



## Terms and Conditions of Service and General Information



**Website** [www.nhshighland.scot.nhs.uk](http://www.nhshighland.scot.nhs.uk)

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## Section 1: Welcome

### Introduction

Thank you for your interest in joining NHS Highland. NHS Highland is committed to becoming a learning organisation, recognising that staff require access to opportunities to learn, maintain and develop skills and knowledge, and we recognise the importance of valuing and supporting our staff throughout their journey of employment with us.

### We offer:

- Policies to help balance commitments at work and home
- Excellent training and development opportunities
- On-site library services at the Centre for Health Sciences
- Access to NHS staff benefits/staff discounts
- Cycle to Work Scheme
- Excellent student support
- Access to NHS Pension scheme

### How to apply:

Applicants should complete an Application Form on the NHS Scotland National Recruitment portal: <https://apply.jobs.scot.nhs.uk> Please note that we do not accept CVs.

The information you provide will be used to decide if you will be invited for interview so please demonstrate how you meet the essential and desirable criteria which are detailed in the Job Description/Person Specification for the post. It is important that you complete ALL sections of the application form. Please read and save a copy of the Job Description and Terms and Conditions documents as these provide detailed information about the job.

Please take note of the job reference number and quote this if you need to contact us, also ensure your e-mail address is correct as this will be our primary method of contact throughout the recruitment process.

## Section 2 – General Information

### Equal Opportunities

At the shortlisting stage, all online application forms are anonymised and only the Education, Employment and Assessment/Supporting Statement Information sections are accessible to those involved in the recruitment process. This ensures that shortlisting is fair and consistent and is based on the candidate's skills, knowledge, qualifications and experience. The selection panel assess each candidate against the Job Description/Person Specification of the post.

### Job Interview Guarantee Scheme

NHS Highland is a Disability Confident Employer and operates a Job Interview Guarantee (JIG) scheme which means if you have a disability and opt to participate in the job interview guarantee scheme and you meet the essential criteria for the post you are applying for, by opting into the scheme you will be guaranteed an interview. When completing the Equal Opportunities section of the online application form, you can also use this section to inform us if you will require any special arrangements for the interview e.g. wheelchair access, induction loop, etc.

### Data Protection

During the course of our activities, we will collect, store and process personal information about our prospective, current and former staff. The law determines how organisations can use personal information and NHS Highland takes care to ensure your personal information is only accessible to authorised people. Our staff have a legal and contractual duty to keep personal information secure and confidential. You can contact us for further information on the type of data that is handled, what the purpose is of processing the data and where and why we share data.

## Section 3: Terms and Conditions of Service

**This appointment is offered on Agenda for Change terms and conditions of service.**

### Conditions of Service

Agenda for Change is the nationally agreed remuneration, job evaluation and terms and conditions framework which will apply to all NHS Scotland staff (except senior managers and staff within the remit of the Doctors' and Dentists' Review Body). This means that you will be subject to the terms and conditions contained within this agreement and any subsequent national agreements made in respect of Agenda for Change.

For an overview of the terms and conditions for Agenda for Change staff, please see: [Agenda for Change | MSG](#)

### Pay Band / Salary

This post is offered on the Agenda for Change pay band/salary in accordance with the role/band and contracted hours advertised. If you are part-time, you will be remunerated at the full-time rate pro-rata to actual hours worked. Your salary will be credited monthly, in arrears, at 1/12th of the annual rate to an account at a bank/building society of your choice on the 27th of each month (or nearest Friday, if the 27th falls at a weekend or on a Public Holiday).

Salary placement and movement within the salary scale is in accordance with NHS Highland Pay Determination, and staff taking up a new appointment with NHS Highland will normally enter the scale at the minimum of the pay band. Any appointments above the entry point of the pay band/range will be subject to verification of previous service in the NHS, or experience out with the NHS, which may be assessed in recognition of relevant complete years of experience.

The Agenda for Change salary scales have a minimum point and a maximum point, progress to the maximum point is made by moving up an incremental point on an annual basis and receiving the value of that point. It should be noted that not all increments attract a salary increase.

The pay band salaries can be found via the following link: [Agenda for Change | MSG](#)

Annual pay uplifts will automatically be applied and the Contract of Employment will be deemed to have been amended/updated on this basis to reflect annual pay awards.

