



NHS Greater Glasgow and Clyde

Apprenticeship Programme

**MA Health Improvement Assistant Practitioner
Based at Health Improvement (South Team)**

Closing Date – Noon 16th August 2022





Who can apply for this Apprenticeship?

We are recruiting for a Modern Apprentice (MA) Assistant Health Improvement Practitioner aged between 16 to 24 years (or 16 to 29 years for Disabled or Care Experienced* people) on 1st Nov 2022 to join the Health Improvement team in the South of Glasgow.

We are committed to recruiting a workforce that reflects our population and we welcome applications from people from Black, Asian or other Minority Ethnic backgrounds, from LGBTQ+ candidates, Care Experienced* people and Disabled people.

This programme is designed as an entry route into the NHS Greater Glasgow and Clyde Health Improvement Service and we encourage applications from school leavers.



Shortlisting Requirements – Entry Criteria

Applications are considered on a competitive basis which means not all candidates who meet the entry criteria will be guaranteed an interview.

In order to be considered for interview your Application Form MUST clearly demonstrate that you meet the following criteria:

- A National 5 qualification (or SCQF equivalent) at Grade A-C in English or ESOL and at least two National 4 qualifications (or SCQF equivalent).
- Fully complete the assessment question section of the application form (see page 12) to demonstrate that you have the interpersonal skills and qualities we require for this post.
- Are within the specified age range
- We operate a Guaranteed Interview scheme for Care Experienced* and Disabled applicants who meet the minimum selection criteria for this post. Please contact Mark.Goldie@ggc.scot.nhs.uk for more details

**The term “care experienced” refers to anyone who has been, or is currently in care. This includes kinship care where you are living/lived with a relative who is not your parent, or looked after with the help of social work, or living/lived in Residential care, Foster care, secure care or Adoption.*

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Modern Apprenticeship

Health Improvement Assistant Practitioner

What is a Modern Apprenticeship?

A Modern Apprenticeship is a job which lets people earn a wage and gain an industry-recognised qualification whilst they are working

This means that you will be an employee of NHS Greater Glasgow and Clyde and during your employment with us will be supported to gain the skills and qualifications that will help to start your career as a Health Improvement Assistant Practitioner.

What does the Health Improvement Team in South Glasgow do?

The South Health Improvement Team are based within the South Locality of Glasgow City Health and Social Care Partnership (HSCP).

We are one of three locality-based Health Improvement Teams in Glasgow City. The team aim to improve health outcomes and reduce health inequalities for people living in the South Glasgow.

We have five sub-teams (portfolios) which focus on particular ages and stages, for example children and young people (the portfolio these posts will be based in) early years and older people, and priority health topics, for example mental health, drugs and alcohol and financial inclusion. There is also place-based work which targets particular neighbourhoods/communities within South Glasgow where deprivation significantly impacts on health. Portfolio 4 has a lead responsibility for Priesthill and Househillwood Thriving Place

We work closely with partners for example Education, Health care staff, Local Authority staff and the voluntary sector.

Our team aims to do the best we can to improve health and reduce health inequalities. We have a range of experiences and backgrounds, making us quite a diverse team.

What will an Apprentice Health Improvement Assistant Practitioner be doing?

As an Apprentice you will work as part of the Child and Youth Health Improvement Team to improving health outcomes and life experiences for the children and young people in South Glasgow. As the apprenticeship develops you will also get the opportunity to support some of the other portfolios to develop your knowledge and experience of other health topics and areas.



We do this in a number of ways and there is wide variety in the work our team are involved in which you support.

This can include for example supporting the training and capacity building for cost of the school day programme which aims at tackling child poverty, supporting the development of Bank for Youth our youth engagement programme, which ensures young people's voices are heard and involved in decision making and by being a key partner in local networks/forums, and supporting training/events that the team are involved in.

You will be encouraged to participate in a variety of health training, for example Healthy Minds, to build on their knowledge and understanding of health and wellbeing. Health Issues in the community to understanding how issues such as poverty and inequalities impact on communities.

