



Director of Finance

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Contents

Welcome from Laura Skaife-Knight, Chief Executive	3
Job Advert.....	5
Job Description	7
Person Specification	14
Introduction to Orkney and NHS Orkney	16
Recruitment Process and Indicative Timetable.....	18

Welcome from Laura Skaife-Knight, Chief Executive



Thank you for your interest in this exciting position.

Orkney is a really great place to live and work. The relationship with our local community here is truly a special one, and like nothing I have experienced before.

I recognise moving to Orkney is a very big decision. If it's a move you are considering, like I did, you will no doubt have a lot of questions going through your mind about what it's really like.

We have tried to answer some of these questions, provide details about NHS Orkney and share some helpful information about living and working here to help you as you do your research. I hope that you find this pack useful, and that it helps you come to the conclusion that you should apply to work with us.

We are proud to employ 800 staff across our community, primary and secondary care services. We call this team, Team Orkney, recognising we are one team, all pulling in the same direction.

NHS Orkney is on an exciting journey of improvement. Our Promise (vision) is: Looking after our community and providing excellent care. Our recently published Corporate Strategy - called "Delivering what matters to our community: 2024-2028" is our compass at NHS Orkney and sets out our priorities.

Our values, aligned to those of NHS Scotland, are:

- **Open and honest**
- **Respect**
- **Kindness**
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Our five strategic objectives, are:

1. **People** – by 2028 we will ensure NHS Orkney is a great place to work
2. **Patient safety** – by 2028 we will consistently deliver safe and high quality care to our community
3. **Performance** – by 2028 we will within our budget, ensure our patients receive timely and equitable access to care and services and use our resources effectively
4. **Potential** – by 2028 we will ensure innovation, transformation, education and learning are at the forefront of our continuous improvement
5. **Place** – by 2028 we will be a key partner in leading the delivery of place-based care which improves health outcomes and reduces health inequalities for our community

You can read more about our Corporate Strategy via our website:

<https://www.ohb.scot.nhs.uk/nhs-orkney-corporate-strategy-2024-delivering-what-matters-our-community-2024-2028>

I am passionate about compassionate and visible leadership and working in an open, honest and transparent way that supports staff to innovate, and be bold and brave. I want us to have a listening and learning culture here, where staff feel supported, valued, looked after and safe

speaking up when they have concerns, including those about safety, and confident knowing they will be listened to and acted on.

It is important that we consistently listen to and respond to patient and staff feedback so that we can learn and continuously improve what we do.

The final thing I would like to say to any prospective applicant is that Orkney occupies an enviable location at the North of Scotland with breath taking beaches, hills, and rolling countryside right on our doorstep. Orkney has consistently come out top in national lifestyle and happiness surveys, and with an open and vibrant community, it is the perfect location to call home within a safe and welcoming community.

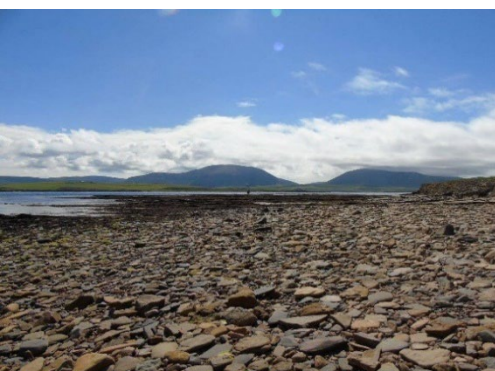
This, along with Orkney's direct flight connections to other major cities in Scotland and now further afield including London, means the area can offer staff so many rewarding opportunities for those in pursuit of finding the right work-life balance. If you'd like to discuss any opportunity, please get in touch with us and we'd be pleased to discuss further.

We recognise you will have many questions for us to help you to reach the right decision about your future. For me, choosing NHS Orkney was the best decision I ever made. I look forward to hearing from you.

Laura Skaife-Knight

Chief Executive

NHS Orkney





Job Advert



Director of Finance

The Balfour

Executive and Senior Management Grade C £72,871 - £94,560 plus Distant Islands Allowance where applicable

Full time 37.5 hours per week

Permanent

Are you a strategic and ambitious finance professional with a passion for delivering exceptional care and services? NHS Orkney is looking for an excellent visible and compassionate leader and a Director of Finance to join our Board and lead us into our exciting future.

