

EMPLOYMENT & DEVELOPMENT OPPORTUNITIES



Gloucestershire

VACANCY BULLETIN

18th February 2010

Full information, including job descriptions, for most of our vacancies are now included on the NHS jobs website www.jobs.nhs.uk Applications should, if possible, be made through this site.

APPLICANTS should note that:

Applicants are invited from all interested parties. However to maximise internal recruitment preference will be given to current employees of NHS Gloucestershire who are formally at risk and who meet the minimum requirements of the post.

To apply –

Internal applicants at risk should submit an Organisational Change Form (with additional information sheet specific to the post) to the Recruitment Team at Edward Jenner Court quoting the relevant vacancy reference.

All other internal and external applicants should complete the standard NHS application form on line via www.jobs.nhs.uk.

As part of our ongoing commitment to the continued safety of our patients, visitors and staff it is likely that you will be required to undergo a Criminal Bureau check.

To advertise in this bulletin please contact:

Tina Boucher email tina.boucher@glos.nhs.uk

Graham Skipp email graham.skipp@glos.nhs.uk



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ADMINISTRATION

THIS VACANCY IS OPEN TO INTERNAL CANDIDATES ONLY

LOCALITY TEAM SECRETARIES – PODIATRY SERVICES

Band: 3
Salary: £15,190 - £18,157
Hours: 37.5 per week

Post 1 – Gloucestershire Royal Hospital	Ref: 744-G9-478
Post 2 – St Paul’s Medical Centre, Cheltenham	Ref: 744-G9-479
Post 3 – Cirencester Hospital	Ref: 744-G9-480

Following an administration review within Gloucestershire Podiatry Services, we are looking to recruit experienced secretary/administrators for three Locality Podiatry Teams. We are looking for motivated and enthusiastic team players who have the experience and confidence to work unsupervised.

The main functions of the post are to provide secretarial and administrative support, which includes a diverse range of tasks to the Locality Podiatry Team. You will need to be an excellent communicator as you will be a first point of contact with the public and clinicians.

In return, we can offer you a unique opportunity to work in a friendly team consisting of podiatrists, support workers and other clerical staff. We also have a strong commitment to Continuing Professional Development as well as established In-service Training Programmes.

For an informal discussion please contact:

Post 1 - Mrs Alex Harrington, Locality lead Podiatrist on 08454 228499.

Post 2 - Jane Daggatt, Locality Lead Podiatrist on 01242 215473.

Post 3 - Louise Kennington, Locality Lead Podiatrist on 01285 884583 / 712212.

Closing Date: Midnight Tuesday 2nd March 2010

CLERICAL SUPPORT OFFICER

Band: 2
Salary: £13,233 - £16,333 pro rata
Hours: 14 per week
Location: Nailsworth and Frithwood Surgeries

An opportunity exists for a Clerical officer to assist the Public Health Nursing teams in the South Cotswolds.

You must be enthusiastic, flexible, quick to learn, IT literate, used to various office systems and have excellent communication skills. You will probably also have your own transport, as you will need to travel between offices/surgeries in the course of your work.

For further information please contact Kate Milne Public Health Team Leader on 07717695183.

Ref: 744-G9-462
Closing Date: Midnight Tuesday 2nd March 2010

THIS VACANCY IS OPEN TO INTERNAL CANDIDATES ONLY

ADMINISTRATOR – CLINICAL DEVELOPMENT DIRECTORATE

Band: 5
Salary: £20,710 - £26,839 pro rata
Hours: 37.5 per week (part time considered)
Location: Sanger House, Brockworth, Gloucester

3 months temporary contract / secondment 1 April – 30 June 2010

An opportunity has arisen to join the busy Clinical Development Directorate and develop skills in managing systems and processes in a variety of areas. This post has arisen to cover a staff sabbatical.

You will

- provide support to and work with the Deputy Director and Clinical Development Manager's in the team.
- Organise and manage agenda's, enclosure papers and minutes for monthly Clinical Quality Review Groups for all four provider Contracts and monthly Commissioning for Quality Group.
- Manage the administration of GP with Special Interest Competency Framework panels and GP Accreditation and Re Accreditation processes and systems including maintenance of database.
- Undertake project work and literature searches as required.