You duties will include:

- Supporting team members to organise and prepare to deliver training
- Supporting team members to host and deliver training sessions on a wide range of health topics (could be online or face-to-face)
- Supporting team members to plan and host community networks and events (could be online or face-to-face)
- Participating in community networks
- Researching and learning about key partner organisations we work with
- Shadow staff from each of our four sub-teams (streams) to learn about a wide range of programmes of work the team are involved in.

You can find out more about the work of Health Improvement teams at <https://www.nhsggc.org.uk/your-health/public-health/health-improvement>



How long will this Apprenticeship last?

This is a Fixed Term two-year programme and after successful completion of all elements of the programme you will be supported to transition into permanent employment.

This Apprenticeship is made up of 3 elements; Workplace training, an SVQ and an HNC.

During your Apprenticeship you are expected to attend regular reviews to discuss your progress and development needs and are expected to stick to the agreed training plan.

This includes attending internal and external training and taking responsibility, with support, to collect the evidence required that proves competence in the job role

Will I attend College?

In year 1 you will complete a Certificate in Youth Work Practice.

In the second year of your apprenticeship, you will undertake a HNC in Youth Work delivered by Glasgow Kelvin College

<https://www.glasgowkelvin.ac.uk/courses/hnc-working-communities/>. You may be attending on a part time and/or distance learning basis.

How is the SVQ Delivered?

The vocational training will be undertaken in your place of work with the support and qualification assessment provided internally by a team of experienced work-based assessors. An SVQ is a qualification that shows that you can perform a job to nationally recognised standards and is made up of several units, each one of which describes an aspect of the job.

There are no exams involved in an SVQ, staff are assessed at their workplace using observation, professional discussion and work-related evidence. You will be assessed on the skills you use every day in your job and will assemble a portfolio of evidence in support.

Your workplace training supervisor will also be involved with some assessments to provide workplace monitoring and feedback. In addition, assessment will be subject to quality assurance procedures and could require some assessments to be invigilated by the workplace training supervisor.



Will I be working to a Job Description?

Yes. You will work to Health Improvement Assistant Practitioner job description with the expectation that you will be supported and trained to carry out all of the duties and responsibilities outlined.

You would not be expected to perform at Health Improvement Assistant Practitioner level on appointment.

You will also receive an outline of the apprenticeship programme which highlights the key areas which you are expected to complete before your apprenticeship will end.

Where will I be working?

The team office is based in Pollok Health Centre, 21 Cowglen Road, Glasgow, G53 6EQ

This role will be based at the above site but due to COVID 19 there may be some home working required.

Travel to other locations within the Board area, mainly in South Glasgow will be required. This might be to attend meetings/forums, training or to meet with community groups.

All staff are entitled to apply for the following benefits on appointment:

- Interest free loan to purchase Zonocard's - a flexible season ticket for unlimited travel by rail, subway, most buses and even some ferries (details on public transport routes to NHS Greater Glasgow and Clyde's sites can be found by visiting www.nhsggc.org.uk and select Transport and Parking on the home page or visit www.spt.co.uk/travelinfo
- Cycle to Work Scheme, for staff to purchase a bicycle and any equipment needed and then repay those costs through their salary.

Who else works in within the team?

The Health Improvement Team in the South Locality is comprised of approximately 40 staff, working in five sub-teams (Portfolio 1, Portfolio 2, Portfolio 3, Portfolio 4, Portfolio 5).

Our work focuses on a wide range of health improvement programmes, for example:

- Priority health topics, for example mental health, tobacco, poverty and financial inclusion
- Ages and stages, including early years, young people and older people
- Place-based working in neighbourhoods/communities of high deprivation.



What type of person are you hoping to recruit?

As well as demonstrating that you meet the academic criteria you must also demonstrate in your application that you are genuinely interested in working in a community setting in a role that works to improve health outcomes for people.

Any previous experience of voluntary work, community support or charity work, peer support, caring responsibilities, school-based buddy or mentoring schemes or befriending programmes would be beneficial to highlight in your application.

What are the most important personal qualities required for the role?

You will need good communication, inter-personal and organisational skills and demonstrate self-motivation and self-reliance. You should be keen to help out and be flexible in your approach to ensure the best outcome is achieved for our service users.