Agenda for Change benefits include a standard full-time equivalent working week of 37 hours, with pay enhancements that may apply to working weekends, nights and overtime working, which ranges from time plus 30% to time plus 85% depending on the pay band and shifts worked.

### Right to Work

A right to work check is carried out for all successful candidates to determine whether an individual has the legal right and permission to work in the UK. Anyone who is non-British/non-Irish will need permission from UK Visas and Immigration (UKVI) to work in the UK and may also need entry clearance before travelling. The UK Visa and Immigration governs the way individuals from outside the UK and Republic of Ireland have a right to work, train, or study in the UK.

## **Evidence of Qualifications and Registration**

Candidates will be required to provide evidence of their qualifications, including proof of professional registration. As applicable to job role, employees must hold and maintain the relevant full registration required for their post for the entirety of their employment and as required within their job description.

## **Regulation of Healthcare Support Workers**

All NHS Scotland employees 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.

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 you are expected at all times to be an exemplar of person centred care, embracing the Code of Conduct to a high standard as part of an integrated health professional team.

## **Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013**

The Rehabilitation of Offenders Act 1974 provides for many people who have been convicted of certain criminal offences the opportunity to have no need to refer to these convictions or the circumstances relating to them in the course of their daily lives. Certain convictions can, therefore, be regarded as “spent” after the lapse of a period of years under the terms of the Act. The National Health Service employment for which you are applying may be excluded in the provisions of the Act. If the post is excluded you are required not to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given, however, will be confidential and will be considered only in relation to the post for which this application refers to.

## **Disclosure Scotland**

All applicants who apply for posts which are exempt from the Rehabilitation of Offenders Act 1974 and who will have access to patients during their employment will be required to consent to a Disclosure Scotland Criminal Records Check or join the Disclosure Scotland Protection of Vulnerable Groups Scheme, as below:

- For posts in regulated work – Protection of Vulnerable Groups Scheme membership with Disclosure Scotland
- For all other posts which are subject to a criminal conviction record check – A Police Act check via Disclosure Scotland

## **Overseas Criminal Record Checks**

Where applicants are from overseas or have lived and worked outside the UK for more than 12 consecutive months in the preceding five years, criminal record checks should additionally be undertaken in line with the relevant country’s justice system.

During employment you must inform your Line Manager of any new or pending conviction.

## Occupational Health Clearance

All prospective members of staff are asked to submit a confidential health questionnaire to the Occupational Health Service. On the basis of this, they may be passed fit, or an appointment for further information or screening may be required. All entrants must be certified medically fit and employment is conditional on such certification. All appointees are expected to comply with NHS Highland's Immunisation Policy.

Those posts classified as Exposure Prone Procedures appointments are dependent on satisfactory proof of immunity or freedom from Hep B infection prior to appointment.

## References

Any job offer will be subject to meeting the conditions of NHS Highland's safer pre- and postemployment checks policy. References should include current and previous employers covering the last 3 years of your employment history.

## Driving Posts

If you are required to drive to carry out the duties of your post, you must hold a current, valid driving licence. Additionally, should you use your own car, then you should hold business use cover for when using own car for work purposes.

You will be expected to travel efficiently and effectively between various work locations within Highland to meet the operational requirements of the service.

## On-call commitment/ private residence

For staff who undertake on-call commitment, your residence shall be maintained in contact with telephone service and shall be not more than the departmental agreement for undertaking on-call commitment, unless the Board gives specific approval for residing at a greater distance for the purposes of on-call cover in your job.

## Health and Safety

To be aware of and comply with the requirements of the Health and Safety at Work Act 1974 and to co-operate with others performing their statutory duties.

For those with managerial/supervisory responsibilities: To be aware of and comply with the requirements of Health and Safety at Work Act 1974, its subordinate Regulations and Approved Codes of Practice to ensure compliance and safe working practice.

## Confidentiality

In the course of your duties you may have access to confidential material about patients, members of staff or other health service business. On no account must information relating to patients be divulged to anyone other than authorised persons - for example medical, nursing or other professional staff, as appropriate who are concerned directly with the care, diagnosis and/or treatment of the patient.

If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature you must seek advice from your superior officer. Similarly no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe this rule will be regarded by your employers as serious misconduct, which could result in serious disciplinary action being taken against you including dismissal. The

unauthorised disclosure of official business under consideration by the Board Management Team or one of its Committees by an employee is also regarded as a breach of confidence and may lead to disciplinary action.