You must be enthusiastic, flexible, quick to learn and competent in office systems. IT and minute taking skills are essential. You must also be able to work independently and have excellent communication skills.

For further information please contact
Sarah Hughes Deputy Director 08454 221739 or Jane Brown Senior Clinical Development Manager 08454 221816

Ref: 744-G9-465

Closing Date: Midnight Tuesday 2nd March 2010

PERSONAL ASSISTANT TO DIRECTOR AND DEPUTY OF PUBLIC HEALTH

Band: 4
Salary: £17,732 - £21,318
Hours: 37.5 per week
Location: Sanger House, Brockworth, Gloucester

We are looking to appoint an enthusiastic and self-motivated individual to join the Public Health Department based in Brockworth.

This post will provide a full administrative support function to the Director of Public Health and Public Health team to deliver an efficient, professional and high quality service. We are looking for someone with experience of working in a Personal Assistant/Senior Secretarial support role to Director Level, operating in a large and dynamic organisation. This role will report to the Business Manager, and may involve some delegated line management responsibility.

You should be a strong team player, proficient in secretarial skills, RSA III or equivalent and fully conversant with Microsoft applications. Excellent communication and interpersonal skills are required, and there will be an occasional requirement to support a range of projects across the Directorate. You will work unsupervised at times and therefore should be able to demonstrate the ability to show initiative and prioritise conflicting work demands effectively.

For further information and an opportunity to discuss this exciting role please contact Kelly Davis, Business Manager of Public Health on 08454 221770 or by email kelly.davis@glos.nhs.uk

Ref: 744-G9-470

Closing Date: Midnight Sunday 21st February 2010

PUBLIC HEALTH

**CONSULTANT IN PUBLIC HEALTH / PUBLIC HEALTH MEDICINE
CHILDREN & YOUNG PEOPLE**

Band: 8d / Consultant Contract

Salary: From £63,833

Hours: 37.5 per week

Location: Sanger House, Brockworth, Gloucester

Fixed Term Contract – 6 months

We are looking for a dynamic and enthusiastic individual to join our Public Health Team in Gloucestershire PCT. The senior team consists of the Joint Director of Public Health, Deputy Director of Public Health and 6 Consultants. This is an exciting job opportunity at a time when commitment to public health delivery in Gloucestershire is at its strongest.

As one of the senior public health team you will lead on children, young people and maternity, and on sexual health. You will work both with the PCT children's commissioning team and with the Children and Young People's Directorate at Gloucestershire County Council to maximise the prevention agenda for children and young people, and to contribute to the delivery of key national policies and strategies. You will also work with at least one of our 6 District Local Strategic partnerships to improve health and reduce health inequalities in Gloucestershire.

Gloucestershire itself is a large county of 600,000 with 2 tier local government. It has a mix of urban and rural areas and although overall an affluent county it has significant pockets of both urban and rural deprivation. Come and join us!

For an informal discussion about this post, please contact Dr Shona Arora, Joint Director of Public Health on 08454 221839.

Ref: 744-G9-471

Closing Date: Midnight Sunday 28th February 2010

SALARIED GENERAL PRACTITIONER

SALARIED GENERAL PRACTITIONER WITH INTEREST IN MUSCULOSKELETAL MEDICINE**Musculoskeletal Clinical Assessment & Treatment Service (MSKCAT)**

(Gloucester City and the Forest of Dean Localities)

Salary: £52,249 - £80,354 pro rata
Hours: Sessional (up to 4 sessions per week available)
Location: Edward Jenner Court, Brockworth, Gloucester

An exciting opportunity has arisen for a General Practitioner with an interest in Musculoskeletal Medicine.

We are looking for a motivated and enthusiastic team player for this newly created and innovative post. This is a development post that will allow the successful candidate to work towards being a GP with Specialist Interest in Musculoskeletal Medicine. In return we can offer you a unique opportunity to work in a friendly team consisting of AHP Clinical Leads, Musculoskeletal Extended Scope Physiotherapists and Podiatrists, Musculoskeletal Physiotherapists and Administrative and Clerical staff.

MSKCAT clinicians work in a robust governance framework that includes strong professional links within Gloucestershire Care Services. There is an emphasis on working very closely with GP colleagues and building strong links with Secondary Care providers around clinical pathways. A truly multi-disciplinary service, the focus is on appropriate, safe and effective clinical management of patients with musculoskeletal conditions within Primary Care.

