

Date 26 August 2026
Your Ref
Our Ref 11791

Enquiries to Richard Mutch
Extension 35687
Direct Line 0131 465 5687
loth.freedomofinformation@nhs.scot
richard.mutch@nhs.scot

Dear

FREEDOM OF INFORMATION – HEAD OF RESILIENCE

I write in response to your request for information in relation to the Head of Resilience post within NHS Lothian.

Question:

1. The current job band/grade assigned to the Resilience Head role.

Answer:

The post is an Agenda for Change Band 8b.

Question:

2. The date on which the current banding or grading decision was made and how this compares to neighbouring NHS boards with the equivalent role.

Answer:

The date the post was banded was 06.08.20, see job description. We do not hold information relating to how the banding of this post compares to neighbouring NHS boards with the equivalent role – as per Section 17 of the Freedom of Information (Scotland) Act 2002 formally I must advise we do not hold this information.

Question:

3. The job evaluation or grading framework used to determine the role's banding.

Answer:

Please see - [Job Evaluation | MSG](#).

This information is exempt under Section 25 of the Freedom of Information (Scotland) Act 2002 - Information otherwise accessible

(1) Information which the applicant can reasonably obtain other than by requesting it under section 1(1) is exempt information.

Question:

4. A copy of the role profile/job description used for the evaluation (with any appropriate redactions applied if required).

Answer:

Current job description enclosed.

Question:

5. The factors, criteria, or scoring outcomes that informed the banding decision.

Answer:

See Matched Job Report enclosed.

Question:

6. Details of any review, reassessment, or challenge of the role's banding since it was established.

Answer:

Job Descriptions are reviewed prior to advert. This has taken place once since the job description was signed off in 2020. No record of challenge against this job description.

I hope the information provided helps with your request.

If you are unhappy with our response to your request, you do have the right to request us to review it. Your request should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If our decision is unchanged following a review and you remain dissatisfied with this, you then have the right to make a formal complaint to the Scottish Information Commissioner within 6 months of receipt of our review response. You can do this by using the Scottish Information Commissioner's Office online appeals service at www.itspublicknowledge.info/Appeal. If you remain dissatisfied with the Commissioner's response you then have the option to appeal to the Court of Session on a point of law.

If you require a review of our decision to be carried out, please write to the FOI Reviewer at the email address at the head of this letter. The review will be undertaken by a Reviewer who was not involved in the original decision-making process.

FOI responses (subject to redaction of personal information) may appear on NHS Lothian's Freedom of Information website at: <https://org.nhsllothian.scot/FOI/Pages/default.aspx>

Yours sincerely

ALISON MACDONALD
Executive Director, Nursing
Cc: Chief Executive
Enc.



JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Head of Resilience

Responsible to: Lead Consultant for Population Health

Department: Resilience

Directorate: Public Health and Health Policy

Operating Division: Corporate

Job Reference: L-PHHP-R-HOR

No of Job Holders: 1

Last Update: 2020

2. JOB PURPOSE

To lead NHS Lothian's emergency preparedness and business continuity planning across acute, primary and community care. The postholder will design, develop, deliver and audit the specialist education and training required to ensure this. This training will be to all levels of NHS Lothian e.g. Executive Directors, Site Manager etc. NHS Lothian is a Category 1 responder under the Civil Contingencies Act 2004 and related Scottish Government and NHS guidance and legislation. The post-holder will, through a combination of training, exercising, assurance and advisory processes, enable NHS Lothian to meet its obligations as a Category 1 responder. This includes the development and maintenance of arrangements to prepare for and respond to large scale challenges to service delivery, so that NHS Lothian can meet essential health care needs when normal services become overloaded, restricted or non-operational.

To act as an expert resource for NHS Lothian, advising the Chief Executive and Senior Management Team on all civil contingencies matters and to ensure that the organisation's plans and response capabilities enable effective joint working with other Category One Responders.

3. DIMENSIONS

Strategic and Planning Responsibilities:

Provision of advice on resilience. Responsible for writing the organisational wide plans and designing and implementing the assurance processes on behalf of the Chief Executive as designated under the Civil Contingencies Act.