### Annual Leave and Public Holidays

The leave year runs from 01 April to 31 March and annual leave entitlement and public holiday entitlement are as follows:

<b>Length of Service</b>	<b>Annual leave entitlement and Public Holiday Allocation</b>
On appointment	27 days + 8 public holidays
After 5 years service	29 days + 8 public holidays
After 10 years service	33 days + 8 public holidays

All the above entitlements are based on a working day of 7.4 hours and will be applied on a pro-rata basis for part-time staff. All part-time workers also receive a pro-rata entitlement to public holidays.

Reckonable service may be credited upon evidence/verification supplied for annual leave purposes in accordance with the Agenda for Change Agreement.

### Notice Period

For Agenda for Change staff, post holders will be required to give and are entitled to receive notice of termination of employment, notice periods are detailed below:

- Bands 2 to 7 - 1 months' notice
- Band 8a and above - 3 months' notice



## NHS Scotland Pension Scheme

### Auto Enrolment

All new employees eligible to join the pension scheme must be automatically enrolled into the NHS (Scotland) Superannuation Scheme from the first day of employment, but may opt out thereafter should they choose. (Those who are ineligible to join the scheme will be enrolled in NEST, again opt out can only occur once in the scheme.)

The pension scheme is provided by Scottish Public Pensions Agency. Full details are provided on the SPPA website: [www.sppa.gov.uk](http://www.sppa.gov.uk)

Employee contribution rates with effect from 1 April 2025 are as follows:

Annual Pensionable Pay (Full-time equivalent)	Contribution
Up to £13,330	5.7%
£13,331 to £26,762	6.4%
£26,763 to £31,669	7.0%
£31,670 to £39,734	8.7%
£39,735 to £41,669	9.8%
£41,670 to £50,650	10.5%
£50,651 to £54,811	11.2%
£54,812 to £76,652	11.6%
£76,653 and over	12.7%

### **Transferring in a Pension**

#### 12 months to complete: transfer deadline

It's important to make any transfer request as quickly as possible if you are choosing to transfer a pension. Transfers must be completed within 12 months of joining the NHS (Scotland) Pension Scheme and before your normal pension age. SPPA won't accept responsibility for delays incurred by you or your previous pension provider. For further information see: [Transferring a Pension in | SPPA](#)

### Further information

Detailed information regarding the benefits of the pension scheme is available at:

Scottish Public Pensions Agency (SPPA)

7 Tweedside Park

Tweedbank

Galashiels TD1 3TE

Telephone 01896 893000

<https://pensions.gov.scot/nhs>



## **Relocation Expenses**

Assistance with relocation expenses may be provided in accordance with NHS Highland Relocation Policy and if applicable to the post recruited to. Specific details including eligibility and support would be confirmed as part of employment offer.

## **Uniforms/Protective Clothing**

Uniform and protective clothing that is issued should be worn as appropriate. The appointee is responsible for laundering of the uniforms as required. All uniforms and protective clothing remain the property of NHS Highland and must be returned upon termination of employment.

## **Identity Badge Policy**

NHS Highland has a policy that all staff will be issued with and required to wear an Identity Badge at all times when on duty. If your badge needs replacing for any reason you are required to contact the Fire/Security Office, Estates Department to arrange for a replacement. All identity badges remain the property of NHS Highland and must be returned when you terminate your employment.

## **Smoke Free Policy**

NHS Highland operates a No Smoking Policy of tobacco products or e-cigarettes in any of our properties, vehicles or grounds. When selecting new staff NHS Highland does not discriminate against applicants who smoke but applicants who accept an offer of employment will in doing so agree to observe and familiarise themselves with NHS Highland's Smoke free policy.

## **Scottish Workforce Information Standard (SWISS)**

The information that staff provide will be used for employment purposes and where necessary to comply with legal obligations. The purpose of holding this information is for administration i.e. employment and pay amendments, superannuation, workforce management/planning and other personnel matters in relation to employment. Any requests for information out with the above will only be processed with individual consent (e.g. building society mortgage applications etc.)

Staff information will be held securely, and will be accessed at a local, regional and national level to meet the requirements outlined above. Managers may also hold information within your department. There will be no unauthorised access.

## **Employee assistance**

We recognise that your mental and physical wellbeing is important and we aim to support you in the workplace. All staff have access to the Employee Assistance Programme. These services are available for all employees to use and further details can be obtained via the Staff Wellbeing Hub.