



**Assistant Chief Officer  
Human Resources and  
Organisational Development  
Glasgow City Health and Social  
Care Partnership**

Location: Commonwealth House,  
32 Albion Street,  
Glasgow. G1 1LH

Job Reference: GLA14055

Closing Date: 23.59,  
Wednesday 27 August 2025



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We are recruiting for the position of Assistant Chief Officer – Human Resources and Organisational Development, Glasgow City Health and Social Care Partnership. The recruitment and selection process for this position will be supported by our Recruitment Partner, Eden Scott.

Reflecting the joint nature of this appointment, the successful candidate will have the option of being appointed on the terms and conditions, including salary of either Glasgow City Council or the NHS.

Candidates are required to complete an online application from via Myjobscotland.

For shortlisted candidates, you should be aware the selection process will include a pre-interview assessment prior to a formal interview. Details of the pre-interview assessment will be discussed with shortlisted candidates.

If you experience any difficulties accessing or completing the online application via Myjobscotland, please contact John Leese, Principal HR Officer via email [John.Leese@glasgow.gov.uk](mailto:John.Leese@glasgow.gov.uk) or telephone 0739 213 3954.

## Message from Pat Togher, Chief Officer – Glasgow City HSCP



Dear Candidate

We are delighted to share this exciting and challenging opportunity of Assistant Chief Officer – Human Resources and Organisational Development.

The Assistant Chief Officer – Human Resources and Organisational Development role at Glasgow City Health and Social Care Partnership is vital in the long term vision of the Partnership in maintaining our strive that “**Communities will be empowered to support people to flourish and live healthier, more fulfilled lives, by having access to the right support, in the right place and at the right time**”.

This is an excellent opportunity for an exceptional individual who can evidence outstanding leadership qualities. We are seeking highly motivated leaders who have the skills, experience, and values necessary to direct and support our dedicated and committed staff. You will bring a fresh, forward-thinking and collaborative approach to the role.

Glasgow City Health and Social Care Partnership objectives and priorities are ambitious, demanding and exciting. The Assistant Chief Officer – Human Resources and Organisational Development will be responsible for the strategic and operational management for the Human Resources and Organisational Development function in Glasgow City HSCP.

If you are inspired by the challenges this opportunity offers and believe you have the necessary skills, experience and qualities we are seeking, we look forward to receiving your application.

Recruitment to this role is being supported by Eden Scott. Applicants are invited to contact Eden Scott in the first instance for further information about this role. **Contact: Sarah Gracie, Associate Director on 07999421314 or via email [sarah.gracie@edenscott.com](mailto:sarah.gracie@edenscott.com).**

I would like to take this opportunity to thank you for your interest in the position of Assistant Chief Officer – Human Resources and Organisational Development.

Pat Togher  
Chief Officer  
Glasgow City HSCP

## Recruitment Advertisement

<b>Post Title:</b>	Assistant Chief Officer – Human Resources and Organisational Development Glasgow City Health and Social Care Partnership
<b>Grade/Salary:</b>	NHS Band 8D: £103,764 - £108,206  Glasgow City Council: Grade 11 / LDR3b Salary: £104,402.32 - £118,643.51 per annum
<b>Tenure:</b>	Permanent
<b>Hours:</b>	NHS: 37 hours / Council: 35 hours
<b>Location:</b>	Commonwealth House, 32 Albion Street, Glasgow, G1 1LH <b>About</b>

## Us

Glasgow City Health and Social Care Partnership is the largest HSCP in Scotland. We deliver Health and Social Care services to the people of Glasgow and surrounds. Our lead partners are Glasgow City Council and NHS Greater Glasgow and Clyde, and we deliver all community health and social care services for children, adults and older people, along with homelessness and criminal justice services.

This work is directed by the Glasgow City Integration Joint Board, with the Council and Health Board delivering services through the Glasgow City Health and Social Care Partnership since April 2016.

Our vision for community health and social care services is to support people to flourish, work in partnership with people and organisations to transform services for the better and engage with communities to improve health and wellbeing.

Our medium to long-term vision is: "Communities will be empowered to support people to flourish and live healthier, more fulfilled lives, by having access to the right support, in the right place and at the right time."

With a gross expenditure of around £1.6bn and circa 12500 whole time equivalent staff we have an exceptional story to tell which is why we are seeking to appoint an exceptional individual to this important and challenging role.

Further information about Glasgow City Health and Social Care Partnership can be found on our website <https://glasgowcity.hscp.scot>.