You will need excellent communication skills so your application needs to demonstrate that you have the ability to work as part of a team and to work on your own initiative. Examples of this could include Duke of Edinburgh awards, Foundation Apprenticeships or any development programmes or projects undertaken at school, college or in the workplace.

You will find further guidance on how to complete this section of the application form and suggested examples of cross transferable skills from education/extracurricular activities on page 12.



Good interpersonal, teamwork and communication skills are essential in providing a professional and efficient service. You will be working as part of a wider team so your application should show us that you have good organisational skills, are self-motivated and are flexible in your approach to ensure the best outcome is achieved for our patients. Your application should show us that you are someone who is keen to learn new things and has an enthusiastic and positive approach to work.

A confident manner and positive attitude will benefit you as following a period of induction and training you will be attending meetings, delivering training and supporting group work and hosting or supporting other activities. Any experience you have in leading or motivating people, public speaking, occasions where you have stepped outside your comfort zone and challenged yourself or taken on new responsibilities or learned new skills quickly would be beneficial to highlight in your application.

As you will travel cross site/sector, flexibility is also an essential requirement.

What qualifications will I hold when I complete this programme?

On completion of your apprenticeship, in addition to the workplace training and competencies relevant to the role that you will achieve you will also be awarded:

- [SVQ level 3 Healthcare Support \(Non-clinical\) at SCQF level 7](#)
- [Certificate in Youth Work Practice](#)

This posts reflects the following Modern Apprenticeship Framework:

- [Modern Apprenticeship in Healthcare Support \(non Clinical\) SCQF Level 7](#)

What happens at the end of the Apprenticeship?

On successful completion of **all** elements of the NHS Greater Glasgow and Clyde Modern Apprenticeship Programme we will support your transition into permanent employment within the organisation.

Longer term, how could this apprenticeship support career progress/ a career in the NHS?

Throughout your appointment you will be encouraged to become a reflective practitioner and measure your skills and knowledge to align your work against the UK Public Health Skills and Knowledge Framework. This will support you to then work towards gaining accreditation as a

Public Health Practitioner through the UK Public Health Registration (UKPHR) Scheme, open to you when you have minimum 3 years work experience within the health improvement field.



The Selection Process

Please note this time table is indicative and may change. Any variation in dates will be notified to candidates.

Recruitment Stage	Date
Post opens for Applications	2 st Aug 2022
Online Information Session	10 th Aug 2022
Closing Date For Application Submissions	16 th Aug 2022
Applications Assessed and selected candidates identified for Stage 1 Interview.	22 nd Aug 2022
Online Interview Preparation Session	29 th Aug 2022
1st Stage Interview (Teams)	Week beginning 29 th Aug 2022
Final Interview (In person Panel Interview)	Week Beginning 5 th Sep 2022
Start date for Successful candidates to commence employment	3 rd Oct 2022



I've never worked in Health Improvement before so how do I know if I have the skills you are looking for?

As this is an entry level position we will also ask you to answer some questions in the assessment section of the application form help us assess your suitability. *See Page 12*

How do you decide who to interview?

We base our decision on who to interview by assessing the information you have provided on your application form and your responses to the questions you have been asked to address in the assessment section.

As well as having the educational qualifications, skills, knowledge/experience to apply you must also be able to do the job so we will also ask you to provide supporting information in the assessment section of your application form that will help us assess your suitability.

The Assessment Section of the application form plays a significant part in our decision to select your application for shortlisting. **Please ensure you read the guidance on completing this section and ensure you answer all the questions put to you in the way we ask you to.** *See Page 12*

NHS Scotland is a Disability positive organisation and operates a Job Interview Guarantee scheme for disabled applicants who choose to participate in this scheme. **All disabled applicants who meet the minimum criteria for selection are encouraged to indicate if they wish to participate in the Job Interview Guarantee Scheme.**



How to complete your Application Form

How do I apply for this position?

All applications need to be made through the NHS Scotland online application form system.

You will find a link to apply at

When you first register with the application system you will create an account which you can access at all stages of the process.

How do I complete my application form?