We have a strong commitment to Continuing Professional Development as well as established In-service Training Programmes and Professional Forums.

Applications will be welcome from candidates who wish to work flexibly, part time or who are looking to combine with existing contracts. Secondments may be considered.

For further information please contact Chris Boden, Head of MSKCAT, Tel 08456 598138

Ref: 744-G9-381

Closing Date: Midnight Tuesday 23rd February 2010

3 COUNTIES CANCER NETWORK

**CANCER SERVICE IMPROVEMENT MANAGER
3 COUNTIES CANCER NETWORK**

Band: 7
Salary: £29,789 - £39,273
Hours: 37.5 per week
Location: NHS Worcestershire, Worcester

Fixed Term Contract until end of March 2011. Potential Secondment Opportunity

The 3 Counties Cancer Network is a managed clinical network for cancer care across Gloucestershire, Herefordshire and South Worcestershire.

We have an exciting opportunity for an appropriately qualified and experienced project manager to facilitate further development of cancer services in Worcestershire.

Managed by the 3 Counties Cancer Network Service Improvement Lead working alongside commissioners and based at NHS Worcestershire. Day to day working with cancer service providers in South Worcestershire. Partnership working with other cancer networks that are also present in Worcestershire.

For further information please contact Peter Davies on 08454 221599

Ref: 744-G9-472

Closing Date: Midnight Tuesday 23rd February 2010

NURSING

THIS VACANCY IS OPEN TO INTERNAL CANDIDATES ONLY

CLINICAL TEAM LEADER – HEALTH VISITING AND SCHOOL NURSING

Band: 7
Salary: £29,789 - £39,273 pro rata
Hours: 18.75 per week
Location: Stroud / Dursley Locality

An exciting opportunity has arisen for a job share Team Leader.

You will be required to share a full time post working 18.75 hours per week. The post is new and it will be piloted to ensure that both excellent service and staff satisfaction is maintained.

You will work alongside an experienced team leader working within Stroud and Dursley locality though may be expected at times to travel or work across Gloucestershire. The post will involve leadership and management of a large team, whilst maintaining some complex clinical skills expertise.

This is an exciting post as it will involve the development of a 0-19 Public Health workforce of health visiting and school nursing teams in line with the present, ongoing, service review. If you are a band 6/7 Health Visitor or School Nurse with experience of leading people, work projects, or implementing change please apply.

Skills will involve; IT and data collection, excellent people skills, an interest in organisational development, personal development, understanding the need for quality initiatives, clinical governance, delivering to sometimes tight deadlines and team working.

If you would like to discuss this post further please contact Anne Doveston on 07920835711.

Ref: 744-G9-474

Closing Date: Midnight Tuesday 2nd March 2010

PUBLIC HEALTH NURSE

Band: 5
Salary: £20,710 - £26,839 pro rata
Hours: 30 per week
Location: Tewkesbury Locality

We are looking for an enthusiastic Health Visitor to join the Public Health Nursing Team. Ideally you will have experience of working in the community.

You will be part of a skill-mix team working in a diverse corporate caseload. The service will provide you with ongoing training, development, appraisal, supervision and support.

If you want to make a difference to the health of children and young people in line with all recent children's services developments, we welcome your application.

For informal enquiries regarding the above post please contact:
Karen Wilkes, Team Leader, on **(01684) 853912**.

Ref: 744-G9-475

Closing Date: Midnight Tuesday 2nd March 2010

**HEALTH VISITOR
PUBLIC HEALTH NURSING SERVICE**

Band: 6
Salary: £24,831 to £33,436
Hours: 37.5 hours
Locality: Bartongate Surgery, Gloucester

Fixed Term Contract until February 2011

We are looking for an enthusiastic Health Visitor to join the Public Health Nursing Team. Ideally you will have experience of working in the community.

As a Health Visitor you will work under the direction of a Public Health Team Leader and will be well supported and by a team of clinicians. The service will provide you with ongoing training, development, appraisal, supervision and support.

If you want to make a difference to the health of children and young people in line with all recent children's services developments, we welcome your application.

For informal enquiries regarding the above post please contact:
Jane Cant, 08454 221905, Team Leader.