## **The Role**

Glasgow City HSCP is seeking an exceptional and visionary leader to take on the role of Assistant Chief Officer – Human Resources and Organisational Development. This is a pivotal position within the Resources Leadership Team, reporting directly to the Depute Chief Officer – Finance and Resources, and forming a key part of the HSCP Executive and Senior Management Teams. The successful candidate will also maintain professional and performance links with both NHS Greater Glasgow and Clyde and Glasgow City Council HR leadership.

This role offers a unique opportunity to lead the strategic and operational delivery of HR and OD services across one of Scotland's most complex and dynamic health and social care partnerships. You will be responsible for shaping and implementing the HR strategic plan, driving workforce change initiatives, and ensuring alignment with both local and national objectives. Your leadership will be instrumental in fostering a culture that promotes person-centred care, staff wellbeing, and organisational excellence.

You will lead a multidisciplinary team of approximately 110 staff across HR, Learning and Development, Health and Safety, and Organisational Development, managing a combined budget of around £5 million. Your remit will include workforce planning, performance management, service redesign, and the consistent application of HR policies and governance standards across both NHS and Council frameworks.

We are looking for a candidate with a strong track record of senior HR leadership in a complex, multi-professional environment. You will be educated to Masters level or equivalent, with Chartered Membership or Fellowship of the CIPD. You will bring extensive experience in strategic planning, organisational change, employee relations, and partnership working. Your ability to lead through influence, inspire high-performing teams, and deliver results in a politically sensitive and unionised environment will be critical to your success.

This is a challenging and rewarding role that requires resilience, strategic insight, and a deep commitment to public service values. If you are ready to shape the future of HR and OD in Glasgow City HSCP and make a lasting impact on the lives of staff and service users alike, we would love to hear from you.

**Contact: Sarah Gracie, Associate Director on 07999421314 or via email - [sarah.gracie@edenscott.com](mailto:sarah.gracie@edenscott.com)**

## Key Dates

- **Application Closing Date:** 23:59 Wednesday, 27 August 2025
- **Preliminary Assessment Stage:** Begins week commencing 1 September 2025
- **Interviews:** Begins week commencing 15 September 2025

**Application Process:** Candidates are invited to contact our Recruitment Partner Eden Scott in the first instance. Thereafter, candidates are invited to apply via Myjobscotland.

Reasonable adjustments are offered throughout all stages of the recruitment process. For further information or support, please contact John Leese, Principal HR Officer via email [John.Leese@glasgow.gov.uk](mailto:John.Leese@glasgow.gov.uk) or telephone 0739 213 3954.

## JOB DESCRIPTION

Job Identification	
<b>Job Title:</b>	<b>Assistant Chief Officer – Human Resources and Organisational Development</b>
<b>Responsible to:</b>	<b>Depute Chief Officer, Finance and Resources, Glasgow City HSCP</b> <b>Glasgow City Integration Joint Board</b>
<b>Directorate:</b>	<b>Glasgow City Health and Social Care Partnership</b>
<b>Last Update:</b>	<b>April 2025</b>
Job Purpose	
<p>Responsible for the strategic and operational management for the Human Resources and Organisational Development function in Glasgow City HSCP.</p> <p>Responsible for developing and implementing the HR strategic plan, workforce change initiatives and programmes and contributing to the achievement of Glasgow City HSCP objectives.</p> <p>The post provides professional leadership to the HR function in Glasgow City in the provision of HR and OD services across Glasgow City HSCP.</p> <p>The post-holder will provide leadership and direction to support the delivery of the highest quality person-centred care in line with local and national objectives.</p> <p>The post holder will be responsible for ensuring an overview and consistent application of both Council and NHS policy and procedures in relation to Human Resources, Workforce Planning, Learning and Education, Organisational Development, Service redesign and reform and Health and Safety.</p> <p>This post reports directly to the Depute Chief Officer – Finance and Resources and is a key member of the HSCP Executive Team and Senior Management Team. The role will have a professional and performance management link to the Director of Human Resources for NHS Greater Glasgow and Clyde and the Head of Human Resources for Corporate Services for Glasgow City Council for the delivery of staff governance and people management performance at an HSCP level.</p> <p>Central to the role is the requirement to provide expert HR advice, guidance and support to the Chief Officer and other members of the Senior Management Team on any corporate workforce matters across the HSCP, ensuring that performance management and governance plans are developed to respond to HSCP and employing body requirements.</p> <p>Working with the Integrated Joint Board, Chief Officer and the leads for the Health and Social Care Partnership, the post holder will provide leadership and drive across all aspects of Human Resources and Organisational Development for the HSCP. This will impact on all strategic change initiatives and will ensure the alignment of the HSCP strategies and policies to support the organisational change and service reform agenda of the HSCP and its partners.</p> <p>In particular, the role will</p> <ul style="list-style-type: none"> <li>• Act as a strategic change agent supporting the forward planning, modernisation, engagement and performance of the workforce; anticipating, shaping and implementing HR and OD strategy for the HSCP</li> </ul>	