Staffing Responsibilities:

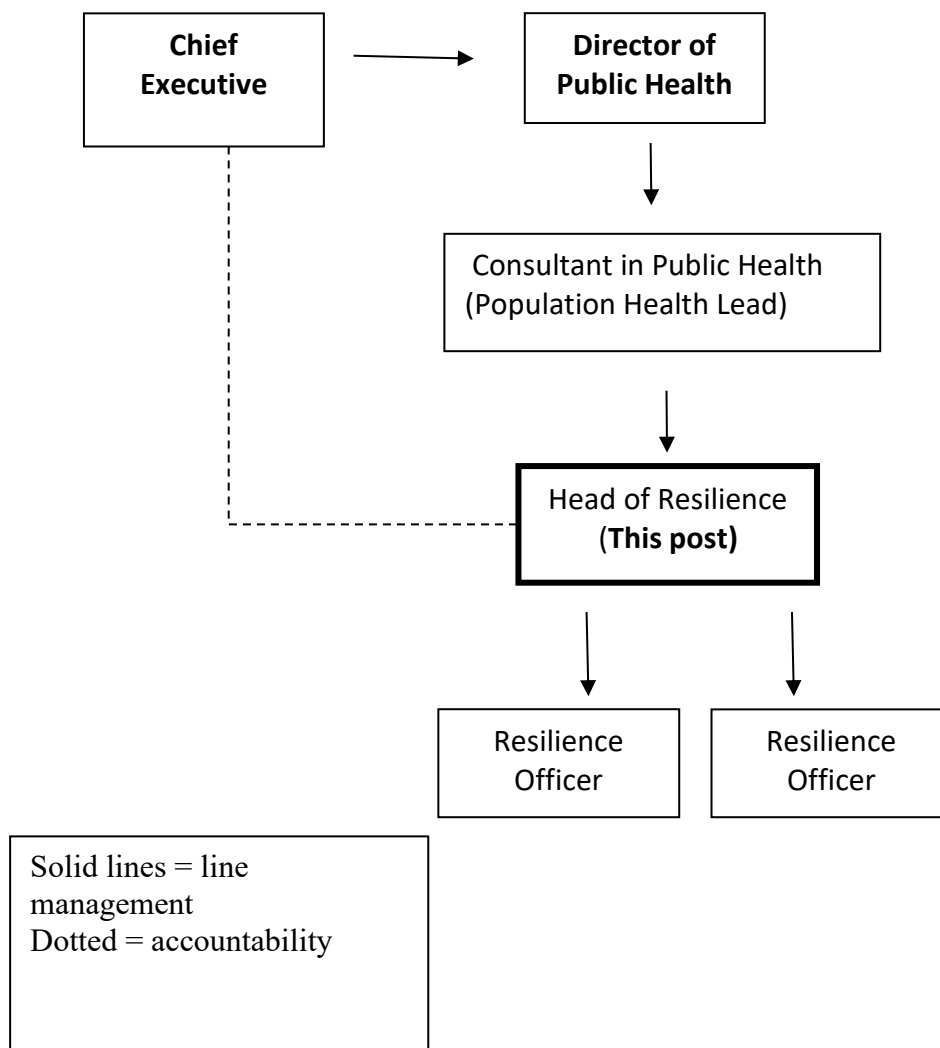
Direct line management of 2 Resilience Officers. Responsible for ensuring all relevant staff have appropriate, specialist training and that this renewed timeously.

Financial Responsibilities:

Responsible to ensure that financial requirements for the Resilience specialist training are secured and deployed effectively.

Responsible for management of delegated team budget of £175,000 including pay and non-pay to cover training support and equipment purchase.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The Department of Public Health and Health Policy aims to improve and protect the health of the people in Lothian as part of a whole system approach to public health in Scotland.

The department is organised around Population Health and Health Protection. The post-holder will join the Population Health Team. All activity takes into account the recovery and renewal demands of COVID-19.

There is a strong commitment to multi-disciplinary public health reflected in the range of staff within the department. There are approximately 130 staff working across all areas of public health.

6. KEY RESULT AREAS

1. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.
2. High level communication skills to ensure NHS Lothian Board are continuously aware of the Board readiness to the variety of situations which would need a Resilience response. Provide resilience expertise, leadership and direction to the Chief Executive and Senior Management Team to enable NHS Lothian to fulfil its duties under the Civil Contingencies Act (2004) e.g. on the response to a major incident, mass casualties, chemical biological radiological nuclear, pandemic planning, critical infrastructure failure, and other risks identified in regional and national risk assessments.
3. Lead the research, development and writing of NHS Lothian's Resilience Strategy and Strategic and Tactical Incident Management Plans and advise on and oversee the production of resilience plans for constituent parts of NHS Lothian (e.g. Acute Sites, Health and Social Care Partnerships) to maintain essential services and respond to major incidents.
4. To design and develop the specialist training required for all levels of NHS Lothian. To deliver, audit and adapt this specialist training across the whole of the organisation e.g. to Executive Directors and senior managers to ensure that there is an understanding of the resilience response. This will require frequent updating and training to ensure continuous improvement and Board readiness to act in a variety of difficult situations.
5. Lead the exercising and testing of plans by preparing and leading exercises and other training events e.g. monthly Hospital Control Room exercises, Executive and Senior Management on-call training, annual large-scale event such as a mass casualties exercise.
6. Provide regular, systematic assurance to NHS Lothian Senior Management Team as to the effectiveness of NHS Lothian's emergency and contingency planning arrangements at strategic, tactical and operational levels through a structured review of the organisations capabilities and regular and direct contact with Executive Directors, General Managers and clinical staff in line with the NHS Lothian internal control environment e.g. quarterly and annual planning and reporting cycles.
7. Lead on the interpretation of national policy and the subsequent development of local policies, inter-agency and interdisciplinary strategic plans and programmes.
8. Develop and maintain strong and productive working relationships with Resilience and Emergency Preparedness leads across a range of agencies including other Health