About NHS Orkney:

NHS Orkney serves the vibrant and close-knit community of Orkney, and we have 800 staff across our community, primary and secondary care services.

We are on an exciting journey of improvement. Our Promise (vision) is: Looking after our community and providing excellent care. Our recently published Corporate Strategy - called "[Delivering what matters to our community: 2024-2028](#)" is our compass at NHS Orkney and sets out our priorities.

Recently, we launched our "Team Orkney: Improving Together" programme, a comprehensive organisation-wide improvement programme which brings together improving quality and safety, operational and financial performance and accelerating digitisation under one single programme, aimed at enhancing our care, services, and the overall experience of our patients and staff. As we continue to grow and innovate, we are committed to listening to and acting on feedback, ensuring that we evolve as a learning organisation. [NHS Orkney Chief Executive 100-day report - Reconnecting with People](#)

The Role:

As the Director of Finance at NHS Orkney, you will be an integral part of our Executive Team, a pivotal member of the Senior Leadership Team and a voting Board member. Reporting directly to the Chief Executive, you will serve as the chief financial advisor to the Board, guiding the organisation's financial planning and management with your expertise and strategic insight. You will spearhead the development and execution of our financial strategy, ensuring it aligns seamlessly with our organisational goals and vision. Your leadership will be crucial in driving NHS Orkney's strategic objectives and ensuring robust financial health. Overseeing all financial operations, you will manage budgeting, forecasting, and financial reporting, ensuring full compliance with regulatory standards. Engaging with a diverse range of stakeholders and partners, both within and outside the organisation, you will foster support and secure resources critical to our promise. You will champion financial performance improvements and operational efficiencies across the organisation, while consistently upholding and embodying our core values of Open and Honest, Respect, and Kindness. In this influential role and as a Board member and member of our newly-formed Executive Team, you will be at the heart of our efforts when it comes to looking after our community and providing excellent care.

[Hear from our Chief Executive, Laura, about this exciting opportunity.](#)

About You:

You are an experienced and ambitious finance professional with a proven track record of leading with compassion and financial leadership, ideally at Board level within the public sector. You will bring strong influencing and negotiation skills, and you excel in building and maintaining relationships with stakeholders at all levels. You will be a very strong team player, as a member of Team Orkney, who is visible and leads with hope, energy and optimism.

Qualifications and Experience:

- Qualified accountant (CCAB or equivalent).
- Significant senior leadership experience in financial management.
- Demonstrative experience in the public sector, preferably within a healthcare setting.
- Proven ability to lead and inspire teams to achieve strategic objectives.
- Excellent analytical, communication, and interpersonal skills.

Personal Attributes:

- Strategic thinker with a forward-looking approach to financial planning and management.
- Collaborative leader with a commitment to NHS Orkney's mission and values.
- Resilient and adaptable, with the ability to navigate complex challenges and drive change.
- Exceptional integrity, embodying the principles of transparency and accountability.

Why Join NHS Orkney?

Join NHS Orkney and become part of a forward-thinking organisation committed to continuous improvement and learning. Nestled in a unique and beautiful location, working here offers an exceptional quality of life, blending professional fulfilment with the serene charm of our islands. Contribute to a community-focused organisation that genuinely values your input and is dedicated to your professional growth and development.

If you are ready to take on this challenging and rewarding role, we want to hear from you. For further details or a confidential discussion, please contact our Chief Executive, Laura.Skaife-Knight@nhs.scot directly for a conversation and to find out more about this hugely exciting opportunity.

This post is subject to a Disclosure Scotland check.

Interviews will be held week beginning 26 August 2024.