- Promote and encourage an organisational culture that supports effective behaviours and ways of working that demonstrate a clear commitment to the HSCP values
- Create a healthy, safe and dynamic working environment for staff in which their well-being is promoted, and individuals are supported and motivated to provide the highest quality of care.
- Develop and implement the HSCP workforce plan
- Develop and maintain a culture of effective partnership working, trade union liaison and employee relations with staff and their representatives at all levels.
- Ensure organisational compliance with registration requirements issued by the Scottish Health Services Council

The post holder will engage with and work closely with the wider NHSGGC and GCC HR family to ensure ownership and commitment to the strategic direction of the service.

### Dimensions

Holds the budget for the HR and OD function totalling: £4,722,206 – circa £5,000,000

There are a number of distinct budgets for the services listed below. Line Manager for the following services totalling: WTE, circa 110 staff

- HR Teams - £1,689,647 39.11 WTE
- Learning & Development - £2,771,929 WTE 58
- Health & Safety - £260,630 WTE 8
- Organisational Development Team WTE 6

Responsible for project implementation plans.

Responsible for providing operational Performance reports to IJB, SMT and other governance groups as required.

### Organisational Position

See Appendix 1

### Key Result Areas

The post holder will make a significant contribution towards developing the future direction of the HR/OD service for the HSCP. In particular the post holder will operate under the following key themes:

#### Strategic

As a member of the HSCP Management Team, contribute towards the development and implementation of strategy and policy, managing the workforce and organisational cultural implications flowing from national and local plans for the delivery of health and social care to the population of Glasgow City.

Responsible for the implementation of HR policies and procedures across Glasgow City HSCP.

Regular requirement to carry out HR policy research, employment law case studies to inform the development of policy and procedure.

Responsible for developing and implementing the HR strategic plan, workforce change initiatives and programmes and contributing to the achievement of Glasgow City HSCP objectives.

Responsible for ensuring the application of HR best practice, influencing leaders and managers to ensure the effective management of staff through the fair and consistent application of the Staff Governance Standard; NHSGGC/Local Authority policies, PIN Policies and terms and conditions of service across the wide range of staff groups employed in the HSCP.

Ensure the provision of consistent HR support and advice and ensure provision as required from the Shared Service Centre within Health and Corporate Services within the Council, driving forward high levels of HR support in the HSCP.

### **Workforce Culture and Values**

Responsible for the development and implementation of the organisational culture programme that embeds effective ways of working and positive behaviours that demonstrate a clear commitment to the HSCP vision and values.

Be a role model for organisational values, showing leadership and a behavioural approach which will promote the principles of dignity and respect for all patients and service users.

Provide leadership to all colleagues within the wider HR team to continually strive for service improvement standards and helping both individuals and the organisation through significant periods of change.

Work with a professional team of managers within the HSCP, empowering and encouraging innovation and creativity within their teams. Provide support to the wider HR community in achieving cultural change, ensuring teams are fully engaged, motivated, valued and empowered.

Support the development of a learning culture within services, to ensure all staff have the skills and competence to carry out their roles effectively.

### **Performance and Service Delivery**

Develop and improve the performance of the workforce, ensuring the provision of accurate workforce data to identify areas where quality and efficiency can be enhanced, working with the management team to interpret and analyse often highly complex, contentious or sensitive data.

Responsible for the implementation and maintenance of operational policies and procedures for a range of HR systems and service developments

As a key member of the SMT, the post holder will lead the workforce modernisation programmes to support service reform. This will include identification of new ways of working, role redesign and improved performance measurement systems.

Responsible for leading teams through change, consulting and engaging with all employees to maximise their contribution to service change and innovation, and ensuring barriers and resistance to change are overcome.

Responsible for periodic audits of HR record keeping systems, personal files, reporting arrangements to ensure compliance with NHS GGC and GCC policies and procedures.

Ensure appropriate operational standards are identified, developed and delivered across all areas of the HR function in a manner that is both consistent and in line with good practice and employment legislation requirements.

### **Workforce Planning and Resourcing**

Responsible for the development of the strategic workforce plan for Glasgow City HSCP, ensuring effective liaison with both employing organisations to develop and implement the plan, taking into account legislation, national and local policy drivers and linking with third and voluntary sector organisations.