Boards, Local Authorities, Scottish Ambulance Service, Police Scotland, Public Health Scotland, Primary Care and Health and Social Care Partnerships.

9. Represent NHS Lothian in contact with the Scottish Government Health Resilience Unit and Resilience Division e.g. effective communication, attendance at meetings, co-ordination with the NHS Lothian Resilience Committee, meeting appropriate reporting cycles.
10. Lead the NHS Lothian input to multi-agency plans ensuring that NHS Lothian's response capability works in harmony with other elements of the NHS and Category One Responders, including Scottish Ambulance Service, Police and Local Authorities. Represent NHS Lothian at working groups of the Local and Regional Resilience Partnerships. Deputise for the Executive Director responsible for Resilience on the Strategic Groups when required.
11. Chair relevant resilience forums and task and finish groups e.g. for the Local or Regional Resilience Partnership on a quarterly basis.
12. Responsible for line management of Resilience team including regular and effective support, appraisal and personal development planning for all staff, and the management of a delegated budget including both pay and non-pay e.g. training support and equipment purchase.
13. Regularly audits Board readiness re Resilience response and reports this regularly to Senior Managers.
14. Ensures that relevant research developments are critically appraised and develops Board training accordingly.
15. Responsible for management of a delegated budget including both pay and non-pay e.g. training support and equipment purchase.
16. To facilitate research and development opportunities within emergency preparedness and to audit the main plans.

7a. EQUIPMENT AND MACHINERY

The following are examples of equipment which will be used when undertaking the role.

Desktop computer
Laptop computer
Photocopier
Digital imaging
PowerPoint projector
Telephone
Mobile Phone

Computer software packages such as Microsoft Office Suite and MS Teams

Note: New equipment may be introduced as the organisation and technology develops, however training will be provided.

7b. SYSTEMS

The following are examples of systems which will be used when undertaking the role:

- Good knowledge of word processing and e-mail systems. Frequent day-to-day user of MS Office suite of software including Excel, Word, Access and PowerPoint. Use of Internet for research purposes.
- Use of Internet/ intranet site management software to manage resilience microsite
- Resilience Direct
- Remote working systems including teleconference and video-conference (MS Teams)

Note: New systems may be introduced as the organisation and technology develops, however training will be provided.

8. ASSIGNMENT AND REVIEW OF WORK

Objectives will be agreed annually with the Lead Consultant for Population Health in consultation with the Chief Executive and the Executive Director for Resilience (Director of Public Health). The post holder is responsible for ensuring delivery of those objectives within the statutory obligations of the post. Formal review will take place at mid-year and year end. Update of objectives and review of progress will also take place through regular 1:1 meetings.

The nature of the work will be a mixture of routine, planned and timetabled tasks and rapid response to potential and actual challenges to the day to day functioning of NHS Lothian e.g. sudden weather events, infrastructure failures, pandemic infection. In addition ad hoc assignments may be requested.

Beyond this the post holder's work will be informed by issues arising across the organisation and the resulting identification of need as well as evolving best practice.

Workload management is the responsibility of the post holder. The post holder is required to prioritise workload across the team to ensure all the demands of the organisation are understood and all necessary deadlines are met.

9. DECISIONS AND JUDGEMENTS

Many decisions or judgements carry the potential for subsequent political and/or legal scrutiny and therefore must be of the highest calibre in context, based on national or international good practice, law and evidence. For example, the post holder must form an overall assessment of the organisation and its constituent parts as to whether it can fulfil its statutory duty under the Civil Contingencies Act.

Decisions about how best to interpret national guidance on Civil Contingencies Planning and emergency planning matters and formulating local policy for others to follow.

Decisions and judgements relating to the construction, design and operation of NHS Lothian's system of emergency and contingency planning. For example, reviewing NHS Lothian's threat profile and prioritising development or testing of particular aspects of NHS Lothian's emergency and contingency plans. Assisting Managers to reconcile conflicting views and reprioritise emergency planning in their local agenda.

