



TERMS & CONDITIONS

The Government recently announced their intention to make Covid Vaccination for all patient facing staff compulsory from April 2022, unless the person has a valid medical exemption. Applicants will need to demonstrate they meet this requirement by 1st April 2022.

Application Information

Please read the 'Guidance Notes' for advice on how to complete your application form. This contains important information on how posts are shortlisted, interviewed and, for successful candidates, the pre-employment checks that are conducted.

Please read the job description/person specification for the role you are applying for and tell us in your application how you meet the skills and knowledge required. When completing an application form please ensure you provide each referee's full name, organisation, full postal address and suitable e-mail address, as this can speed up the recruitment process.

As a minimum, we will ensure the following references are obtained for all successful candidates:

- **New appointees coming into the NHS for the first time:**
A minimum of 2 references is required; 1 being from your current or most recent employer/line manager. References must cover the previous 3 years of employment, including any gaps.
- **New appointees moving from another NHS trust into DCHS:**
Only 1 factual reference is required from your current employer, eg line manager (if service with this Trust is less than 1 year, references must cover the previous 3 years in full)

If you encounter difficulty in applying online, require the application form in an alternative format, have any questions about the application form or require any assistance in the completion of the document, we will be happy to help. Please feel free to contact the Recruitment Team on 01332 564856 Option 1, Option 1; dchst.peoplerecruitment@nhs.net (please have the job reference number ready) so that we can provide the appropriate support.

All shortlisted candidates will receive details of the interview within 6 weeks of the closing date.

Values Based Recruitment

DCHS uses a Values Based Recruitment approach to help select employees whose personal values and behaviours align with the values of the Trust. In addition to the questions about your skills & abilities aligned to the Job Description and Person Specification you will be asked to show evidence of how you have displayed our Values. You will be asked questions relating to our values and how your personal values align with these. For these questions, you will have to talk about a time when you displayed the value or behaviour and what the outcome of this situation was; learning outcomes etc.

We have adopted this approach because it enables us to explore what is important to you as an individual, thereby enabling us to assess the extent to which your personal values align to those of the Trust.

What are the Trust Values?

Details of our Vision and Values are given on our website www.dchs.nhs.uk – 'Work for Us' / Working for DCHS

If you already work in the NHS and want to apply for a fixed term role, we will discuss options with you including a possible secondment, you may need prior approval from your manager prior to any final offer.

Salary

New employees to Derbyshire Community Health Services NHS Foundation Trust (DCHS) will normally be placed on the minimum point of the salary scale. In exceptional circumstances previous relevant experience may be taken into account for pay step credit where justification can be identified by the recruiting manager at the point of offering the post.



Pay Step Date / Increment Date

Pay Step dates will be initially on the first year's anniversary of starting with DCHS and thereafter each year where applicable and in accordance with DCHS's policy.

Patterns of Work

DCHS usually operates 3 standard patterns of work, usually you will be assigned to one of these patterns of work that is relevant to your role.

- 7 day week
- 5 day week – Monday to Friday
- 7 day week – 24 hour service

In accordance with the Trust's terms and conditions of employment, you may be reasonably required to re-locate your base to work mainly at another site within the roles locality during your employment.

In addition to this the post holder will be expected to work across any combination of trust sites and other settings in the discharging of duties, roles and responsibilities attached to the role.

Pension Scheme

This post entitles you to join the National Health Service Superannuation Scheme. You will automatically become a member of the scheme on appointment unless you request to opt out of the Scheme.

DBS Checks

Most posts are subject to a DBS check, however having a criminal record will not necessarily bar you from obtaining a position. If this post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 it will be necessary for a DBS check to be made to check any previous criminal convictions. All successful applicants who require a DBS check for the role will be charged for the cost of a DBS (currently £26 basic and standard or £44 enhanced). Arrangements will be made to deduct this fee from an individual's first available pay with DCHS.

Annual Leave

Full-time

In a full year from 1st April to 31st March you will be entitled to:

- 27 working days (plus 8 Bank Holidays) up to five years' service
- 29 working days (plus 8 bank holidays) over 5 years up to 10 years
- 33 working days (plus 8 bank holidays) 10 years and over.

Part-time

You are entitled to annual leave pro-rata to the above amounts.

Previous NHS relevant experience may be taken into account for the accrual of annual leave benefits in accordance with DCHS's policy. Any relevant NHS service would need to be verified.

Please note - Where an employee joins the employment of the trust part way through a month annual leave will be calculated from the beginning of the following month.

Continuous Service

Non-medical vacancies: In submitting an application form, you authorise DCHS to confirm any previous NHS Service details via the Electronic Staff Records Inter Authority Transfer process should you be appointed.



