national working groups or planning groups, to respond to Parliamentary questions. • With MPs/MSPs/Councillors, Scottish Health Council, Public Pressure Groups/Patient Representatives/etc. – e.g. to impart information about/respond to questions or concerns about the Partnership. • With the media – e.g. to respond to media questions about matters pertaining to Health and Social Care Integration. <p>With national and local representatives of Trade Unions and Professional Associations – e.g. for communication and/or consultation on major issues relating to Health and Social Care Integration.</p>
<p>Most Challenging Part of the Job:</p>	<p>The postholder will be required to work with diverse professional groups/professional representative bodies, different terms and conditions in two organisations, different trade union/employee involvement environments, different governance and accountability arrangements. The postholder will also need to show determination and create momentum in translating the strategic vision and plan into a joint operational organisational arrangement.</p> <p>Responding to changing demands and external challenges and driving a culture of continuous improvement in the Health and Social Care Partnership which will support its future development and improve on service standards within agreed budgets and resources.</p> <p>Highly developed political management and relationship management skills are required due to the complex political operating environment and range of stakeholders involved in the work of the Partnership.</p> <p>The postholder will also need to understand the culture within the two organisations and initiate work to bring together colleagues to create a positive environment for leading change.</p>
<p>Special Conditions:</p>	<p>Before your offer of employment can be confirmed, you will be required to obtain a Basic Disclosure check through Disclosure Scotland.</p>

Person Specification

Director of Health and Social Care

Attributes	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Extensive senior leadership experience within a large, complex and multi-faceted organisation • Experience of leading reviews and delivering measurable service improvements • Delivery of effective performance management to required standards • Evidence of providing clear direction and success in translating corporate and operational strategies into effective practices • Proven track record of successfully delivering large/significant change programmes • Experience representing the organisation at senior level internally and externally 	<ul style="list-style-type: none"> • Experience of broader corporate responsibilities • Service delivery experience with partnership interface • Have personally led significant service wide change • Delivered programme to improve performance culture • Experience representing the organisation at a strategic level
Education, Qualifications & Training	<ul style="list-style-type: none"> • Degree standard or equivalent • Demonstrate up to date management knowledge • Evidence of personal and professional development 	<ul style="list-style-type: none"> • Management qualification
Skills, Abilities & Knowledge	<ul style="list-style-type: none"> • Ability to work across service / professional boundaries within the council, NHS and with other organisations • Evidence of successful performance at strategic and operation level • Appreciation of the public and political dimensions of the role • Ability to cope with multiple and changing demands in meeting tight deadlines • Understanding of health and social care and public sector integration landscape • Evidence of effective leadership and management skills 	<ul style="list-style-type: none"> • Previous work involving significant political and public dimensions • Effective leadership and management outcomes in relation to people, performance, change, finance and physical resources • Evidence of regularly contributing to the wider corporate agenda

	<ul style="list-style-type: none"> • Ability to manage a large budget, staff, resources and risk to achieve Best Value during significant change, understanding the issues and consequences • Excellent negotiation and motivational skills and flexibility to deal with highly complex issues • High tact and diplomacy and ability to manage different cultures to influence change and enable effective working across organisational boundaries • Evidence of exceptional people management skills. 	
Interpersonal Skills	<ul style="list-style-type: none"> • Demonstrate successful relationships and effective collaboration • An open, supportive and visible management style • Excellent communication and presentation skills • Transformational and visionary leader • Ability to prioritise work, and work well against a background of change and uncertainty • High standards of professional probity • Sensible negotiator with practical expectation of what can be achieved • Understanding of social and political environment 	
Health & Physical Attributes	<ul style="list-style-type: none"> • Ability to provide regular and effective service • Must be able to work flexibly and out-with office hours when necessary 	