Providing advice to Executive Directors that influences the decision whether to continue providing a particular service or treatment or whether additional controls are required in the interests of patient, public or staff safety.

Evaluating adequacy of resilience in organisational supply chains.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Ensuring that there is high level communication with senior managers and clinicians regularly to guarantee that emergency planning and business continuity is prioritised to ensure adequate plans to respond to a wide variety of foreseeable events such as winter weather disruption, terrorist action, pandemic infection, infrastructure failure.

Developing and maintaining effective working relationships with managers and clinicians who have competing priorities, in order to convey the importance of on-going emergency preparedness and business continuity.

Persuading Senior Managers of the correct course of action when there are a number of different organisations involved in the challenging situations which can occur.

Offering rapid, clear professional advice to the Chief Executive and other senior managers during an emergency situation regarding immediate response to organisational challenges. Remaining polite but persistent when working with senior NHS and multi-agency staff who hold strong views that they express powerfully.

Acting as the single point of contact between the Board and other partner organisations especially the Scottish Government Resilience functions. Explaining the NHS approach to emergency preparedness, resilience and response to partner agencies that have different organisational structures and cultures which may inadvertently conflict with NHS priorities.

11. COMMUNICATIONS AND RELATIONSHIPS

Highly developed communication and influencing skills are required to develop and maintain focus on resilience in the face of the pressures of the day to day operation of the NHS. The ability to initiate, foster and maintain key relationships with a range of NHS Lothian and partner organisations, personnel and parties are vital to the success of this role.

Ability to maintain day to day contact with clinical and management colleagues across the operational service units.

Strong relationships must be developed and maintained with directors and senior managers in all areas to keep them apprised of the challenges.

Ensuring that civil contingencies remains high on the organisational agenda in the face of competing and often more visible or seemingly urgent demands.

Communication will need to be appropriate and flexible to meet the requirements of the recipient(s), including written reports, presentations, informal briefings, group discussions, and 1:1 meetings.

The information being communicated may often be complex including sensitive material relating to clinical and non-clinical risk.

The Head of Resilience frequently attends internal and multi-agency meetings where highly sensitive and contentious or complex matters are discussed and decisions are made. The post holder is expected to exercise discretion in these areas.

Examples of key relationships are set out below. They will vary depending on the receptiveness of the individuals concerned to the importance of emergency preparedness and

business continuity issues. All relationships will involve a degree of advice and may involve strongly argued advice.

Internal:

- Chief Executive, Deputy Chief Executive and Executive Directors including Public Health, Medical and Nursing Directors Direct, regular contact as a group and on a one to one basis for purposes of exercises and assurance at Committee, and very regular contact during challenging events such as pandemics, infrastructure failure etc.
- Health and Social Care Joint Officers as with Executives above. Advising them on their plans and options before and during emergency or other challenging events in terms of their response.
- Director of Primary Care – advising how general practice can become more resilient.
- Director of Facilities – advising the Director and senior facilities managers on challenges to infrastructure, site security issues etc, helping them find solutions to these challenges.
- Site Directors – ensuring they are confident and capable of leading emergency responses at site level and that their specialties.
- Senior Clinicians such as Clinical Directors – individually and in groups, training in emergency response and discussion of implications of various emergency scenarios such as capacity in CCU/HDU for mass casualties.
- NHS Lothian Communication Team – advice on substance of what should be communicated during an emergency situation.
- Senior Managers – ensuring that they are trained and confident in planning for and responding to emergency situations in their areas.
- Trade Unions & Staff Organisations.

External:

- Other NHS Boards Heads of Resilience or equivalent in partner agencies exchange of plans and building consensus on approaches to various resilience issues.
- Scottish Government Resilience and Health Resilience Unit – explaining the Lothian approach, explaining the nature of health services and how resilience issues affect it including the interdependency on other services and infrastructure.
- Senior Scottish Ambulance Service staff – discussion of joint plans for response to major emergencies.
- Executive and senior management in Local Authorities. As above.
- Senior officers of the military in emergency planning posts. Discussion of how military can assist in particular scenarios.
- Senior Police Officers and Fire and Rescue Service Officers. Both during emergency events and also as part of planning process advising on how their actions can impact health service functioning.
- Private/Voluntary Organisations on how they can assist the NHS in certain scenarios in terms of aid offered (e.g. use of 4x4 vehicles during severe weather).

The post holder will be expected to provide presentations on a weekly to monthly basis to different audiences.

The post holder will present and discuss papers with the NHS Lothian Resilience Committee and Senior Management Team.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical:

A combination of periods sitting at a desk in the office and moving around the organisation.

Occasional lifting and carrying equipment required to provide presentations and demonstrations e.g. computers, projectors, screens, items of stationery.

