



GCIL Equality Academy Application Pack

Should you require this pack in an alternative format, for example larger print, Braille or audio-format, please contact equalityacademy@gcil.org.uk

NHS Professional Careers: Disabled Graduate Traineeship Programme.

Post: Professional Careers Graduate Traineeship

Salary: £30,229

Duration: 52-104 weeks

Hours: 37.5 hours per week (flexible working arrangements available)

Location: Various locations across Scotland

The closing date for completed applications is **25th October 2023**

Applications should be returned to equalityacademy@gcil.org.uk

Should your application be successful you will be notified of the next stage of the recruitment process.



GCIL Equality Academy application form

consists of:

- GCIL Essential Criteria Checklist;
- About GCIL Equality Academy;
- Application Form - Part 1 Personal Details;
- Application Form - Part 2 Qualifications;
- Preferred location of Traineeship in Scotland;
- Person Specification: Professional Careers Graduate Traineeship;
- Personal statement question; and
- Data Protection Notice (signature required).

In line with GCIL Equality Academy Data Protection and Equal Opportunities policies, any Equal Opportunities Monitoring Form and Needs Assessment Form completed will be not be included as part of the shortlisting process.

All parts of the application must be completed, in black ink or typescript. You should read the guidance notes provided carefully before completing this form.



About GCIL Equality Academy

Glasgow Centre for Inclusive Living (GCIL) is a user-led organisation that has been delivering a wide range of independent living services for two-decades. GCIL services are delivered by disabled people for disabled people; and are designed to empower disabled people to assert more control over their lives.

GCIL Equality Academy, Scottish Government and NHSScotland are working in partnership to offer a range of employment opportunities for disabled graduates which will provide a rewarding and challenging experience within NHSScotland.

GCIL Professional Careers is a positive action employment programme designed to provide disabled graduates with professional level work experience to further their careers and equalise their opportunities within the workplace. Opportunities to access the programme are on-going as the programme acts an agency for employers across Scotland. Therefore it is important that we are provided with permission from applicants to retain application information to promote them with other employers as opportunities arise.

GCIL Equality Academy Essential Criteria

Checklist

Please answer the following questions before completing the application form.

1. Are you eligible to work within the UK? Please answer yes or no.
2. Are you a self-identifying disabled person (refer to note below)? Please answer yes or no.

Note: GCIL Equality Academy (as a service offered by GCIL) adheres to the social model of disability. We believe that people are disabled by the barriers they face in society, rather than the limitations of their impairments. GCIL Equality Academy support self-identified disabled people to find and sustain professional careers. You are able to identify as a disabled person if you have an impairment and experience barriers to employment, such as environmental, attitudinal, transport, access to information and so on.

3. Do you hold a degree level qualification? Please answer yes or no.
4. Are you unemployed or under-employed? Please answer yes or no.

If you have answered **YES** to all of these questions please complete the attached application form detailing how you meet the essential criteria.

If you were unable to answer **YES** to all of these questions we would like to thank you for your interest in this post but you are not eligible to continue with your application.



Working within the UK	
Are you entitled to work in the United Kingdom? (If you are invited to interview you will be asked to produce evidence along with other supporting documents).	Answer yes or no:

Interview
Please tell us if there are any dates when you will not be available for interview.
Rehabilitation of Offenders Act 1974
The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended applies to some posts within GCIL. Successful applicants for specific posts identified under the above legislation will be required to submit a Disclosure Application, the results of which might impact on your suitability to work in a particular job.

Application Form – Part 1 Personal Details

For GCIL Equality Academy Office use only	
Applicant reference number	
Date received	

For applicant use

Traineeship post applied for	NHS Professional Careers Graduate Traineeship (NHSScotland)
Where did you see this post advertised?	
Are you applying for the post on a job sharing basis?	Answer yes or no:

Personal Details

Full name	
Address and postcode	
Contact number	
e-mail address	
Do you consider yourself to be a disabled person? Refer to note 1 below.	Answer yes or no:

Note1: GCIL Equality Academy adheres to the social model of disability. We believe that people are disabled by the barriers they face in society, rather than the limitations of their impairments. GCIL Equality Academy support self-identified disabled people to find and sustain professional careers. You are able to identify as a disabled person if you have an impairment and experience barriers to employment, such as environmental, attitudinal, transport, access to information and so on.