Job Description

1. JOB DETAILS	
JOB TITLE	Director of Finance
SERVICE	NHS Orkney
DEPARTMENT	Finance
GRADE	Executive and Senior Management Grade C
LOCATION	The Balfour
REPORTING TO	Chief Executive

<p>2. JOB PURPOSE</p> <ul style="list-style-type: none"> • To lead and manage the delivery of strategic and operational financial advice and support to NHS Orkney, including taking a lead in several formal sub committees of the Board, including Finance and Performance Committee, and Endowments Sub Committee. The postholder will also attend and provide advance to the Audit and Risk Committee. • To ensure the development and implementation of a finance vision and strategies, which support corporate and clinical strategies and ensure effective stewardship of resources in accordance with statutory and regulatory requirements. • To fully contribute to the strategic management and governance of NHS Orkney, advising the Board and providing specialist expertise in areas of financial planning, service delivery and governance, financial services, and procurement to the Board's Chief Executive and Senior Leadership Team. • To establish an effective financial governance framework, working with our Health and Social Care Partnerships, and Integration Joint Board, against which service delivery and value for money can be measured. • To model and promote NHS Orkney values (of openness and honesty, respect, and kindness) and a culture of person-centred care, where colleagues are engaged and motivated, and where leadership is highly visible and inspirational. • To lead the organisation's financial efficiency programme, including ensuring the organisation has a Finance and Procurement function which contributes to driving delivery of this programme and is fit for the future. • To lead the Finance and Procurement Team, ensuring there is a fit for purpose function – with a focus on improvement, innovation and adapting to the changing landscape of challenges territorial Health Boards are facing. • To lead on the completion and submission of statutory financial returns to the Scottish Government. • To engage with the national Director of Finance networks and forums, representing and adding voice and influence on behalf of NHS Orkney
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- To lead on financial analysis and reporting, including the submission of statutory financial reports to the Scottish Government, including the Annual Report and Annual Accounts.
- To lead on Counter Fraud for NHS Orkney.

3. DIMENSIONS

NHS Orkney employs around 800 staff across community, primary and secondary care services, providing a range of remote and rural health services for the Orkney population of 22,000. Orkney is made up of 70 islands, 20 of which are habited. The geography of the area presents unique challenges for workforce and equitable access to services. NHS Orkney has an annual budget of approximately £85 million.

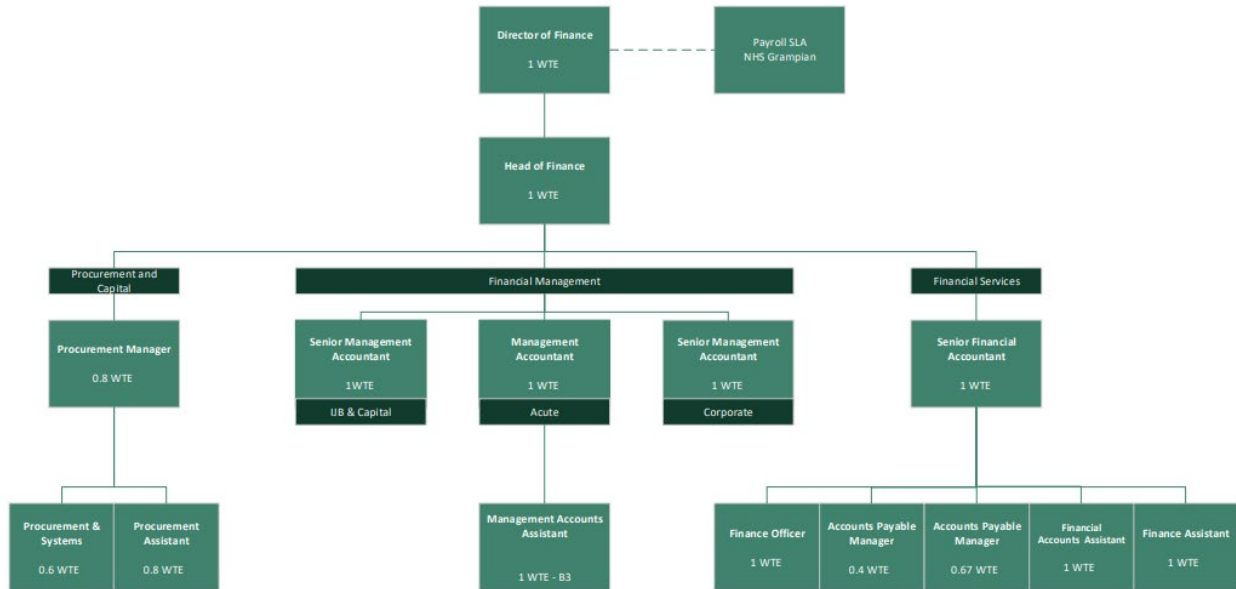
The Director of Finance is accountable to the Chief Executive, is an Executive member and voting member of the Board and a Trustee of the NHS Orkney Board Endowment Funds. The post holder ensures the Board has an effective financial strategy and ensures a professional financial management, accounting and compliance framework. The post holder will provide the Board with financial advice to ensure the effective planning and use of resources within a framework of robust financial governance.