Mental:

Concentration required when formulating policies, plans and advice e.g. preparing resilience plans, analysing and responding to site and speciality plans (e.g. for the RIE, for Surgery) with revisions and amendments, writing reports on key issues and the annual plan, writing and directing test exercises (including live play) and other meetings.

Emotional:

Managing the interpretation and application of complex policies and decisions, often at times of significant organisational change and in a turbulent and politically driven environment which may be met with resistance.

Emotional demands may include exposure to distressing circumstances when responding to major incidents (e.g. mass casualties, mortuary capacity) and also the stress of being unsure if the organisation is sufficiently prepared for various potential scenarios.

Environmental:

Office conditions.

Frequent requirement to work in clinical settings for instance while training, advising on resilience issues or consulting with clinicians on the ability of the speciality to respond to a particular scenario.

Frequent travel across the Board area is required.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Degree level in a health or related subject.

Educated to SCQF level 11 e.g. Masters Degree in a Resilience or risk management related subject.

Extensive specialist knowledge and experience in Resilience, Emergency Planning, Business Continuity and Crisis Management.

In depth knowledge of emergency service command and control procedures.

In depth knowledge of the NHS and how primary, secondary, community and social care are organised, operate and interact.

Highly developed communication skills with experience speaking to executive and senior management within and out with the NHS in normal and difficult situations, and to present reasoned arguments to them where appropriate and delivering debriefing.

Previous staff and budget management skills.

Experience planning and delivering training programmes and large and small scale table top and live play exercises.

Experience of creating, and utilising organisational governance, risk management and compliance procedures to improve the resilience of the organisation.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each job holder to whom the job description applies.

Job Holder's Signature:

Head of Department Signature:

Date:

Date:

Matched Job Report

Job Title	Head of Resilience
Job ID	Sco13/L-PHHP-R-HOR
Score	599
Band	8b
Status	Band Matched
National Profile	Professional Manager, Improvement & Development
Job Statement	

1. Communication and relationship skills

National Profile Level: 5 (a) (b) **Selected Level:** 6

Factor Status: Variation **Score:** 60

National Profile Factor Description

****Provide and receive highly complex, sensitive or contentious information; agreement or co-operation required; Present highly complex, sensitive or contentious information to groups****

Motivational skills to encourage collaborative working to improve services/performance where there may be resistance to change; Presents workshops to large groups of staff

Relevant Job Information

Meets Level 6

Ref Section 2

To lead NHS Lothian's emergency preparedness and business continuity planning across acute, primary and community care. The postholder will design, develop, deliver and audit the specialist education and training required to ensure this. This training will be to all levels of NHS Lothian e.g Executive Directors, Site Manager etc). NHS Lothian is a Category 1 responder under the Civil Contingencies Act 2004 and related Scottish Government and NHS guidance and legislation

To act as an expert resource for NHS Lothian, advising the Chief Executive and Senior Management Team on all civil contingencies matters and to ensure that the organisation's plans and response capabilities enable effective joint working with other Category One Responders.

Ref Section 6

2. High level communication skills to ensure NHS Lothian Board are continuously aware of the Board readiness to the variety of situations which would need a Resilience response. Provide resilience expertise, leadership and direction to the Chief Executive and Senior Management Team to enable NHS Lothian to fulfil its duties under the Civil Contingencies Act (2004) e.g. on the response to a major incident, mass casualties, chemical biological radiological nuclear, pandemic planning, critical infrastructure failure, and other risks identified in regional and national risk assessments.

8. Develop and maintain strong and productive working relationships with Resilience and Emergency Preparedness leads across a range of agencies including other Health Boards, Local authorities, Scottish Ambulance Service, Police Scotland, Public Health Scotland, Primary Care and Health and Social Care Partnerships.

Ref Section 10

Ensuring that there is high level communication with that senior managers and clinicians regularly to guarantee that prioritise emergency planning and business continuity is prioritised to ensure adequate plans to respond to a wide variety of foreseeable events such as winter weather disruption, terrorist action, pandemic infection, infrastructure failure.

Persuading Senior Managers of the correct course of action when there are a number of different

organisations involved in the challenging situations which can occur.

Ref Section 11

Highly developed communication and influencing skills are required to develop and maintain focus on resilience in the face of the pressures of the day to day operation of the NHS. The ability to initiate, foster and maintain key relationships with a range of NHS Lothian and partner organisations, personnel and parties are vital to the success of this role.

Ability to maintain day to day contact with clinical and management colleagues across the operational service units.

Strong relationships must be developed and maintained with directors and senior managers in all areas to keep them apprised of the challenges.