Provide specialist advice on the workforce impact and implications of short to long term services changes (1 – 5 years) to meet present and future service challenges e.g. succession planning arrangements, strategies to increase/ decrease turnover and service redesign

### **Workforce Performance**

Responsible for the development and implementation of the HSCP development and learning plan. The purpose of this is to develop and improve the performance of the workforce, ensuring the provision of accurate workforce data to identify where quality and efficiency can be enhanced and work with managers to interpret and analyse often highly complex, contentious or sensitive data.

Continue to develop consistent performance indicators for the HR and OD service across both Health and Social Care to ensure monitoring of performance and production of reports for the SMT as required

Contribute to the development and implementation of workforce systems for both health and social care to ensure that systems are effective and used appropriately.

### **Staff Engagement, Partnership Working and Liaison arrangements**

Responsible for the development and implementation of an employee relations strategy to enable a positive climate that sustains an effective partnership approach and liaison arrangements, both within the HSCP and at a Strategic level to maintain good working relationships with representatives of trade unions and professional organisations.

### **HR Policy development and Projects**

Implement and contribute towards national and local HR and OD policies and strategies, ensuring consistent application of both Glasgow City Council and NHS Greater Glasgow and Clyde organisational requirements

### **HR Management Capability**

Ensure HR best practice is in place and influence leaders and managers within the HSCP to ensure effective and consistent management of staff through fair and consistent application of policy, Employment legislation and case law advising managers and raising awareness of the associated organisational benefits.

### **Organisational development**

The Organisational Development function operates at a strategic level to provide internal consultancy and expertise to the executive and senior management teams, to identify and understand OD implications of strategic, corporate and operational plans. The role of OD is to facilitate effective achievement of corporate and local service objectives and implementation of agreed organisational processes. OD design interventions to support transformational change, leadership, management and personal development.

### **Systems**

The post holder will have keyboard skills and ability to use a range of I T equipment and will use a range of information and operating systems:

- Microsoft Office
- Workforce systems – HR Portal/ eESS/ SSTS, etc.
- Performance Management systems
- Internet / Intranet
- H&S recording systems

The post holder will be responsible for effective HR record-keeping within the HSCP

### **Most Challenging/Difficult Parts of the Job**

The remit and role require constant assessment and re-assessment of priorities while managing a wide range of activities that present considerable demands on time management, problem solving and decision-making skills.

Continuity of service must be maintained while managing significant service change programmes. This will require highly developed communication skills, motivation and encouragement to ensure staff feel supported and engaged in the change process.

Continuing the transformation of integrated HR services across a range of devolved service units will be a considerable challenge within the HSCP structures requiring careful application of a range of change management methodologies and negotiations with service managers to embed arrangements. This is within the context of increasing financial pressure and rising public and service user expectation

Building the cooperation of Lead Stakeholders of key services in assessing the impact and ensuring services are ready for changes to ways of working .

### **Communications and Relationships**

As well as communicating with the Chief Officer, Depute Chief Officers, IJB and the wider leadership team, the post holder is expected to communicate with a wide range of internal and external stakeholders, recognising that they are representing the organisation and reflecting its culture and values.

The post holder is expected to have excellent communication skills, particularly in influencing and negotiating. He/she must be able to express a view convincingly and coherently, verbally and in writing.

The post holder will be required to represent Glasgow City HSCP across a number of external Boards and agencies, ensuring that the interests of the HSCP are expressed and achieved and that Glasgow City HSCP is seen as a significant contributor and stakeholder.

A significant part of this role will involve implementing large scale organisational change projects. The post holder will be the lead for communicating this change dealing with staff directly affected, staff side organisations, Directors and Heads of Service as well as other stakeholders. There may be contentious information that requires to be communicated and this may meet opposition. The post holder will need to use the highest level of communication skills when delivering key messages in an often emotive atmosphere.

The post holder should be able to provide inspirational and visionary leadership internally to the HR function, and externally, promoting and developing an organisational culture that embeds effective ways of working and positive behaviours. Key working relationships will include:

#### Internal

- Senior Officers of the HSCP, including IJB members
- Senior Members of HSCP Management Teams
- Managers and Clinical Leaders
- Clinical and non-clinical staff
- Senior HR colleagues
- Local TU/professional organisation representatives

#### External

- Senior Officers in partner organisations (eg. local authorities, HEIs)
- Senior Officers in Scottish Government and NHS Boards
- Regional Officers of trade unions/professional organisations
- Legal Officers
- MPs/MSPs
- Members of the public

### **Physical, Mental, Emotional and Environmental Demands of the Job**

The role is office based, requiring regular travel across NHSGGC and HSCP sites, frequently driving on most days to attend meetings.