The Director of Finance will, with the wider Executive team, be responsible for contributing to the delivery of the organisation's Corporate Strategy and the five strategic objectives, one being a strong focus on Performance, including improving financial performance, with the ambition to manage within our budget by 2028.

The Finance portfolio includes responsibility for:

- Financial performance and improvement
- Procurement
- Payroll (via SLA with NHS Grampian)
- External Audit
- Annual Accounts
- Counter Fraud

4. ORGANISATIONAL CHART



5. ROLE OF DEPARTMENT

- To provide financial governance and oversight of all budgets, and to provide financial information, analysis and advice to the NHS Orkney Board, Chief Executive, Directors, and other managers.
- To prepare and maintain robust financial planning, reporting (including statutory submissions, Annual Reports and Annual Accounts) and monitoring to ensure the most effective use and stewardship of the resources available to NHS Orkney across the full, range of NHS Orkney services. To put in place effective and efficient financial processes and systems to ensure staff and suppliers are paid, all tax requirements met, transactions are compliant with regulations and protected from fraud.
- To be the key contact for external auditors and participate in internal audit processes, ensuring that financial systems, processes and procedures are in place to deliver the highest standards of corporate governance.
- To lead the development and implementation of NHS Orkney's financial plan and to ensure that the strategic direction of the organisation is appropriately funded.
- To work closely with the Director of Finance at the Integration Joint Board, ensuring close and collaborative working to improve financial performance.

6. KEY RESULT AREAS

- Be accountable for all financial advice to the Board and its Committees and statutorily for the financial probity of the organisation. Ensure that NHS Orkney Board and management decisions are well informed and based on full consideration of issues across NHS Orkney, NHS Scotland, and the Finance Directorate, ensuring exemplar clinical, financial and staff governance standards.

- As a member of the Corporate Leadership Team (Executive Team), participate fully in the strategic management of NHS Orkney, advising the Board and providing high-level expertise in areas of financial management and governance to the Board, Chief Executive and senior leadership team.
- Support the Chief Executive, as Accountable Officer, in the discharge of duties and responsibilities in respect of public accountability, probity, and the achievement of value for money, ensuring the overall financial viability of NHS Orkney and the sustainability of the organisation.
- Lead the development and implementation of a financial plan for NHS Orkney that supports the successful delivery of corporate and clinical strategies, and that highlights future financial challenges, risks and opportunities.
- Lead the delivery of robust financial planning, reporting and monitoring across NHS Orkney, ensuring that budget holders have access to high quality data to make informed decisions and are accountable for financial performance.
- Lead the planning and production of the Annual Accounts for NHS Orkney in line with regulatory requirements.
- Lead and manage the delivery of effective operational and strategic financial support across NHS Orkney, underpinned by NHS Orkney values and a culture of person-centred care. Build organisational capability to ensure that targets are achieved, and the workforce within the Finance Directorate remains fit for purpose through developing and implementing, in partnership, robust workforce plans.
- Ensure the integrity of the financial control environment of NHS Orkney to satisfy the scrutiny of internal and external audit in terms of the use of public funds and the safeguarding of assets.
- Ensure the provision of an effective and proportionate counter fraud function and maintain strong links with external audit and counter fraud services.
- Oversee an effective and efficient procurement function, including managing the team, ensuring compliance with all laws and regulations, and managing the supply chain to ensure efficiency, effectiveness and value for money across all areas of spend.
- Establish effective working relationships with interdependent functions, services and other Boards or agencies, and to ensure the effective management of all contractual arrangements for the provision of out-sourced services (for example payroll).
- Contribute to national and regional working groups and partnerships with other agencies to represent the interests of NHS Orkney and ensure regional and national strategy is considered within NHS Orkney.
- As a Board member, the Director of Finance is also a Trustee of the Endowment Funds and shall ensure that each fund is managed appropriately in line with its purpose and to its requirements, including responsibilities discharged with OSCR and taking legal advice as necessary.