Ensuring that civil contingencies remains high on the organisational agenda in the face of competing and often more visible or seemingly urgent demands

Communication will need to be appropriate and flexible to meet the requirements of the recipient(s), including written reports, presentations, informal briefings, group discussions, and 1:1 meetings.

The information being communicated may often be complex including sensitive material relating to clinical and non-clinical risk.

The Head of Resilience frequently attends internal and multi-agency meetings where highly sensitive and contentious or complex matters are discussed and decisions are made. The post holder is expected to exercise discretion in these areas.

Examples of key relationships are set out below. They will vary depending on the receptiveness of the individuals concerned to the importance of emergency preparedness and business continuity issues.

All relationships will involve a degree of advice and may involve strongly argued advice.

The post holder will be expected to provide presentations on a weekly to monthly basis to different audiences.

The post holder will present and discuss papers with the NHS Lothian Resilience Committee and Senior Management Team.

2. Knowledge, training and experience

National Profile Level: 7

Selected Level: 7

Factor Status: Matched

Score: 196

National Profile Factor Description

****Highly developed specialist knowledge, underpinned by theory and experience****

Knowledge of health service management, including change management and workforce re-design, acquired through training and experience to Masters' or equivalent level

Relevant Job Information

Meets Level 7

Ref Section 13

Degree level in a health or related subject

Educated to SCQF level 11 e.g. Masters Degree in a Resilience or risk management related subject
Extensive specialist knowledge and experience in Resilience, Emergency Planning, Business Continuity and Crisis Management.

In depth knowledge of emergency service command and control procedures.

In depth knowledge of the NHS and how primary, secondary, community and social care are organised, operate and interact.

Highly developed Strong communication skills with experience speaking to executive and senior management within and outwith the NHS in normal and difficult situations, and to present reasoned arguments to them where appropriate and delivering debriefing.

Previous staff and budget management skills

Experience planning and delivering training programmes and large and small scale table top and live play exercises.

Experience of creating, and utilising organisational governance, risk management and compliance

procedures to improve the resilience of the organisation.

3. Analytical skills

National Profile Level: 4-5

Selected Level: 5

Factor Status: Matched

Score: 60

National Profile Factor Description

****Complex facts or situations, requiring analysis, interpretation, comparison of a range of options/highly complex facts or situations requiring analysis, interpretation, comparison of a range of options****

Analysis of performance data and capacity and demand data, assessment of projects, identification of areas for collaborative working /expert analysis of performance/service redesign in cutting-edge situations

Relevant Job Information

Meets Level 5

Ref Section 6

6. Provide regular, systematic assurance to NHS Lothian Senior Management Team as to the effectiveness of NHS Lothian's emergency and contingency planning arrangements at strategic, tactical and operational levels through a structured review of the organisations capabilities and regular and direct contact with Executive Directors, General Managers and clinical staff in line with the NHS Lothian internal control environment e.g. quarterly and annual planning and reporting cycles.

Ref Section 9

Many decisions or judgements carry the potential for subsequent political and/or legal scrutiny and therefore must be of the highest calibre in context, based on national or international good practice, law and evidence. For example, the post holder must form an overall assessment of the organisation and its constituent parts as to whether it can fulfil its statutory duty under the Civil Contingencies Act. Decisions about how best to interpret national guidance on Civil Contingencies Planning and emergency planning matters and formulating local policy for others to follow.

Decisions and judgements relating to the construction, design and operation of NHS Lothian's system of emergency and contingency planning. E.g. Reviewing NHS Lothian's threat profile and prioritising development or testing of particular aspects of NHS Lothian's emergency and contingency plans. Assisting Managers to reconcile conflicting views and reprioritise emergency planning in their local agenda.

Providing advice to Executive Directors that influences the decision whether to continue providing a particular service or treatment or whether additional controls are required in the interests of patient, public or staff safety.

Evaluating adequacy of resilience in organisational supply chains.

Ref Section 12

Concentration required when formulating policies, plans and advice e.g. preparing resilience plans, analysing and responding to site and speciality plans (e.g. for the RIE, for Surgery) with revisions and amendments, writing reports on key issues and the annual plan, writing and directing test exercises (including live play) and other meetings.

4. Planning and organisation skills

National Profile Level: 4-5

Selected Level: 5

Factor Status: Matched

Score: 60

National Profile Factor Description

****Plan and organise broad range of complex activities; formulates, adjust plans and strategies/formulate long term, strategic plans, involving uncertainty, may impact across the whole organisation****

Plans and implements new ways of working, facilitates collaborative working across the sector, capacity planning/Develops long-term strategic plans for performance and service improvement in new areas across a health economy

Relevant Job Information

Meets Level 5

Ref Section 6

5. Lead the exercising and testing of plans by preparing and leading exercises and other training events e.g. monthly Hospital Control Room exercises, Executive and Senior Management on-call training, annual large-scale event such as a mass casualties exercise.