The post requires advanced keyboard skills to provide e.g. detailed reports, analysis of workforce

information and projections, data analysis, project plans, staff communications and policy drafts. The role is required to perform analysis of a range of data, policy information, resolve problems that require to be investigated and deal with interruptions that demand an immediate response.

Operational and people management issues will form the majority of these problems in this role. The post frequently deals with discipline, grievance, attendance management, redeployment issues, capability and other issues across a range of staff groups. This requires regularly dealing directly with e.g. informing employees of disciplinary outcomes, grievance outcomes, dismissals, employment tribunals and similar.

There is an occasional requirement for intense concentration when e.g. chairing meetings, leading disciplinary hearings, appeals, negotiations, service change project groups etc.

The post holder travels across HSCP sites and other locations using cars and public transport on a frequent basis.

### **Disclosure**

In line with the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003, you are required to declare all convictions defined as 'unspent' in terms of the Act as the post is classified as an 'excepted post'.

Prior to any offer of appointment, the Council or Health Board will undertake either a Standard or Enhanced or PVG/Disclosure check.

### **Competencies**

This recruitment, selection, performance management and personal development processes are underpinned and managed within a competency framework of knowledge, skills and behaviours.

The job holder will be expected to evidence knowledge, skills and behaviours as described within the Competency Framework.

### **Politically Restricted Posts**

This post is politically restricted in accordance with the Local Government and Housing Act 1989. Accordingly, in accepting this appointment, you will be disqualified from becoming or remaining a member of a local authority, the Scottish Parliament or House of Commons from undertaking certain political activities as defined in regulations introduced from time to time by the Secretary of State for Scotland. A copy of Glasgow City Council's Policy on Politically Restricted Posts will be made available to the post holder.

### **General**

The duties and responsibilities contained within this Job Profile should be regarded as neither exclusive nor exhaustive as the job holder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The Job Profile will be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

## Person Specification

### Assistant Chief Officer – Human Resources and Organisational Development, Glasgow City Health and Social Care Partnership

Qualifications/Professional Membership	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Degree in appropriate discipline</li> <li>• A minimum of Chartered membership of CIPD</li> <li>• Masters level degree in Human Resource Management or can demonstrate an equivalent level of knowledge gained through experience in a relevant field with Chartered Membership or Fellowship of CIPD</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Fellowship of CIPD</li> <li>• Project management qualification/ training</li> </ul>
Skills and Knowledge	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Extensive management experience in a senior post within HR in the NHS/Local Government or wider public sector or another complex multi-professional public sector organisation.</li> <li>• Ability to demonstrate integrity and effective leadership and management skills, plus a proven track record of achievement in strategy and policy development and implementation.</li> <li>• Can demonstrate a proven track record of dealing with highly complex employee relations matters, working within a unionised environment in a large public sector organisation or similar.</li> <li>• Experience of managing staff and financial resources with an appreciation of aspects in relation to value for money, probity and accountability.</li> <li>• Extensive experience in managing and delivering successful projects.</li> <li>• Excellent change management skills evidenced through success.</li> <li>• Evidence of being a completer/ finisher in leading high level projects involving a range of stakeholders internal and external.</li> <li>• Ability to develop high performing teams and deliver outcomes within agreed timescales.</li> <li>• Demonstrable experience of influencing large scale workforce change/ efficiency programmes including evidence of effective partnership working.</li> <li>• Proven track record of outcome based objectives where performance management is the critical success factor.</li> <li>• A creative and innovative thinker leading to good practice or new processes being implemented.</li> <li>• Evidence at operating at a strategic level within a senior management team, contributing to the wider teams success.</li> <li>• An ability to motivate and lead a multi-disciplinary team.</li> <li>• Evidence of the ability to interpret complicated data sets and extract key themes and trends.</li> <li>• The ability to influence both strategic and operational direction within and outwith the organisation.</li> <li>• Experience in working in partnership with staff side organisations where the outcome may be challenging.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience of integrated working between Health and Social Care</li> <li>• Experience in an organisation possessing a strong customer focus and performance based culture.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of developing effective and productive links with external stakeholders and working successfully in a political environment.</li> </ul>
<b>Other skills and aptitude</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Be resilient through organisational change.</li> <li>• Be able to operate effectively under pressure and to support colleagues experiencing same.</li> <li>• Ability to work within a diverse and range of organisational cultures.</li> <li>• Evidence of working with high levels of confidentiality.</li> <li>• Must be able to build, maintain and develop positive relationships with key partners.</li> <li>• Be a positive role model in both internal and external relationships.</li> <li>• Strong decision making skills with the ability to make decisions and recommendations based on analysis of options.</li> <li>• Comfortable working with competing demands..</li> <li>• Flexible and adaptable work approach.</li> <li>• Proactive, enthusiastic and well motivated.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Ability to use HR information systems to extract and report on workforce data.</li> </ul>