One standard application form means that everyone who applies is considered on the same basis. **You need to complete the application form in full – please do not upload a CV as this will not be available to the selection panel.**

What you need to tell us on the application form

When completing your application please ensure that:

- You provide us with full contact details
- You provide us with your **full** education history. If including Standard Grades or Intermediate or GCSE please make sure you include the level.
- You provide details of any employment history, if any.
- If you have no employment history you can include volunteering or work experience placements in employment history section.
- You complete the assessment questions
- You provide full contact details for a least 2 referees (education, employment or character). *Please see page 13 for guidance on who can provide references*

It's a good idea to gather all the necessary information e.g. your educational qualifications before you start to complete the application form.

Plan what information to include in each section of the application form and draft your responses before you type it into the text box in the application form and check your spelling and grammar.

To give you the best possible chance of selection please ensure please ensure you read and **follow the detailed guidance on page 12 and that before submitting your application ensure you have provide the detail we have asked you for when answering the three assessment questions.**



Completing the Assessment Questions

To stand the best chance of getting an interview you need to fully answer the assessment questions and make sure you follow the guidance we give you on how to answer.

You will be asked three questions in the application form and we would like to answer them as follows:

1 Why do you think you are suitable for this role?

- **How to Answer:** **In the summary information on page 5 we have told what kind of person we are hoping to recruit. Give us examples that show us you have the skills and attributes you will need for this job.** *Tell us about the skills and personal qualities you have and how you have developed them e.g. through work, volunteering, school/college practical subject-based tasks (any school subjects any hobbies or pastimes that can demonstrate your skills), any clubs or after school/college groups/other interests that demonstrate the communication skills and personal qualities we are seeking. **Don't just tell us you have a skill or attribute – give us examples and tell us how they would help you in this job.***

2 Why do you want to work for the NHS?

- **How to Answer:** **Tell us why are you interested in a becoming an Assistant Health Improvement Practitioner.** *We have told you in the supporting information and job description what the job involves so tell us why you think you would be good applicant. **Tell us about your interest in working in Health Improvement and why this is the career path for you.** What is it about this job that appeals to you and why did you apply for the programme?*

3 Is there any other relevant information that will assist us in shortlisting your application?

- **How to Answer:** **Tell us a bit more about you.** *How do your family, friends, teachers/employers describe you? Tell us about your achievements (e.g. Duke of Edinburgh or other awards, hobbies and interests), any talents or aspirations or anything else you think might be relevant to your application. We want to know what interests you and how other people see you. **If you are a Care Experienced Applicant as defined on page 2 please tell us here.***

Please do not send any other inclusions e.g. copies of qualification certificates, other award letters or CVs etc. If you are selected for interview we will let you know what evidence we need you to provide regarding your educational qualifications.



Equal Opportunities Monitoring

This part of the form is optional and the information you provide in this section exercises no part of the selection process.

Who should I ask to be a referee?

NHS Scotland require you to provide details of at least **two** referees that will cover a period of the last three years, however we understand that this can be difficult if you have not worked before or have a limited employment history.

If you are in full time education or recently left education your referees can be teaching staff and Pastoral Care staff. We will only contact your referees if we decide to make a conditional offer of employment.

Who else can I ask to be a referee?

You can also include referees from any volunteer work or work experience. If you don't have employment or education references that cover the last the last three years, we will also accept character references

It is important that you give us full contact details including email addresses for all your referees.

Who can act as a Character Referee?

A Character Referee is a professional person or person of good standing in the community who is not a family member and who can vouch for your suitability for the role.

Examples of suitable Character referees could include anyone known to you (but not a family member) who is required to hold professional registration to do their job, or is employed in professional capacity, or is a Public Sector employee, or holds a position of seniority in a company or business, is a business owner or is a person of good standing within your local community (e.g. sports coach, scout leader, youth worker etc)

If you are experiencing difficulty in identifying suitable Referees please email mark.goldie@ggc.scot.nhs.uk for support.



When is the closing date for applications?

Your application must be submitted on or before **Noon on 16th August 2022** at the latest.

We will **NOT** accept late applications.