Application Form – Part 2 Qualifications

For GCIL Equality Academy Office use only							
Applicant reference number							
Date received							

Answer all questions in this section, continuing onto a separate sheet where necessary.

Qualifications	
Provide details of highest level qualification obtained.	
What date did you achieve the qualification?	
What other qualifications/training courses have you completed? For example Highers.	

Available Roles

Please indicate the role you wish to apply for by writing “yes” into the far right column.

- **NHS Ayrshire and Arran: Feedback and complaints, hybrid based in Eglinton House, Ailsa Hospital Ayr, Full time, 24 months**
 - Job Purpose
 - To proactively co-ordinate, support and advise on all aspects of investigatory activity in relation to NHS Complaints procedure Scotland
 - To provide guidance and support to members of staff and complainants on the operation of the Scottish Executive Complaints Guidance and NHS Ayrshire and Arran implementation of these procedures. These procedures relate to all Hospital and Community Services complaints as well as Prison Health Care, Ayrshire Hospice, Family Health Service (FHS) Practitioner complaints and services provided by NHS 24 and Out of Hours services
 - To be responsible for providing a comprehensive, efficient and effective level of support to ensure that all complaints are managed effectively and that communication links with complainants are maintained
 - To be responsible for co-ordinating complaints issues with other agencies including Scottish Executive, Mental Welfare Commission, Scottish Public Services Ombudsman, Scottish Health Council, local MP/MSP’s, Procurator Fiscal Service and Patient Advice and Support Service (CAB),

- **NHS Greater Glasgow and Clyde: HR Adviser (Staff Networks, Inclusion, Workforce Planning), Hybrid based in West Glasgow Ambulatory Care Hospital, Full Time, 24 months.**
 - Support Workforce Equality, Diversity and Inclusion workstreams across NHSGGC including:
 - Providing support and advice to the staff led equality forums – BME Staff Network, Staff Disability Forum and LGBTQ+ Staff Forum;
 - Developing and coordinating a programme of learning and engagement events to underpin the inclusion agenda across NHSGGC;
 - Working with services across NHSGCC – particularly within the HR&OD Directorate – to develop services,

- processes and ways of working that enable an inclusive culture across NHSGGC.
- Work across Workforce Planning and Resources, supporting recruitment and workforce planning. This will include:
 - Reviewing and updating processes;
 - Developing marketing materials;
 - Support recruitment outreach activity to those underrepresented in our workforce and to those furthest from employment.
 - Rotate around other teams within HR over the period of their placement with NHSGGC.
- **NHS Greater Glasgow and Clyde: Digital Engagement Officer (Digital engagement/outreach, analytics), Hybrid, based in JB Russel House, Gartnavel Royal Campus, 12 months.**

Brief description of main projects/duties:

Provide digital engagement support utilising a range of digital platforms including survey tools, social media and video platforms to increase the opportunities for people to have a voice in how we design, deliver and improve services.

Digital engagement and social media

- Support NHS Greater Glasgow and Clyde's Patient Experience Public Involvement (PEPI) Team with the development and delivery of digital engagement activities as and when required to engage with communities online. This includes supporting setting up Facebook Live, Twitter Question and Answer sessions, polls, Instagram stories as well as webex and other engagement sessions via Microsoft Teams.
- Contribute ideas and suggestions on how we engage with people using a digital approach in line with best practice.
- Build relationships and connections with key groups and organisations on social media to support the PEPI Team to reach and engage with a wide range of key stakeholders and communities across NHS Greater Glasgow and Clyde.

- Create, publish and monitor social media content to support and promote engagement activities and adapt accordingly to increase participation.
- Support the PEPI Team with the development and management of online discussion forums on key topics.