7. ASSIGNMENT AND REVIEW OF WORK

The post holder reports directly into the Chief Executive. This post has a high level of autonomy within NHS Orkney, working in a self-directed fashion within the parameters of Scottish Government priorities and policies for health and Social Care and other national regulatory

frameworks such as legal and professional frameworks for accountancy practice and corporate governance.

The post operates within the Board's own strategic framework, to which the postholder contributes as an Executive Director. The responsibility for providing high-level professional advice to the Board on financial management, and all financial governance issues.

A high degree of autonomous working and innovation will be required of the post holder which in turn requires them to fully develop the capabilities of their team. The review of performance is undertaken through the agreement of performance objectives and individual performance appraisal by the Chief Executive. Formal appraisal is undertaken on an annual cycle and will be monitored in accordance with the Performance Management Arrangements for Executive and Senior Managers. The post holder is expected to cascade this approach to their own direct reports in a co-ordinated and consistent way and will continuously review quality of work within own areas of responsibility, challenging poor quality where necessary and ensuring that all within the Directorate work within the values of NHS Orkney.

8. COMMUNICATION AND WORKING RELATIONSHIP

The postholder is expected to communicate with a wide range of senior clinical and non-clinical staff internally and externally, including:

- Board members, executive colleagues, operational directors and senior managers, finance staff.
- Other NHS Boards and finance directors, trade union colleagues, press/media.
- Other executives and senior officials in Local Authority and Scottish Government particularly in the context of evolving national and regional planning agendas.

Excellent communication skills are required to influence and persuade others, particularly around the implementation of change. The postholder is expected to have strong presentation skills and to be able to express a view convincingly and coherently, verbally and in writing to a wide range of interested parties and individuals.

9. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

To ensure the fundamental aim of making the best use of resources available to the Board for improved health outcomes for the population of Orkney through the delivery of high-quality, person-centred and sustainable services.

Ensuring the Board achieves financial balance against a background of competing demands and priorities.

While working in a small island Board is exciting and presents excellent personal development and growth opportunities due to the uniqueness of portfolios, it comes with its own challenges given teams are smaller and the blend of strategic and operational delivery being necessary to get the work done.

Navigating the natural challenges of an island Board in terms of recruitment and retention, increased requirement for Service Level Agreements and partnership working, and smaller workforce requiring teams to work together and share workload to achieve the best outcomes.

Leading the development of a Finance function and financial plan which is aligned to the Corporate Strategy and local context at a time of significant organisational change.

Providing strategic thinking, direction and leadership to NHS Orkney and embedding new, innovative and sometimes radically different ways of working within areas of responsibility whilst tackling complex health and service delivery issues, within the current challenging financial context.

Understanding the wider public sector and political landscape within which NHS Orkney operates both and influencing senior officials at Scottish Government level and across the public sector. In conjunction with North of Scotland Health Boards and other relevant partners, develop a constructive model of partnership working to deliver better partnership working.

Having the determination, resourcefulness, and resilience to deliver the best results for the organisation, and to influence colleagues and stakeholders even when confronted with resistance or unfamiliar circumstances.

10. KNOWLEDGE TRAINING AND OR EXPERIENCE REQUIRED TO THE JOB

Qualifications

- Qualified Accountant with full membership of one of the bodies recognised by the Consultative Committee of Accounting Bodies (CCAB).
- Significant post qualifying experience with evidence of delivering financial targets.
- Evidence of continuing personal and professional development.