Ref: 744-G9-427

Closing Date: Midnight Tuesday 2nd March 2010

THIS POST IS OPEN TO INTERNAL CANDIDATES ONLY

COMMUNITY STAFF NURSE

Band: 5
Salary: £20,710 - £26,839 pro rata
Hours: 22.5 per week
Location: Rowcroft Medical Centre, Stroud

Secondment – 6 months

You must be able to travel to patient's homes to provide care and hold a current UK Driving Licence. Service hours cover 8am – 7pm seven days a week.

We would welcome Registered Staff Nurses to work as part of the District Nursing Service based in the Stroud area, as a secondment opportunity,. Nurses work collaboratively with Primary Health Care Teams and Community and Adult Care colleagues to provide high quality patient care. In return we offer a supportive and friendly work environment. Recent community nursing experience or transferable skills from a hospital setting, especially for wound care and palliative care, would be helpful.

NHS Gloucestershire – Care Services offer:

- Mentorship/preceptorship
- Excellent training and education opportunities
- Annual appraisal and Personal Development Plans
- Access to a variety of clinical courses
- NHS Pension scheme

If you would like to know more about working with us, please contact Janet Duffin Clinical Team Leader at Beeches Green Health Centre on 01453 76811 or Anne Moorman, Team Leader District Nursing at Rowcroft on 01453 764494.

Ref: 744-G9-451

Closing Date: Midnight Tuesday 2nd March 2010

STAFF NURSES

Band: 5
Salary: £20,710 - £26,839 pro rata
Hours: 37.5 per week & 30 per week
Internal Rotation Essential
Location: Cirencester Hospital, Assessment & Rehabilitation Wards

Situated within the beautiful Cotswolds, Cirencester Hospital is renowned for its high quality of care in a warm and friendly environment.

We welcome applications from experienced qualified nurses, who are interested in enhancing their knowledge in Assessment & Rehabilitation nursing and with an interest in Stroke Rehabilitation. Also with a clear understanding of the discharge process.

The posts are an ideal opportunity to develop careers in a Multidisciplinary Team environment where people are valued and rewarded.

We can offer:-

A fully supported induction programme with a named mentor

Reflective Practice

Multidisciplinary Team Working

Annual appraisal and Personal development plans

Access to a variety of funded courses and Internet facilities for assistance with study

Flexible working options

NHS Pension scheme

Accommodation. Also Cotswold District Council offer a 'Starter Home Initiative' to assist key workers wanting to buy their first home.

We would be very interested to hear what you can offer.

If you would like further information and or an informal visit please contact Sister Jenni Organ 01285 884518

Ref: 744-G9-468

Closing Date: Midnight Tuesday 23rd February 2010

HEALTH VISITOR

Band: 6
Salary: £24,831 - £33,436
Hours: 37.5 per week
Location: Hesters Way Resource Centre, Cheltenham

We are seeking to recruit a dynamic, highly motivated Specialist Public Health Practitioner Health Visitor to work in a small skill mix team in Cheltenham.

Working in partnership with a variety of statutory and non-statutory agencies, you will develop and deliver plans to improve health outcomes for individuals, families and the community, which will contribute to the wider local public health agenda.

You will have excellent communication skills, be well organised and a team player. You must also be mobile for travel in community.

You will be offered a full induction package and preceptorship.

For formal enquiries, please contact Deirdre Byrne, Public Health Nursing Team Leader on 01242 224022.

Ref: 744-G9-467

Closing Date: Midnight Tuesday 23rd February 2010

SPEECH & LANGUAGE THERAPY

SPECIALIST PAEDIATRIC SPEECH AND LANGUAGE THERAPIST

Band: 6
Salary: £24,831 - £33,436 pro rata
Hours: 37.5 per week
Location: Gloucestershire

Fixed Term Contract – 6 months in the first instance (maternity leave cover)

We are seeking an experienced clinician to provide cover for a period of maternity leave within community clinics, Children's Centres and their reach areas in the south of the county.

The caseload will include children who have been referred to Children's Centres via the multi-agency Early Years Panel due to the severity of their speech and language needs. It may also include children attending schools in the reach areas who are in receipt of a Statement of Special Educational Need and have Speech and Language Therapy provision detailed within their statement.