## **NHS Greater Glasgow and Clyde Core Leadership Competencies**

This post requires an individual who demonstrates a high level of competency in the leadership behaviours identified as essential to this post:

### **1. Strategic focus**

Identifying long-term goals and championing their implementation

### **2. Collaborative/partnership working**

Effective working and collaborating with others towards a common purpose or goal

### **3. Achieving results and making decisions**

Challenging, pushing the organisation and themselves to excel and achieve and make good decisions in a timely and confident manner

### **4. Influencing and persuading**

Convincing others to adopt a course of action

### **5. Managing change**

Taking action to support and implement change and improvement initiatives effectively

### **6. In-depth problem solving and analysis**

Solving difficult problems through careful and systematic evaluation of information, possible alternatives and consequences

### **7. Quality improvement**

Seeking opportunities to improve current processes, systems and methods to promote reliability, quality and efficiency of output

### **8. Managing self, others and resources**

Developing, directing and leading others to accomplish organisational goals and objectives

### **9. Leadership insight and impact**

The ability to acknowledge and understand feelings in ourselves and others to discriminate among them to guide ones thinking and actions

### **10. Relationship management**

Developing and maintaining positive relationships with individuals both inside and outside their work group

You are encouraged to access and review the NHS Greater Glasgow and Clyde core leadership competency framework to support your application and any subsequent assessment activities.

## **NHS SCOTLAND VALUES**

- Our values are:
- Care and Compassion
- Dignity and respect
- Openness, honesty and responsibility
- Quality and teamwork

Embedding these values in everything we do will help to make our vision a reality. In practice, we need to:

- Demonstrate our values in the way we work and treat each other
- Use our values to guide the decisions we take
- Identify and deal with behaviours that don't live up to our expectations
- Be responsible for the way we work and not just the work we do.
- All our leaders will lead by example supporting our Equality and Diversity programme particularly our zero tolerance to any behaviours of a discriminatory nature.

## Glasgow City Council Competency Requirements

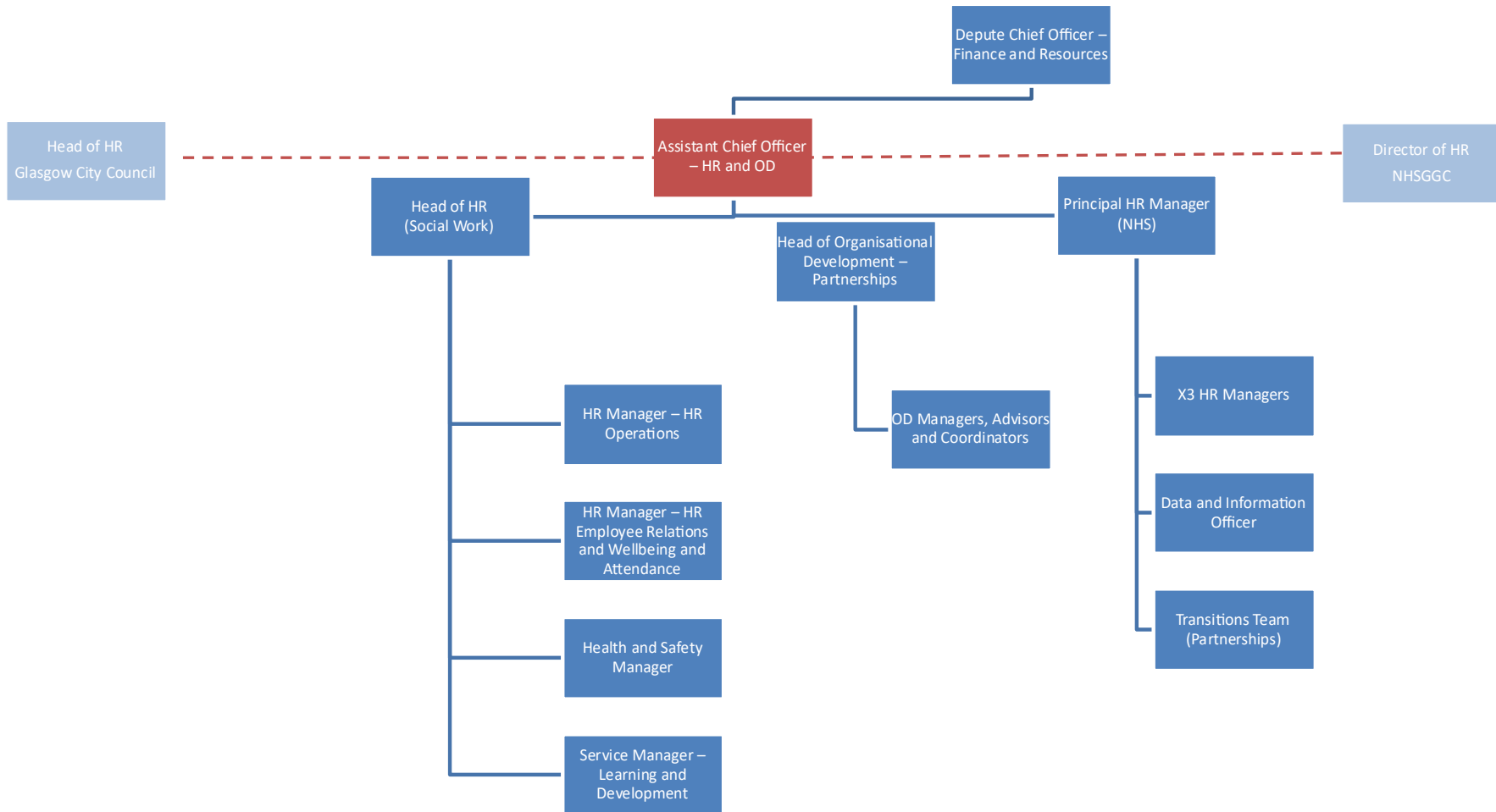
Glasgow City Council Leadership Competency Framework can be found on the following link - <https://www.glasgow.gov.uk/media/2662/Leadership-Competencies/pdf/resE53D2FB5DCBC4B97B679BC8AADE513B4.pdf?m=1675252158243>