Experience

- Able to demonstrate significant experience of operating and achieving successful outcomes in a senior finance management capacity.
- Evidence-based track record of leading and delivering transformational change in a large complex public sector system or similar.
- Understanding and experience of working within a political and national policy context and the ability to manage delivery, governance and assurance in that context.

Skills

- A resilient and inspirational leader with integrity at their core, able to create a clear sense of purpose and be inclusive with stakeholders.
- Mature professional and managerial knowledge, demonstrable leadership and communication skills with a high level of interpersonal, strategic, technical, and influencing ability.
- Must be able to earn the confidence and respect necessary to lead and deliver major service change. Must also demonstrate ability to develop a culture that encourages initiative, openness and accountability.
- Proven skills in effective people management, team building and engagement.
- Excellent analytical and judgement skills to address highly complex facts and situations.

Job Description Agreement

Job Holder's Signature

Date:

Head of Department Signature

Date:

Person Specification

Job Title: Director of Finance

Department: Finance

Location: The Balfour

FACTOR	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Significant experience of operating and achieving successful outcomes in a senior finance management capacity.</p> <p>A track record of delivering and meeting performance targets.</p> <p>Evidence-based track record of leading and delivering transformational change in a large complex public sector system or similar.</p> <p>Understanding and experience of working within a political and national policy context and the ability to manage delivery, governance and assurance in that context.</p>	<p>Significant experience of operating in a senior finance management capacity within the NHS in Scotland.</p> <p>Experience of working with Board Level Executive and Non-Executive Directors from a range of backgrounds</p>
QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS	<p>Qualified Accountant with full membership of one of the bodies recognised by the Consultative Committee of Accounting Bodies (CCAB).</p> <p>Significant post qualifying experience with evidence of delivering financial targets.</p> <p>Evidence of continuing personal and professional development.</p>	<p>Additional post-graduate qualifications.</p>
KNOWLEDGE AND SKILLS	<p>Demonstrable leadership and communication skill with a high level of interpersonal, strategic, technical, and influencing ability.</p> <p>Must be able to earn the confidence and respect necessary to lead and deliver major service change.</p> <p>Personal integrity and credibility to support a culture aligned with NHS Orkney's values</p>	<p>Strategic commercial contract management and negotiation skills.</p>

	<p>of openness and honesty, respect and kindness.</p> <p>Proven skills in effective people management, team building and engagement.</p> <p>Excellent analytical and judgement skills to address highly complex facts and situations.</p>	
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Introduction to Orkney and NHS Orkney



Lying off the northern coast of Scotland, between John O’Groats and the Shetland Isles, Orkney is an archipelago of over 70 beautiful islands; 17 of which are inhabited. The total population is approximately 22,000, with most people living on the Orkney Mainland. Kirkwall, the capital with its spectacular red sandstone 12th-century cathedral and a population of 7,500, is the administrative centre of Orkney with a good mixture of shops, supermarkets, and businesses.

Orkney is a wonderful place to live and offers excellent schools and leisure facilities, low pollution, low crime, unique wildlife, and amazing scenery. Although remote, there are excellent transport connections with numerous flights to Aberdeen, Glasgow, Edinburgh, and Inverness every day. There are ferry services to Aberdeen, Scrabster, and Gills Bay, and of course to the smaller isles in Orkney.

Orkney’s economy is based on agriculture, generating some £30 million per year. Farmers breed and rear beef cattle, dairy cows, and sheep of the highest standard. Orkney has international recognition for its food, with cheese, beef, lamb, and fish produce becoming well known; not to mention whiskey, beer, and gin. Tourism, oil, and the renewable energy sectors are increasingly important. Orkney is at the forefront of the renewable wave and tidal energy drive in the UK.

Kirkwall is a great place for children and a wonderful environment for a family. There is a very strong community spirit with a wide range of cultural and sporting activities for adults and children. Schools in Orkney are very good, with no private fees. Imagine all of this within walking distance of your home and workplace. For residents and visitors there is so much to see and do: playing a round of golf, fishing, kayaking, walking, cycling, diving, wind surfing and horse riding are but a few. The Pickaquoy Centre provides a modern well-equipped sports facility, swimming pool and entertainment centre. There are many cultural activities, with annual music, jazz and science festivals attended by internationally renowned artists and scientists. There is an extremely wide variety of activities for children



and young people. Homes are very affordable and with little traffic, travelling around the islands is easy.