Induction

All new staff joining DCHS are required to attend a mandatory corporate induction programme. The venue for the induction is normally within the South Derbyshire/Chesterfield area. Further details will be sent out at a later time. ADDITIONAL DETAILS WILL BE PROVIDED CLOSER TO THE TIME OF YOUR ATTENDANCE.

Travel expenses will be paid in line with DCHS policy.

Following induction, some clinical roles will require attendance at the Foundations in Care programme.

Travel and Expenses

Please note this role may require travel within the duties attached to the position. In the circumstances when travel is expected the following rates will be paid. Mileage Rates (as at April 2014) and were agreed locally outside the payments offered under Agenda for Change National Terms and Conditions of Service.

- All users first 10,000 miles: 45p per mile (HMRC advisory rate – not taxable)
- All users, over 10,000 miles: 25p per mile (not taxable)
- Pedal Cycle: 20p per mile
- Lease Car (first 10,000 miles): 45p per mile (taxable)
- Lease Car (Over 10,000 miles): 15p per mile (taxable)
- Motor cycle: 25p
- Public Transport: 25p
- Equipment rate: additional 3p per mile
- Passenger rate: additional 5p per mile

In addition to this, an essential user lump sum is paid at £700 per year, if the role is deemed to require extensive travel across the Trust.

Probation Period

Please note the Trust operates a Probation Policy and the successful applicant would need to undergo a period of 6 months' probation (external applicants) or 3 months (settling in period). NB – not applicable for bank roles.

For all newly appointed individuals including internal employees, the appointment start date will become the annual date that incremental increases are awarded if applicable in line with the Appraisal policy.

Sick Pay

You will be entitled to sick pay benefits from the date of commencement as long as you comply with the Authority's rules on sickness absence. (Your entitlement will depend on your length of Service). Occupational sick pay is in line with agenda for change:

During the first year of service	One month's full pay and two months' half pay
During the second year of service	Two months' full pay and two months' half pay
During the third year of service	Four months' full pay and four months' half pay
During the fourth and fifth year of service	Five months' full pay and five months' half pay
After completing five years' service	Six months' full pay and six months' half pay



Maternity Pay

All employees, regardless of their length of service or hours worked are eligible for 52 weeks' maternity leave.

Eligibility for Occupational Maternity Pay (OMP)

If you are working full or part time, you will be entitled to OMP under the NHS contractual maternity pay scheme if:

- You have 12 months or more continuous service with one or more NHS employers at the beginning of the 11th week before the EWC. (Further information about continuous service is available from Employee Relations.
- You notify your employer in writing before the end of the 15th week before the expected date of childbirth (EDC) or if this is not possible, as soon as is reasonably practicable thereafter of:

Eligibility for Statutory Maternity Pay (SMP)

To qualify for 39 weeks Statutory Maternity Pay, you must satisfy **all** of these conditions:

- Been continuously employed by the Trust for at least 26 weeks continuing into the 15th week the baby is due. This 15th week is known as the qualifying period.
- Have average weekly earnings of not less than the lower earnings limit for the payment of National Insurance Contributions which applies at the end of the qualifying week.
- Still be pregnant at the 11th week before the baby is due or have given birth by that time.
- Give medical evidence of the date the baby is due or born within 28 days of the start of the maternity pay period.
- Give DCHS notice of the date the Maternity Pay Period is due to start at least 28 days beforehand. If this is not practical then notice must be given as soon as reasonably practical.

To calculate your average weekly earnings, the Trust will average your gross earnings over a period of at least eight weeks up to and including the last payday before the end of your qualifying period. The qualifying period is the 15th week before the week your baby is due.

SMP is treated as normal earnings and is subject to tax and National Insurance.

Adoption Leave Payment

All employees, who have primary carer responsibilities for the newly adopted child, regardless of their length of service or hours worked are eligible for 52 weeks' adoption leave.

Eligibility for Occupational Adoption Pay

If you have more than 12 months' continuous NHS service by the week in which notification of the match is given, and are returning to work, you will be entitled to 39 weeks Adoption pay (plus 13 weeks' additional Adoption leave which is unpaid) and you will receive:

- 8 weeks' full Occupational Pay (OAP), less any Statutory Adoption Pay (SAP)
- 18 weeks' half OAP plus any Statutory Occupational Adoption Pay (SAP), providing the total does not exceed full pay.
- 13 weeks' Statutory Adoption Pay (SAP)
- 13 weeks' unpaid Adoption Leave

If you have been continuously employed by the NHS for a minimum of 26 weeks but have less than 12 months service by notification of the match is given you will be entitled to 39 weeks Adoption pay (plus 13 weeks Additional Adoption Leave which is unpaid).

- 6 weeks' Statutory Adoption Pay (SAP) at 90% of your average weekly earnings
- 33 weeks' SAP at the current rate
- 13 weeks' unpaid Adoption Leave

If you have been employed for less than 26 weeks continuous employment by the week in which the notification of the match is given you will be entitled to 52 weeks **unpaid** Adoption leave.