Data and Intelligence

- Gather, and report analytical data to PEPI team or service leads on social media posts and report on outcomes, such as engagements, 'click-throughs', etc. Assisting in co-ordinating and promoting the strategic use of analytics by the department.
 - Monitor and evaluate the effectiveness of engagement activities on digital channels by creating regular reports for the PEPI Team.
 - Analyse and theme comments received on social media to produce insight reports on what we are hearing from patients, carers and the wider public to support the wider Communications and Engagement Directorate to shape internal and external messages
- **NHS Lothian: Equality and Human Rights Project Support Manager (project support to map, plan, manage and report on the overall delivery of the NHS Lothian Equality and Human Rights Strategy), Full time, 24 months.**
 - o The Equality and Human Rights Project Support Manager will be responsible for operationally managing elements of the NHS Lothian Equality and Human Rights Strategy 2023-2028, in support of the Head of Equality and Human Rights and the Equality, Diversity and Inclusion (EDI) Lead. This will include providing project support to map, plan, manage and report on the overall delivery of the NHS Lothian Equality and Human Rights Strategy.
 - o The Equality and Human Rights function is hosted within the Department of Public Health and Health Policy. However, the role of the Equality and Human Rights Team is to support the whole of NHS

Lothian in meeting its statutory equality and human rights obligations to staff, patients and communities.

- NHS Golden Jubilee: Digital Development Officer, supports delivery of digital learning resources with a particular focus on designing e-Learning modules. There is also potential to broaden this to elements of a traditional Learning and Education Advisor role, which could bring in the design and delivery of classroom training and other non-digital resources. Full-time, Hybrid, 24 months, based at Golden Jubilee National Hospital.

Service Development

- Support the governance and quality assurance of the Board's digital learning systems and offerings.
- Develop guidance and procedures for service users, system administrators and content developers.
- Promote the use of digital learning resources within NHS GJ.

Learning Content Development

- Digital (e-Learning) course / programme design and development, ensuring agreed processes, procedures and timelines are followed. As well as learning best practice.
- Ensure that existing e-Learning modules / programmes are reviewed in relation to quality assurance standards.
- Provide specialist advice and guidance to Subject Matter Experts (SME) in all elements of learning and digital technology to ensure best practice is adhered to. This can include advice on digital learning approaches and methodology, use of blended learning, copyright regulations, assessment and methods of evaluation.

User Support

- Provide system support to users which requires post holder to identify the issue cause and offer solution i.e. resolving and/or assisting with technical queries

Auditing, Reporting and Evaluation

- Create information and statistical reports from learning systems.
- Analyse data reports; taking appropriate action where data highlights issues
- Support evaluation of digital learning resources.

Training

- Design and delivery of classroom training.

- **NHS National Services: Marketing and Communications Officer, Full-time, 24 months, Hybrid, Offices in Glasgow & Edinburgh.**
 - o <https://www.careers.nhs.scot/explore-careers/administrative-services/communications-officer/>

- **NHS National Services: Project Support Officer, Full Time, Hybrid, 24 Months, Offices in Glasgow and Edinburgh**
 - o **Project officers** work in teams with project managers, programme managers and administrators to support and coordinate project activities. This includes scheduling tasks, negotiating with suppliers, and creating progress reports.
 - o <https://www.careers.nhs.scot/explore-careers/administrative-services/project-officer/>

- **Public Health Scotland, Information Analyst, 2 posts available, Full time, Hybrid, 24 Months, Offices in Glasgow and Edinburgh.**
 - o **Job Purpose:** To play a key role in exploiting data collected by ISD and to enhance the data analysis, interpretation and presentation skills in the Division, supporting the development of relevant datasets to appropriately reflect the information needs of current NHS Scotland initiatives.
 - o To carry out accurate manipulation, compilation and timely presentation of statistics and reports for a range of customers including NHSScotland, Scottish Government (SG) and other partner organisations.
 - o The post-holder will be a member of a team of typically 4 to 8 staff who
 - o Produce a variety of regular reports monthly, quarterly and annually, mainly in web, and occasionally paper, formats for use by a wide range of customers.