According to the 2020 Bank of Scotland quality of life survey, for eight years in a row Orkney was crowned the best place to live in Scotland. The island took the top prize due to high employment levels, low crime rates, smaller primary class sizes along with good health and happiness scores. With its strong sense of community, picturesque landscape and rich archaeological treasures, the archipelago frequently wins the hearts of visitors.

Not only is Orkney one of the most affordable places to live in the UK, it also has one of the highest employment rates, with 88 per cent of residents between 16 and 64 currently in work. The low crime rate means that many people do not even lock their front doors to allow the postie to place the post and packages inside the door. As for overall wellbeing, more than nine in 10 Orkney residents report good or fairly good health.

To find out more about living and working in Orkney go to www.orkney.com or www.orkneycommunities.co.uk and learn more about NHS Orkney at www.ohb.scot.nhs.uk.



Recruitment Process and Indicative Timetable

<p>Informal Enquiries</p>	<p>For further details or a confidential discussion, please contact our Chief Executive, Laura.Skaife-Knight@nhs.scot directly for a conversation and to find out more about this hugely exciting opportunity.</p>
<p>Closing date for applications</p>	<p>Sunday 18 August 2024</p>
<p>Interview arrangements and process</p>	<p>Interviews and assessments will take place in person from 4 to 6 September 2024.</p> <p>The interview arrangements will be confirmed with shortlisted candidates. The process will be conducted in line with the Value Based Recruitment process agreed for NHS Scotland for posts at this level.</p> <p>Details can be found through the following link: https://www.sehd.scot.nhs.uk/dl/DL(2018)10.pdf</p> <p>Shortlisted candidates will participate in:</p> <ul style="list-style-type: none"> • Psychometric tests, • Interactions with an invited audience • Presentation • A Values Based Competency interview

Recruitment Process

The NHS Scotland Everyone Matters 2020 Workforce Vision outlines the commitment the Scottish Government has in putting people at the centre of everything the NHS in Scotland does. Working to a common set of values, the vision will continue to modernise the way we work, embracing technology and digital transformation.

All vacancies will be advertised on NHS Scotland's recruitment website:

<https://apply.jobs.scot.nhs.uk/>

Internal vacancies will be advertised on NHS Scotland's internal recruitment website:

<https://apply.jobs.scot.nhs.uk/internal/>

CVs are not accepted as a form of application; NHS Scotland's electronic application form must be used on the above links.

All adverts will close at midnight on the advertised closing date.

Our selection process will consist of the following assessments:

- **Application short listing** – application forms are reviewed and those meeting the role requirements will be invited to a competency-based interview
- **Interview/Assessment** – competency-based interviews have a focus on NHS Orkney's core values and the candidate's technical expertise. The interview may also include a role specific test or a presentation topic.

Any job offer will be subject to meeting the conditions of NHS Orkney's safer pre- and post-employment checks policy:

- **Employment references** - references should include current and previous employers covering the last 3 years of your employment history
- **Evidence of qualifications** – candidates will be required to provide evidence of their qualifications, including proof of professional registration if required
- **Medical assessment** – the Occupational Health service will make an assessment on your fitness to carry out the information provided in a questionnaire. In certain circumstances further information is required and Occupational Health may contact you by telephone or request that you attend for an appointment
- **Criminal conviction check** – all applicants who apply for posts which are exempt from the Rehabilitation of Offenders Act 1974 and who will have access to patients during their employment will be required to consent to a Disclosure Scotland Criminal Records Check or join the Protection of Vulnerable Groups Scheme.
- **Immigration, Asylum and Nationality Act 2007 – Prevention of illegal working** – candidates must be eligible to work in the UK, evidence of this must be provided.

For any queries relating to this vacancy, or our Recruitment Process, please email

ork.recruitment@nhs.scot

Equality and Diversity

NHS Orkney is committed to Equality & Diversity <https://www.ohb.scot.nhs.uk/about-us/equality-and-diversity>