The Speech and Language Therapy Service covers the whole county of Gloucestershire and can offer regular support through whole team meetings, client group meetings, clinical supervision, as well as from Highly Specialist therapists in Language Disorder, Hearing Impairment, ASD and Learning Difficulties.

For further information please contact, Judith Anderson, Head of Service 01242 713873 / 07900 918079 or by e-mail: Judith.anderson@glos.nhs.uk

Ref: 744-G9-473

Closing Date: Midnight Tuesday 23rd February 2010

TELECARE

SPECIALIST TELECARE ASSESSOR

Band: 6
Salary: £24,831 - £33,436
Hours: 37.5 per week
Location: Independent Living Centre, Cheltenham

An experienced and enthusiastic professional is required to work within the Telecare Service, part of the Community & Adult Care Directorate. Telecare helps to keep people at home by promoting independence through the use of Electronic Assistive Technology. The post holder will supervise a team of 6, so people management experience and skills are key to this role.

You will provide specialist advice and technical support within the field of Electronic Assistive Technology and Telecare and will be expected to deliver training to others on the uses and benefits of Assistive Technology.

We are looking for someone with a broad range of experience who is keen to develop their skills in this speciality and their knowledge of Electronic Assistive Technology.

The successful candidate will have the ability to grasp and retain technical information.

Experience of working within an Adult Social Care setting would be desirable.

NOTE – ABILITY TO TRAVEL THROUGHOUT THE COUNTY IS ESSENTIAL

For further information please contact Holly Gittings, Telecare Team Manager on 01452 423777 or e-mail holly.gittings@gloucestershire.gov.uk

Ref: 744-G9-476

Closing Date: Midnight Tuesday 2nd March 2010

PHYSIOTHERAPY

THIS VACANCY IS OPEN TO INTERNAL CANDIDATES ONLY

CIRENCESTER REHABILITATION TEAM

TEAM LEAD PHYSIOTHERAPIST

Band: 7
Salary: £29,789 - £39,273
Hours: 37.5 per week
Location: Cirencester Hospital

Secondment Opportunity / Fixed Term Contract

An exciting opportunity has arisen for a fixed term contract for the Team Lead post in Rehabilitation at Cirencester to cover whilst the current post holder is on Maternity Leave. This is currently until Dec 2010.

We are looking for a motivated and enthusiastic team player to co ordinate rehabilitation services at this busy community hospital. You will lead a team of qualified and support staff and be responsible for the day to day operational service delivery.

There will be a requirement to provide clinical leadership for the neurological services both in patient and within the ARU. Our clinical staff work in a robust governance framework that includes strong professional links with colleagues in Care Services. There is an emphasis on working very closely with all members of the Multi Disciplinary Team.

We have a strong commitment to Continuing Professional Development as well as established In-service Training Programmes and Professional Forums.

Applications will be welcome from candidates who wish to work flexibly, part time / job share or who are looking to combine with existing contracts. Secondments may be considered.

For more information enquiries should be directed to:- Sarah Morton 07876 598552

Ref: 744-G9-481

Closing Date: Midnight Thursday 25th February 2010

OCCUPATIONAL THERAPY

COMMUNITY OCCUPATIONAL THERAPIST

Band: 5
Salary: £20,710 - £26,839
Hours: 37.5 per week
Location: Cheltenham Locality

We are looking for an enthusiastic and motivated Band 5 to join a well-established Occupational Therapy team to provide a service to the residents of Cheltenham. Health and Social Services teams have integrated and we are working closely together to ensure an integrated approach for adults with a physical disability.

You will work as part of a multidisciplinary team within Adult Social Care providing interventions to disabled adults to promote and improve independence in all areas of occupational performance through the provision of advice, equipment, minor and major adaptations to the home and through the identification of rehabilitation/reablement potential. Occupational Therapists use the Canadian Model of Occupational Performance (CMOP) as a framework.

This post will offer an exciting opportunity to work across a range of clinical areas and to be part of a service that is growing and developing.

We offer excellent supervision and opportunity for on-going professional development together with informal support from his/her colleagues in the team.