The framework contains detailed descriptions of each leadership competency and the levels that can be attained within each competency. Details of each competency for the position of Assistant Chief Officer – Human Resources and Organisational Development have been outlined below:

<b>Competency Based Framework</b>	
<b>Competency</b>	<b>Level</b>
Self belief	3
Self awareness	3
Self management	3
Drive for improvement in Public Services	3
Personal integrity	3
Seizing the future	3
Intellectual flexibility	3
Broad scanning	2
Contextual astuteness	3
Drive for results	4
Leading change through people	4
Holding to account	3
Empowering others	3
Effective and strategic influencing	3
Working effectively with others	2



# Glasgow City HSCP Finance and Resources Team Structure



## Summary Terms and Conditions

### **Assistant Chief Officer – Human Resources and Organisational Development, Glasgow City Health and Social Care Partnership**

The offer process for the successful candidate will include a discussion on whether the candidate opts to be employed under NHS terms and conditions or under Council conditions of service. The following sections outline the employment package applicable to NHS Greater Glasgow and Clyde and Glasgow City Council.

#### **1. NHS Greater Glasgow and Clyde summary terms and conditions**

The terms and conditions of service are those approved and amended from time to time by the National Agenda for Change Terms and Conditions Agreement.

This is a full time appointment (37 hours per week).

The successful applicant will be subject to pre-employment checks including: Satisfactory References (one of which must be from your current or most recent line manager), Pre- Employment Health Assessment, Evidence of Qualifications (as outlined in the Person Specification), Confirmation of Right to Work in the UK and Identity check and where applicable to the post a Disclosure Scotland Criminal Records Check/Protection of Vulnerable Groups Scheme Membership.

The terms and conditions for this post are set by direction of Scottish Ministers under the arrangements in place for Executive and Senior Managers Pay within NHS Scotland.

**Grade: Band 8D: £103,764 - £108,206**

#### **Hours of Duty**

The set hours of work are **37** per week; however, the number and pattern of hours will reflect the demands of the post. There is no contractual right to additional pay or time off in lieu for additional hours. This will not affect individual rights under the Working Time Directive.

#### **Tenure**

This is a full time, permanent position.

#### **Superannuation**

All employees are automatically enrolled in the Scottish Public Pension Agency Scottish Public Pensions Agency

#### **Location**

For employment purposes, your base will be Commonwealth House, 32 Albion Street, Glasgow, G1 1LH. The post may require you to travel regularly throughout the Board's area and within Scotland. Home to work expenses will be met by the post holder but all other travel expenses incurred as a result of your employment will be reimbursed by the Board.

#### **Removal Expenses**

Reasonable removal expenses in line with the Board's policy will be payable, should the Board require you to move home. This will be discussed with you, as part of an offer of employment.