Can I get help to complete the application form?

If you feel that you need some help to decide what would be useful to include in your application you should make contact with your local Skills Development Scotland office. One of the advisers there will be able to support you through the application process. You can find out more at <https://www.skillsdevelopmentscotland.co.uk/>

You can also find information on the My World of Work website <https://www.myworldofwork.co.uk/getting-job/application-forms>

You need to complete the application form in full – please do not upload a CV as this will not be available to the selection panel.

When will interviews be held?

Interviews will be held as a two stage process and we anticipate the interview process will take place the week commencing **29th August 2022**. If you have been selected for interview you will be notified by email.

Shortlisted Candidates will be invited to attend a Stage 1 interview via MS teams. Candidates successful after Stage 1 will be invited to attend a final in person panel interview however this process may change in line with any current Covid 19 Guidance.

When will the Health Improvement Assistant Practitioner Modern Apprenticeship start?

All our offers of employment are conditional and subject to you satisfactorily completing pre-employment checks which include references, Disclosure Scotland Clearance and an occupational health assessment.

On completion of satisfactory pre-employment checks, successful candidates will start their Training Programme on **03rd October 2022**.



Submitting your application

Final Check

- Make sure you have included details of all your qualifications (including dates awarded)
- Make sure you include full contact details for your two referees, including where possible an email address for them. Don't forget to ask their permission to use their details on your application form
- Make sure you have fully answered the three assessment questions and have given us the information we have asked you for.
- Make sure you check that your responses to the assessment questions are checked for spelling and grammar. It might be helpful to get someone else to look over your answers.
- It is always useful to make a few drafts of your answers before you submit one you are happy with and it's helpful to keep a copy of your final draft. Remember if you are selected for interview it will be important to review the application you submitted as part of your interview preparation.
- **And finally before you submit it check it one last time**

How to submit your Application Form:

Applications should be completed electronically submitted via the NHS Scotland Online Recruitment System – Jobtrain.

You will find the link to apply at: [MA Health Improvement Assistant Practitioner MA](#)

If you have any problems submitting your application form please call NHS Greater Glasgow and Clyde Recruitment Service on 0845 3000 831

Applications must be submitted by the closing date of **Noon on 16th August 2022**

Late applications will not be considered.



Terms and Conditions of Employment

Pay banding

Band 4 (Annexe 21).*

**Annex 21 of Agenda for Change is a mechanism for paying trainees a percentage of the full salary for the role whilst an employee is training with us. As NHS Scotland is a Living Wage Employer, trainees are paid at either the Scottish Living Wage rate, or the appropriate percentage for the role, whichever is higher. You can find out more about Annexe 21 at <https://www.nhsggc.org.uk/media/252246/doc-5-acrobat-document.pdf>*

Starting Salary

£18,571 per annum

Fixed Term Contract Duration

The duration of the post is fixed term for 2 Years

Hours of Duty

37.50 Hours per week

Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is:

- 27 days (202.5 hours), rising to 29 days (217.5 hours) after 5 years' service and 33 (247.5 hours) days after 10 years' service. There are 8 (60 hours) Statutory and Public Holidays in each leave year (pro rata where applicable)

Superannuation Pension Scheme

If appointed you will be automatically enrolled in the NHS Superannuation Scheme however on appointment you can chose to opt out of the scheme. Employee's contributions to the NHS Scheme are tiered based on your earnings and the employer's contribution equates to 13.5 % 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. You can find out more at www.sppa.gov.uk

For more information about the benefits and discounts available to NHS Greater Glasgow and Clyde staff, visit www.nhsstaffbenefits.co.uk and www.nhsdiscounts.com

Right to Work in the UK

We are required to check the entitlement to work in the UK of all prospective employees, regardless of nationality or job category. Candidates appointed to a post will be required provide appropriate documentation verifying right to work in the UK prior to any commencing employment.



Healthcare Support Workers

All staff who are not a member of a regulatory body (e.g. Nurse, Doctors, and Allied Health Professionals) are considered to be Healthcare Support Workers, regardless of their job title. You will be expected to comply with the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers. You will be required to achieve Mandatory Induction Standards and Code of Conduct for Health Care Support Workers and these standards will be met through on the job induction programmes within NHS Greater Glasgow and Clyde that are core in supporting new staff.