7. Lead on the.....inter-agency and interdisciplinary strategic plans and programmes.

9. Lead the NHS Lothian input to multi-agency plans ensuring that NHS Lothian's response capability works in harmony with other elements of the NHS and Category One Responders, including Scottish Ambulance Service, Police and Local Authorities. Represent NHS Lothian at working groups of the Local and Regional Resilience Partnerships. Deputise for the Executive Director responsible for Resilience on the Strategic Groups when required.

5. Physical skills

National Profile Level: 2

Selected Level: 2

Factor Status: Matched

Score: 15

National Profile Factor Description

****Physical skills obtained through practice****

Standard keyboard use

Relevant Job Information

Meets Level 2

Standard keyboard use

6. Responsibility - patient/client care

National Profile Level: 1

Selected Level: 1

Factor Status: Matched

Score: 4

National Profile Factor Description

****Assist patients/clients during incidental contacts****

Occasional contact with patients or clients

Relevant Job Information

Meets Level 1

Occasional contact with patients or clients

7. Responsibility - policy and service

National Profile Level: 5

Selected Level: 5

Factor Status: Matched

Score: 45

National Profile Factor Description

****Responsible for policy implementation, development for a directorate or equivalent****

Develops sector wide performance, service policies/develops performance/improvement policies in specialist areas which impact across a health economy

Relevant Job Information

Meets Level 5

Ref Section 2

To lead NHS Lothian's emergency preparedness and business continuity planning across acute, primary and community care. NHS Lothian is a Category 1 responder under the Civil Contingencies Act 2004 and related Scottish Government and NHS guidance and legislation.

Ref Section 3

Provision of advice on resilience Responsible for writing the organisational wide plans and designing and implementing the assurance processes on behalf of the Chief Executive as designated under the Civil Contingencies Act.

Ref Section 6

2. High level communication skills to ensure NHS Lothian Board are continuously aware of the Board readiness to the variety of situations which would need a Resilience response. Provide resilience expertise, leadership and direction to the Chief Executive and Senior Management Team to enable NHS Lothian to fulfil its duties under the Civil Contingencies Act (2004) e.g. on the response to a major incident, mass casualties, chemical biological radiological nuclear, pandemic planning, critical infrastructure failure, and other risks identified in regional and national risk assessments.

7. Lead on the interpretation of national policy and the subsequent development of local policies, inter-agency and interdisciplinary strategic plans and programmes.

8. Responsibility - finance and physical

National Profile Level: 4(a)

Selected Level: 3

Factor Status: Variation

Score: 21

National Profile Factor Description

****Budget holder for department/service****

Holds budget for service/department

Relevant Job Information

Meets Level 3

Ref Section 3

Responsible for management of delegated team budget of £175,000 including pay and non-pay

Ref Section 6

12. Responsible for line management of Resilience team including regular and effective support, appraisal and personal development planning for all staff, and the management of a delegated budget including both pay and non-pay e.g. training support and equipment purchase.

15. Responsible for management of a delegated budget including both pay and non-pay e.g. training support and equipment purchase.

9. Responsibility - staff/HR/leadership/training

National Profile Level: 4(a)

Selected Level: 4

Factor Status: Matched

Score: 32

National Profile Factor Description

****Line manager for single function or department****

Line manager for team/department

Relevant Job Information

Meets Level 4

Ref Section 2

....The postholder will design, develop, deliver and audit the specialist education and training required to ensure this. This training will be to all levels of NHS Lothian e.g Executive Directors, Site Manager etc)....

Ref Section 3

Direct line management of 2 Resilience Officers

Ref Section 6

4. To design and develop the specialist training required for all levels of NHS Lothian. To deliver, audit and adapt this specialist training across the whole of the organisation e.g. to Executive Directors and senior managers to ensure that there is an understanding of the resilience response. This will require frequent updating and training to ensure continuous improvement and Board readiness to act in a variety of difficult situations.

5. Lead the exercising and testing of plans by preparing and leading exercises and other training events e.g. monthly Hospital Control Room exercises, Executive and Senior Management on-call training, annual large-scale event such as a mass casualties exercise.

12. Responsible for line management of Resilience team including regular and effective support, appraisal and personal development planning for all staff, and the management of a delegated budget including both pay and non-pay e.g. training support and equipment purchase.

Ref Section 13

Experience planning and delivering training programmes and large and small scale table top and live play exercises.