For informal discussion or further information please do not hesitate to phone: Jane Walker, Ops and Development Manager, Occupational Therapy or Elizabeth Hardeley, Community Occupational Therapy Manager on 01242 532486

Ref: 744-G9-466

Closing Date: Midnight Tuesday 23rd February 2010

HEALTHCARE ASSISTANTS / SUPPORT WORKERS
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MULTIDISCIPLINARY ASSISTANTS

Band: 3
Salary: £15,190 – 18,157
Hours: 37.5 per week (to include some night duties and flexible hours)
Location: Winchcombe Unit

This is an exciting opportunity to join our team, developing a new model of working in the Winchcombe Locality. The posts are based in the six bedded unit attached to a local Nursing home, where NHS staff provide rehabilitation, sub acute and end of life care to the local population. The Unit is an integral part of the community model that provides services to those in the local community, to ensure that people are able to return home promptly, remain in their homes for longer and to prevent unnecessary admissions to hospital.

We are seeking enthusiastic staff who enjoy working as a team, are committed to providing good quality services and are keen to develop their own skills. You need to have experience of working as part of a multidisciplinary team within the community or hospital setting. Evidence of working alongside patients with broad ranging rehabilitation/nursing needs is essential. We are also seeking individuals who hold, or are working towards, an NVQ 3 in a relevant health/social care qualification or have an equivalent level of knowledge. You may need to be able to travel within the Winchcombe locality.

The primary care trust offers;
Excellent training and education opportunities
Annual appraisals and Personal Development plans
NHS Pensions scheme

For an informal discussion please contact Jenny Chow (Sister) on 01242 662073 or Carol Gardiner Clinical Team Leader on 01242 242579.

Ref: 744-G9-477
Closing Date: Midnight Tuesday 2nd March 2010

HEALTHCARE ASSISTANTS

Band: 2

Salary: £13,233 - £16,333

**Hours: 37.5 per week – Internal Rotation
(to include some night rotation)**

Location: Cirencester Hospital, Assessment & Rehabilitation Wards

Situated within the beautiful Cotswolds, Cirencester Hospital is renowned for its high quality of care in a warm and friendly environment.

We welcome applications from Health Care Assistants, who are interested in gaining or enhancing their knowledge in Assessment & Rehabilitation nursing, as well as from people wishing to start a career within the health service.

You will possess a caring, dedicated personality combined with a keenness to learn and enjoy working as part of a team. Full training will be given to the successful candidate.

The posts are an ideal opportunity to develop careers in a Multidisciplinary Team environment where people are valued and rewarded.

We can offer:-

- A fully supported induction programme with a named mentor
- Reflective Practice
- Annual appraisal and Personal development plans
- Access to a variety of funded courses and Internet facilities for assistance with study
- Flexible working options
- NHS Pension scheme
- Cotswold District Council offer a 'Starter Home Initiative' to assist key workers wanting to buy their first home.

We would be very interested to hear what you can offer.

If you would like further information and or an informal visit please contact Sister Ruth Aston on 01285 884518 or 01285 884630

Ref: 744-G9-469

Closing Date: Midnight Tuesday 23rd February 2010

VACANCIES WITHIN OTHER ORGANISATIONS
(PLEASE NOTE ALTERNATIVE CONTACT DETAILS FOR THESE POSTS)

Medical Receptionist required

at Bartongate Surgery, 115 Barton Street, Gloucester

16 hours per week + overtime
(temporary for 6 months leading to permanent)

This is a demanding and interesting role which will suit someone with a cheerful personality, a professional telephone manner, together with excellent organisational skills. Previous experience desirable, although full training will be given.

Must also be flexible.

Salary dependent on experience.

For further information
Please contact Jan Newman, (Acting) Practice Manager
01452 429279 or email jan.newman@glos.nhs.uk

Closing date for applications Wednesday 10 March 2010

Bank Practice Nurses required

at Bartongate Surgery, 115 Barton Street, Gloucester GL1 4HR

We are currently recruiting for 'Bank' Practice Nurses
to cover during holidays, sickness and busy periods within the Surgery.

If you are interested in such a role, please contact
Mrs Jan Newman, (Acting) Practice Manager
01452 429279 or email jan.newman@glos.nhs.uk

Closing date for applications Wednesday 10 March 2010.

SAINTBRIDGE SURGERY

MEDICAL ADMINISTRATOR

30 hours a week

IT skills essential

Quick learner

Proactive

Good organisational skills

QUOF background useful

Please contact Julia Sage – 01452 500252 for job description and application form