Smoke Free Policy

NHS Greater Glasgow and Clyde operates a NO SMOKING Policy on all premises and grounds for staff and visitors.

Pre-employment Checks

All offers of employment will be subject to the receipt of satisfactory references, Occupational Health screening, criminal records check (Disclosure Scotland) where applicable, eligibility to work in the United Kingdom and verification of identity and qualifications.

Car parking and travel to NHSGGC Sites

Like other NHS Boards across the country, demand for car parking on our hospital sites far outweighs availability. As a result, access to on-site parking is extremely limited and you will therefore need to find alternative ways of travelling to work if you are selected for the post.

All staff are entitled to apply for the following benefits on appointment:

- Interest free loan to purchase Zonocard's - a flexible season ticket for unlimited travel by rail, subway, most buses and even some ferries (details on public transport routes to NHS Greater Glasgow and Clyde's sites can be found by visiting www.nhsggc.org.uk and select Transport and Parking on the home page or visit www.spt.co.uk/travelinfo
- 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 NHS Greater Glasgow and Clyde staff, visit www.nhsstaffbenefits.co.uk and www.nhsdiscounts.com

Learning and education

NHSGGC has an on-going commitment to learning and development through competency based training and individual personal development plans informed by the Knowledge and Skills Framework. You can learn more about the Knowledge and Skills framework at <https://www.msg.scot.nhs.uk/pay/agenda-for-change>

Job Description

You will work to the standard Health Improvement Assistant Practitioner Job Description with the expectation that you will be supported and trained to carry out all the duties and responsibilities outlined. You would not be expected to perform at Health Improvement Assistant Practitioner level on appointment

Modern Apprenticeship Person Specification Health Improvement Assistant Practitioner Programme

1. JOB IDENTIFICATION :

National Profile equivalent : Health Improvement Assistant Practitioner

This post is part of the NHS GGC Modern Apprenticeship Programme. Postholders will undertake a formal programme of education and development to support the development of the knowledge and skills required for the post.

This is a full time 2 year fixed term training position and as such the post holder will be working to achieve the necessary competency based and underpinning knowledge qualifications.

You will work to the standard Health Improvement Assistant Practitioner Job Description with the expectation that you will be supported and trained to carry out all the duties and responsibilities outlined. You would not be expected to perform at Health Improvement Assistant Practitioner level on appointment.

Job Title:	Trainee Health Improvement Assistant Practitioner – Modern Apprentice
Responsible to:	Health Improvement Senior
Department	Health Improvement Team
Partnerships / CHP's:	Glasgow City Health and Social Care Partnership (HSCP) – South Sector

2. JOB PURPOSE :

The post holder is responsible for delivering aspects of the Local Plan within Glasgow City HSCP South Sector and ensuring the implementation of defined health improvement work streams in line with the Boards Corporate themes, Scottish Government priorities and local health needs. The post holder is required to provide health improvement expertise and advice to develop colleagues/partners/communities and clients capacity to promote health and reduce health inequalities.

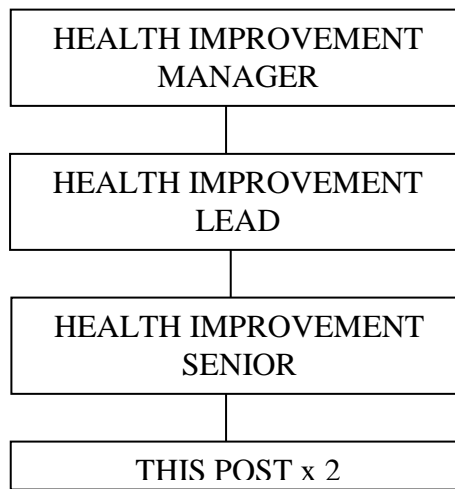
The post holder will have delegated responsibility for a range of Health Improvement work areas within the South of Glasgow e.g., specialist topic, theme, geographic area.

The post holder is responsible for establishing and sustaining links with key partners and stakeholders to effect change.

