

NHS Greater Glasgow and Clyde Recruitment Service
5th Floor, Tara House
46 Bath Street
GLASGOW G2 1HJ
Tel 0845 3000831

Fax Number: 0141 278 2704
0141 278 2705

PRIVATE AND CONFIDENTIAL

Date: 15th May 2009
Ref No: 17875p
Enquiries to: David Hunter
Direct Line: 0141 278 2649
0141 314 4463

Dear Candidate

POST: Band 7 Senior Business Analyst/Project Lead
Directorate/CHP: Health Information and Technology
HOURS: 37.5 per week
CLOSING DATE: 29th May 2009

NHS Greater Glasgow and Clyde welcomes your enquiry in connection with the above post.
Please find enclosed an information pack.

Please note that should you have any queries regarding your application, it is advisable that you retain the post reference number for future use.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the Recruitment Service on the number shown above.

If you wish to view information on the services within NHS Greater Glasgow and Clyde or details of current vacancies, visit our Website at www.nhsggc.org.uk

Yours sincerely

David W Hunter
Recruitment Project Manager - HI&T

Senior Business Analyst/Project Lead

Health Information and Technology Directorate

37.5 hours per week

Job Reference Number 17875p

Closing date: 29th May 2009

APPLICATION PACK CONTENTS

This Application Pack provides prospective candidates with details of the post and background information about NHS Greater Glasgow and Clyde. The contents of this pack are as follows:-

- a) Job Description
- b) General Information for candidates
- c) Terms and Conditions of Employment
- d) NHS Scotland Application Form*
- e) Equal Opportunities Monitoring Form**
- f) Confirmation of Right to Work in the UK Statement***

**The Application form can be completed as an alternative to submitting your CV. This form is available from our website www.nhsqgc.org.uk.*

***The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process. This form is available from our website www.nhsqgc.org.uk.*

****We are legally required to check that all prospective employees have the right to work in the UK regardless of nationality. It must be returned by all applicants.. Please see the Terms and Conditions for this post for further information. This form is available from our website www.nhsqgc.org.uk.*

HOW TO SUBMIT YOUR APPLICATION

Your application can be in the form of the downloaded Application Form available from our website or a Comprehensive CV detailing education, references, work history, specific technical training skills and certificate of professionalism and/or evidence of the practical experience specified.

If applying with a CV, it **MUST** be accompanied by a supporting statement, highlighting your current salary, personal qualities, skills, attributes and any major achievements showing how they match those needed for the job. Additionally, CV Applications must include, our Equal Opportunities Monitoring Form and Right to Work in the UK Statement. These documents are available from our website – www.nhsqgc.org.uk

If you choose to complete and submit the Application form in preference to a CV, save the full file under another name first and complete all sections highlighted by the grey boxes. You can navigate the form using your tab key or mouse, clicking on the sections before you type. Please return your Application Form/Detailed CV and Supporting Statement, together with the Equal Opportunities Monitoring Form and Right to Work in the UK Statement by email no later than 5 pm on the closing date to:

David W Hunter, Recruitment Project Manager, nhsqgcruitment@nhs.net

Alternatively, your completed application can be returned by first class mail to NHS Greater Glasgow and Clyde, Recruitment Services, 5th Floor Tara House, 46 Bath Street, Glasgow G2 1HJ. PLEASE ENSURE YOU POST YOUR APPLICATION AT LEAST 3 DAYS BEFORE THE CLOSING DATE AND THAT YOU HAVE PAID THE CORRECT POSTAGE.

NHS GREATER GLASGOW AND CLYDE

GENERAL INFORMATION FOR APPLICANTS

- Decisions to shortlist candidates for interview are made ONLY on the contents of your application form OR CV. Please ensure that you read the job description carefully, complete all applicable sections of the application form and that your Statement in support of your Application clearly demonstrates how you meet the requirements of the post.
- You must declare all periods of sickness absence in the last 12 months and ensure you that you provide complete and appropriate employment or character reference contact details. See the application form for further guidance.
- NHS Greater Glasgow and Clyde operates a NO SMOKING Policy on all premises and grounds.
- All offers of employment will be subject to the receipt of satisfactory References, and if applicable, Occupational Health screening, Criminal Records Checks i.e. Disclosure Scotland clearance and Eligibility to Work in the United Kingdom.
- For further information please contact Morna Coote on morna.coote@ggc.scot.nhs.uk

How to Submit Your Postal Application

- If you are unable to submit your application by email to nhsggcrecruitment@nhs.net then you can hand deliver it direct to the Recruitment Service located at the address below between the hours of 9 am to 5 pm Monday to Friday or return it by post to:

David Hunter
NHS Greater Glasgow and Clyde Recruitment Service
5th Floor, Tara House
46 Bath Street Glasgow
G2 1HJ

- Please note that when returning your completed application and any associated enclosures by Royal Mail you must ensure that the correct postage cost is paid. Applications with insufficient postage may not be delivered to the above address by the closing date.

NHS Greater Glasgow and Clyde Employee Benefits

- NHS Scotland Superannuation Pension Scheme
- Staff Bursary Scheme to support continuing education and training
- Continuous staff professional development through competency based training and personal development supported by the Knowledge and Skills Framework.
- Child care vouchers
- Interest free loan to purchase Zonocard's - a flexible season ticket for unlimited travel by rail, subway, most buses and even some ferries
- Cycle to Work Scheme, for staff to purchase a bicycle and any equipment needed and then repay those costs through their salary.
- For more information about the benefits and discounts available to NHSGGC staff, visit www.nhsstaffbenefits.co.uk and www.nhsdiscounts.com

NHS GREATER GLASGOW AND CLYDE

TERMS AND CONDITIONS OF SERVICE

Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Employees.

Superannuation Pension Scheme

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension. Employee's contributions to the NHS Scheme amount to 6% of salary (5% for manual staff) and the employers contribution equates to 14% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

Salary £29,789 - £39,273 per annum (pro rata where applicable).
Candidates new to the NHS generally start at the entry point of the pay scale

Grade This post is Graded at AFC Band 7

Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (pro rata where applicable)

Hours of Duty 37.5 Hours per week

Contract Type Permanent

Immigration, Asylum and Nationality Act 2006

NHS Greater Glasgow and Clyde has a legal obligation to ensure that it does not employ any worker who has not been granted the relevant permission to work in the UK. This permission is without exception granted by the UK Border Agency. We are required to check the entitlement to work in the UK of all prospective employees, regardless of nationality or job category.

ALL applicants regardless of nationality must complete and return the Confirmation of Right to Work in the UK Statement with their completed application form and you will be required provide appropriate documentation prior to any appointment being made.

Disclosure Scotland and Criminal Records

This post is subject to a Disclosure Scotland Check

NHS Scotland is exempt from the 1974 Rehabilitation Of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. This means that unless otherwise stated in the job description, person specification or application pack, applicants must tell us about any previous convictions either classed as 'spent' or 'unspent' and this information will be verified by Disclosure Scotland for relevant posts.

Applicants who have lived outside the UK within the last five years if offered a position, in addition to a Disclosure Scotland Check, will be required to provide a certificate of good conduct from the police authority in the country or countries in which they were resident.

If you are offered employment, failure to disclose convictions could result in dismissal or disciplinary action. Any information you provide will be treated in the strictest confidence and considered only in relation to the post for which this application form refers.