10. Responsibility - information resources

National Profile Level: 1

Selected Level: 2

Factor Status: Variation

Score: 9

National Profile Factor Description

****Records personally generated information****

Records own information

Relevant Job Information

Meets Level 2

Ref Section 6

6. Provide regular, systematic assurance to NHS Lothian Senior Management Team as to the effectiveness of NHS Lothian's emergency and contingency planning arrangements at strategic, tactical and operational levels through a structured review of the organisations capabilities and regular and direct contact with Executive Directors, General Managers and clinical staff in line with the NHS Lothian internal control environment e.g. quarterly and annual planning and reporting cycles.

Ref Section 12

Concentration required when formulating policies, plans and advice e.g. preparing resilience plans, analysing and responding to site and speciality plans (e.g. for the RIE, for Surgery) with revisions and amendments, writing reports on key issues and the annual plan, writing and directing test exercises

(including live play) and other meetings.

11. Responsibility - research and development

National Profile Level: 1-2(a)

Selected Level: 2

Factor Status: Matched

Score: 12

National Profile Factor Description

****Undertakes surveys or audits as necessary to own work/regularly undertake research and development activity****

Undertakes surveys/complex surveys related to performance management

Relevant Job Information

Meets Level 2

Ref Section 6

13. Regularly audits Board readiness re Resilience response and reports this regularly to Senior Managers.

14. Ensures that relevant research developments are critically appraised and develops Board training accordingly.

16. To facilitate research and development opportunities within emergency preparedness and to audit the main plans

12. Freedom to act

National Profile Level: 5

Selected Level: 5

Factor Status: Matched

Score: 45

National Profile Factor Description

****General policies, need to establish interpretation****

Interprets national guidance for the health economy

Relevant Job Information

Meets Level 5

Section 2

To lead NHS Lothian's emergency preparedness and business continuity planning across acute, primary and community care. NHS Lothian is a Category 1 responder under the Civil Contingencies Act 2004 and related Scottish Government and NHS guidance and legislation.

Ref Section 6

2. High level communication skills to ensure NHS Lothian Board are continuously aware of the Board readiness to the variety of situations which would need a Resilience response. Provide resilience expertise, leadership and direction to the Chief Executive and Senior Management Team to enable NHS Lothian to fulfil its duties under the Civil Contingencies Act (2004) e.g. on the response to a major incident, mass casualties, chemical biological radiological nuclear, pandemic planning, critical infrastructure failure, and other risks identified in regional and national risk assessments.

7. Lead on the interpretation of national policy and the subsequent development of local policies, inter-agency and interdisciplinary strategic plans and programmes.

Ref Section 8

Workload management is the responsibility of the post holder. The post holder is required to prioritise workload across the team to ensure all the demands of the organisation are understood and all necessary deadlines are met.

13. Physical effort

National Profile Level: 1

Selected Level: 1

Factor Status: Matched

Score: 3

National Profile Factor Description

****Combination of sitting, standing and walking****

Light physical effort

Relevant Job Information

Meets Level 1

Ref Section 12

A combination of periods sitting at a desk in the office and moving around the organisation

Occasional lifting and carrying equipment required to provide presentations and demonstrations e.g. computers, projectors, screens, items of stationery.

14. Mental effort

National Profile Level: 3(a)

Selected Level: 3

Factor Status: Matched

Score: 12

National Profile Factor Description

****Frequent requirement for concentration; work pattern unpredictable****

Concentration required for checking documents and analysing statistics, managing conflicting priorities

Relevant Job Information

Meets Level 3a

Ref Section 12

Concentration required when formulating policies, plans and advice e.g. preparing resilience plans, analysing and responding to site and speciality plans (e.g. for the RIE, for Surgery) with revisions and amendments, writing reports on key issues and the annual plan, writing and directing test exercises (including live play) and other meetings.

15. Emotional effort

National Profile Level: 3(a)

Selected Level: 3

Factor Status: Matched

Score: 18

National Profile Factor Description

****Frequent exposure to emotional or distressing circumstances****

Imparting unwelcome news to stakeholders e.g. where performance targets have not been met

Relevant Job Information

Meets Level 3a

Ref Section 12

Managing the interpretation and application of complex policies and decisions, often at times of significant organisational change and in a turbulent and politically driven environment which may be met with resistance.

Emotional demands may include exposure to distressing circumstances when responding to major incidents (e.g. mass casualties, mortuary capacity) and also the stress of being unsure if the organisation is sufficiently prepared for various potential scenarios.

16. Working conditions

National Profile Level: 1-2(c)

Selected Level: 2

Factor Status: Matched

Score: 7

National Profile Factor Description

Exposure to unpleasant conditions is rare/ frequent requirement to use road transportation

Office\conditions/ use public transport for visits around sector

Relevant Job Information

Meets Level 2

Ref Section 12

Office conditions

Frequent travel across the Board area is required..