- Use best practice to enhance existing datasets and develop new data collections to support the changing information needs of customers, reporting as required.
- Handle approximately 200 requests for information per year (including Parliamentary Questions).
- Customers include the Scottish Government (SG), NHS Boards (and other NHS Organisations), other partner organisations, the media, the public, commercial organisations and research bodies.

Please confirm which role/roles you would like to apply for:

References	
Name:	Name:
Job title:	Job title:
Address:	Address:

Postcode:	Postcode:
Email address:	Email address:
Telephone:	Telephone:
Relationship to applicant (e.g. supervisor):	Relationship to applicant (e.g. supervisor):
<p>Please note: References will only be requested and opened for the successful candidate.</p> <p>In most circumstances, if we offer you the job, we would expect to receive a satisfactory reference from your present or most recent employer.</p> <p>May we contact your present employer for a reference before any job offer is made to you? Please answer yes or no.</p>	

If you are not offered the job, all documentation related to your application for employment will normally be destroyed at the relevant time, normally six months after recruitment.

We will however, with your permission, retain application information to alert you to other opportunities that arise in the future and may be of interest to you.

Can you confirm the retention of your application information for future reference? Please answer yes or no

Person Specification: Professional Careers Placement

Graduate

Please note that we will use a variety of assessment methods during our selection process and the competencies we are looking for may be tested at some or all of the recruitment stages.

Factors	Essential Criteria	Means of Assessment
Education and professional qualifications	<ul style="list-style-type: none"> • Degree (any subject) or a qualification equivalent to a degree 	Application and pre-employment checks
Knowledge and Skills	<ul style="list-style-type: none"> • Appropriate communication knowledge and skills (written and/or verbal) • Appropriate numeracy knowledge and skills (finance) • Possession of key skills such as time management, working as part of a team and customer care. <p>Actual knowledge and skill levels will be determined by the specific job requirements</p>	Personal statement & Interview
Personal attributes	<ul style="list-style-type: none"> • Self-motivation and personal commitment • Alignment with NHS Core values • Ability to work under pressure • Willingness to undertake further development opportunities 	Personal statement & Interview
Role specific competencies		Interview



Personal statement

Please describe, in less than 1000 words, what you can offer an employer? Consider your values, skills and experience to date. Please apply these to the role you are applying for.

Please take a few minutes to check your application to ensure you have completed all the required information. Thank you for your interest in this post.



Please read our data protection notice and following declaration.

sign and date the

Data Protection Notice

Glasgow Centre for Inclusive Living complies with GDPR Privacy Law 2018 and will use the information you provide to assist you to access our services. This may require us to share this information with our partners. Any information we collect will be stored on a company database and will be used to provide statistical reports in which you will not be identified. This data will be controlled by Glasgow Centre for Inclusive Living, and will be held for as long as is necessary for our funders.

Glasgow Centre for Inclusive Living also complies with the Freedom of Information Act 2005 and you have the right to access your personal records as held by us by written request. For further information or to arrange to view information held about you on computer contact a member of staff at GCIL.

You should be aware that should you secure an education, employment or training opportunity whilst working with us, we will

- [a] Share this information with our relevant partners and
- [b] Request confirmation and/or evidence to confirm this from your education/training provider or employer up to a year after you start.

Declaration:

If you are successful in your application, Glasgow Centre for Inclusive Living will use the information you have provided on this form (or related documents) for personnel administration, training, discipline, career development and payroll purposes. You have the right to require us to correct any inaccuracies in your information.

I declare that to the best of my knowledge the information contained on this form and any attachments is true and accurate. I accept that false information or omission may lead to dismissal without notice.

I confirm that I am a disabled person interested in accessing employment / educational opportunities.

I have read and understood the above statements.



Signature

Date