The post holder will be line managed by the Health Improvement Senior to implement a range of Health Improvement work areas within the HSCP.

Health Improvement Assistant Practitioner

3. ORGANISATIONAL POSITION :



4. SCOPE AND RANGE :

The post-holder will support delivery of health improvement work streams to improve health and reduce inequalities in health across a key range of settings working with key partners within statutory, voluntary and community organisations.

The post-holder will support provision of specialised advice in relation to health and social care needs to individuals, groups and communities

The post-holder will be responsible for their workplan, agreed by their line manager, guided by national, local policies, strategies and local health improvement programmes. Guidance is available on request from their line manager and other health improvement colleagues in their own health improvement area.

The post-holder will support analysis and evaluation of health data and the effectiveness of public health initiatives and programmes.

The post holder, with support, will be required to highlight areas where changes in work practice may lead to improvement and implement change.

5. MAIN DUTIES / RESPONSIBILITIES :

1. To support implementation of Health Improvement programmes and support to key partners and Partnership / CHP / Acute staff increasing capacity in organisations, communities and individuals to improve health and reduce inequalities in health through evidence –based interventions
2. Enable health improvement work streams to be delivered in partnership with others through participating in working groups and influencing forums/networks. Develop co-ordinate and implement health improvement work areas across Partnerships / CHPs / Acute.
3. Establish and maintain strong and effective partnerships with key partner organisations and other Health Improvement staff who can influence and deliver the Health Improvement and Inequalities work streams e.g. Health care staff, Local Authority staff and Voluntary sector.
4. Contribute to effective informative evaluation relating to Health Improvement work streams.
5. Support delivery of a range of training for staff in areas of health improvement / public health.
6. Day to day supervision of junior staff/placements/volunteers.
7. With support, adhere to the implementation of community engagement standards working closely with relevant community networks to build community capacity to tackle health issues and influence health improvement practice.
8. Support quality in the design and delivery of resource materials and health improvement training programmes for a wide variety of audiences including undergraduate students, community health workers and professionals.
9. Take responsibility for organisation and delivery of their own work plan.
10. Keep abreast of public health policy and practice through continuous personal development working towards practitioner health improvement / public health competencies.
11. Produce accurate, concise and timeous reports using desktop publishing and other software.
12. Be able to plan and undertake group and individual work, supporting participation and achievement of agreed outcomes. This includes presenting to a range of community and partner forums.

6. SYSTEMS AND EQUIPMENT :

The post holder will be working agilely. They will be required to use general information technology systems/packages including Intranet and Internet, Microsoft Word, Microsoft Access, Microsoft Outlook (email system), Microsoft Power Point, Microsoft Excel and Microsoft Teams.

Post holder is required to work paper light and utilise files and simple filing systems (manual and computerised) for notes/reports.

Post holder responsible for professional obligations in terms of the General Data Protection Regulation (GDPR) and Freedom of Information Acts.

This post regularly utilises general equipment such as:

Telephone
Laptop

Printer/Photocopier
Projector

PC
Mobile/Smart Phone

Responsible for implementation of a number of programmes through agreed annual work plans (agreed with Line Manager).

Utilise range of local/national information sources used for health/social care data in the production of reports and funding applications.

7. DECISIONS AND JUDGEMENTS :

The post holder is expected to work autonomously based on a clear work plan informed by the Health Improvement Strategy. Their work will be managed, not supervised.

The post holder will work within organisational policies and departmental procedures.

The post holder will have autonomy to carry out the requirements of their role, in the context of evidence-based practice.

The post holder will be expected to implement their own work plan with outcomes assessed by their Line Manager across their given area of responsibility.

8. COMMUNICATIONS AND RELATIONSHIPS :

Provides and receives complex, sensitive information; persuasive, motivational, negotiating, training skills required.

Liaises with external agencies and local primary care systems on Public Health developments and health improvement programmes, persuades and influence agencies to address health inequalities.

May communicate with e.g. the media using specialised knowledge.

The post holder requires skills for supporting the delivery of information/awareness and training in own area of expertise.