#### **Annual Leave**

The basic annual leave entitlement in a full year commencing 1st April to 31st March is 27 Days on appointment, rising to 29 days after five years and 33 days after 10 years. Leave entitlement is pro rata where applicable.

## 2. Glasgow City Council Conditions of Service

This is a full time appointment (35 hours per week).

The successful applicant will be subject to pre-employment checks including: Satisfactory References (one of which must be from your current or most recent line manager), Pre- Employment Health Assessment, Evidence of Qualifications (as outlined in the Person Specification), Confirmation of Right to Work in the UK and Identity check and where applicable to the post a Disclosure Scotland Criminal Records Check/Protection of Vulnerable Groups Scheme Membership.

**Grade: Grade 11 / LDR3b**

**Salary: £104,402.32 - £118,643.51 per annum**

The starting salary will be part of the formal offer of employment. Progression through the points within the grade is not automatic and is dependent on evidence derived from the role profile of satisfactory attainment of the skills, qualifications and competencies required. However, progression, although not automatic, would ordinarily be expected and supported.

### Hours of Duty

The set hours of work are **35** per week; however, the number and pattern of hours will reflect the demands of the post.

### Contractual Status

This post is permanent in nature.

### Pension Scheme

Where a contract of employment is for 3 months or more you can join the [Strathclyde Pension Fund Scheme](#)

- It is a 'career average revalued earnings (CARE) scheme', meaning your pension is based on a career average basis when you retire from the Council.
- It includes Death in Service benefits of 3 times salary.
- Contribution rates is based on your salary, details of current rates can be found here <https://www.spfo.org.uk/>. Your employer pays the rest of the cost of providing your benefits. This amount varies but it's always enough to make sure your pension can be paid and will be at least 19.3% of your pay.
- You get tax relief on your contributions - the tax you pay on your salary is calculated after your pension contributions are deducted.

### Place of Employment

Your normal place of work will be Commonwealth House, 32 Albion Street, Glasgow, G1 1LH. The Chief Officer has the discretion to place you in any location within their control. You will not be required to work outside the UK for a period of more than one month during the term of your employment.

### Annual Leave and Public Holiday Entitlement

Employees are entitled to 26 days (or 182 hours) annual leave on appointment, rising to 29 days (or 203 hours) after five years' continuous service with the Council (or with another local authority which is reckonable for annual leave purposes).

In addition, you will be entitled to 12½ days (or equivalent hours) paid public holidays each year. For alternative working patterns, the equivalent public holiday entitlement will be applied. The leave year runs from 1 January to 31 December.

### Other Terms and Conditions of Service

For more details on benefits of working for Glasgow City Council and further details of the Council's Terms and Conditions, please visit <https://glasgow.gov.uk/article/5005/HR-Policies>

**Guidance to Candidates**  
**Recruitment Process, Timetable and How to Apply**

The recruitment and application process for this post is being jointly managed by Glasgow City Health and Social Care Partnership, with support from Recruitment Partner Eden Scott.

- Outlined below are key timescales within this recruitment campaign. All candidate applications will be acknowledged and treated in the strictest of confidence.
- The Job Description and Person Specification is designed to inform potential applicants on the essential and desirable criteria which are sought in the appointment of the Assistant Chief Officer – Human Resources and Organisational Development, Glasgow City Health and Social Care Partnership.
- The selection process for shortlisted candidates will include a Preliminary Assessment Stage, which will involve several assessment tools including occupational psychometric assessments. Further details as to assessment content, arrangements and timescales will be discussed with shortlisted candidates.
- Following the preliminary assessment stage candidates will be asked to attend a Competency Interview designed to assess knowledge, skills, experience, professional competence and leadership behaviours in relation to the criteria set out in the Person Specification. The interview will usually include a presentation.
- The results of all stages of the recruitment process will be kept confidential and restricted to only those who have direct responsibility for the decision making in the recruitment to this post.

Candidates should note that it may not always be possible to offer alternative dates for preliminary stage assessments or interviews.

Please note the dates below - these dates may be subject to change.

Recruitment Stage	Expected Date
Recruitment Advertising Campaign opens	Friday 8 August 2025
Advert Closing date for return of applications	23:59 Wednesday 27 August 2025
Shortlisted candidates will be invited to participate in a preliminary assessment stage, expected to commence shortly after the shortlist has been agreed expected week commencing 1 September 2025. Full details of the preliminary assessment process and interview arrangements will be covered with shortlisted candidates.	
Panel Interview: Panel interview will include a value based competency interview and presentation	Week commencing 15 September 2025