Post holder is expected to produce written reports; IT based information and health improvement materials as directed.

Role Specific:

Required to undertake adult and child protection training and adhere to policy, dealing with disclosure from young people and vulnerable adults acting within the legal framework.

9. PHYSICAL, MENTAL, EMOTIONAL & ENVIRONMENTAL DEMANDS OF THE JOB :

Physical

- Travel to locations within the Board area.
- There is a requirement to transport, carry and utilise project materials, training equipment and display materials.
- Physical demands of organising and delivering training / groupwork.
- Out of hours working

Mental

- Challenging discriminatory practices in own and other agencies, communities and individuals
- Frequent need to meet deadlines and timescales in delivery of initiatives, preparation for meetings, presentations, training, etc.
- Organising a number of commitments and variety of tasks.
- Regular requirement for a high level of concentration and quick thinking required at meetings, in the delivery of training, group work and other activities.
- High standards of written and oral presentation skills required.
- Accuracy of record keeping.
- Ability to influence and engage individuals, groups in community health improvement initiatives.

Emotional

- Exposure to challenging emotional situations with members of the public.
- Need to be able to challenge discriminatory attitudes and practice in own and other agencies & organisations

Working Conditions

- Office environment and non NHS community and partner settings
- Necessity to work outwith office hours at various venues across NHS GGC

10. MOST CHALLENGING / DIFFICULT PARTS OF THE JOB :

Influencing the delivery of Health Improvement and Inequalities policy and practice in a range of partner agencies and community groups.

Working in a time limited way demonstrating best use of resources.

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB :

Qualifications

- HNC or equivalent in a relevant discipline.

Experience

- Volunteering
- Working with groups/individuals

- Delivering information

Behaviours

- Good written and verbal communication skills
- Ability to create good working relationships

Other

- Ability to work as part of a team

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs.

SKILLS	
Data collection and recording	<ul style="list-style-type: none"> • Ability to collect and record information • Ability to support needs assessment activity for quality assurance and service improvement • Ability to support simple data analysis e.g. frequencies
Partnership working and negotiation skills	<ul style="list-style-type: none"> • Ability to communicate with a wide range of people re health and well being. • Ability to work in partnerships to influence health.
Effective practice skills	<ul style="list-style-type: none"> • Ability to apply evidence base to practice.
Communication/ Interpersonal skills	<ul style="list-style-type: none"> • Ability to develop and maintain effective collaborative working. • Ability to work in partnership with individuals and agencies to improve health.
Project implementation and evaluation	<ul style="list-style-type: none"> • Ability to implement and review projects and work streams.
Planning and education skills	<ul style="list-style-type: none"> • Ability to communicate project purpose & goals to stakeholders • Ability to maintain a project plan including risk register • Ability to undertake risk assessments
Independent working/time management skills	<ul style="list-style-type: none"> • Ability to manage and evaluate own activities. • Ability to work towards agreed timescales

Job Title: Trainee Health Improvement Assistant Practitioner - Modern Apprentice

Criteria	Essential	Desirable
Qualifications & Training - A National 5 at Grade A to C in English/ESOL and two National 4 Qualifications or the equivalent SCQF Levels.	Yes	

<p>Knowledge, Skills & Abilities</p> <ul style="list-style-type: none"> - Literacy and numeracy skills - Good keyboard and IT skills - Experience of using Office packages(MS Excel, MS Word, MS Access) - Demonstrates Good communication and Interpersonal skills - Demonstrates the Ability to understand and follow procedures and policies - Demonstrates the ability to be an Effective team worker - Demonstrates ability to work accurately, paying attention to detail while working to deadlines - Awareness of importance of confidentiality 	<p>Yes Yes Yes Yes Yes Yes Yes</p>	<p>Yes</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> - Demonstrates a caring outlook - Demonstrates a commitment to training & development - Demonstrates a willingness to have a 'hands-on' approach to work allocated - Demonstrates the ability to carry out duties in a safe manner as instructed / trained - Demonstrates the ability to use initiative - Demonstrates the potential to communicate effectively with colleagues and other service users 	<p>Yes Yes Yes Yes Yes Yes</p>	