Statutory Adoption Pay

Statutory adoption pay (SAP) will be payable if you have:

- been working continuously for DCHS for at least 26 weeks by the week you are matched with a child
- an average weekly earning at least equal to the lower earnings limit for National Insurance contributions.

Previous NHS relevant experience may be taken into account for the accrual of adoption leave pay in accordance with DCHS policy. Any relevant NHS service would need to be verified.

Paternity Leave

All employees who satisfy the criteria for paternity/partner leave are eligible to take up to 2 weeks' ordinary paternity leave.

To be eligible to receive *occupational paternity pay (for up to 2 weeks during ordinary paternity leave)*, you will have twelve months' continuous service with one or more NHS employer at the beginning of the week in which the baby is due.

To be eligible to receive *statutory paternity pay*, you will have 26 weeks' continuous service with one or more NHS employer by the end of the 15th week before the week in which the child is expected. Or in respect of an adopted child, you must have 26 weeks' continuous service by the week in which the child's adopter is notified of having been matched with the child for adoption.

Previous NHS relevant experience may be taken into account for the accrual of paternity leave pay in accordance with DCHS's policy. Any relevant NHS service would need to be verified.

Childcare Vouchers

The Government offers a scheme for tax-free childcare vouchers to support with childcare costs.

Please select the link below for more information on where you can use these vouchers and the eligibility:
<https://www.gov.uk/tax-free-childcare>.

Professional Registration

If the post requires professional registration employees are responsible for maintaining the registration and ensuring it does not lapse.

Training & Personal Development

All employees are responsible for ensuring that their own continuous professional development remains up to date. In addition, employees are required to undertake mandatory training in accordance with DCHS policy.



FAQs

I've done an online application, what happens next?

After the advertised closing date all applications are passed in electronic format through NHS Jobs/TRAC Jobs to the Recruitment Team. The Appointing Officer then receives copies of all applications received and assesses them in line with the Job Description and Person Specification. This helps them to identify those candidates who match closely with the essential and desirable criteria for the post. This is called the 'Shortlisting Process'.

Due to the volume of applications received we are unable to acknowledge each application. Therefore, if you haven't heard anything within four weeks of the closing date this means you will not have been shortlisted.

What happens if I am shortlisted?

If you are shortlisted by the Appointing Officer, you will be invited to an interview with a panel of between two and five members. All invitations to interview are in writing (via email) and we aim to give 10 working days' notice of interview dates.

The panel will consist of a 'chair' who is usually the Appointing Officer, together with one to four other members of DCHS employees who have experience in the recruitment and selection process.

How should I prepare for the interview?

As the interview is panel-based, you should prepare beforehand. Check the invitation letter; are you expected to do anything specific at the interview? For example, is there an assessment test? Do you have to do a presentation?

The panel will have prepared a set number of questions based around the Job Description and Person Specification. All applicants will be asked the same questions at interview to ensure that everyone gets an equal chance at the job. Read the Job Description and Person Specification thoroughly prior to the interview. Check the website and if the advert gives a contact name for an informal chat, contact them.

What happens after the interview?

The chair of the interview will telephone following the interview, to advise the outcome. You will be telephoned whether you have been appointed or not. If you have been unsuccessful, you can request feedback as to your performance. If you are successful, you will be sent a conditional offer of employment. All offers at this stage are subject to our receiving satisfactory references, Disclosure & Barring Service (DBS) check (where appropriate) and a health check.

We advise you to hand your notice in at this stage so that you can be working your notice whilst the pre-employment checks are carried out.

And then?

Once all pre-employment checks are successfully completed, the Appointing Officer will contact you to agree the start date. You will then receive an unconditional offer and contract of employment, along with details regarding the DCHS Corporate Induction.

Throughout this process, the Recruitment Team is available to answer any questions or queries you may have. Please quote the job reference number when contacting dchst.peoplerecruitment@nhs.net or 01332 564856, option 1, option 1.

The Equality Act 2010

The Equality Act 2010 has been designed to simplify anti-discrimination law. The Act has brought together nine separate pieces of legislation into one. It has also strengthened the law to help tackle discrimination and inequality.



The Act covers nine 'protected characteristics' or equality groups: These are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race – this includes ethnic or national origins, colour and nationality
- religion or belief
- sex
- sexual orientation

Work Permits / Non-EEA Nationals

Job seekers who require Tier 2 sponsorship to work in the UK are welcome and will be considered alongside all other applications.

However, non-EEA candidates may not be appointed to a post if a suitably-qualified, experienced and skilled EU/EEA candidate is available. This is because the employing body is unlikely, in these circumstances, to satisfy the Resident Labour Market Test.

For further information and to self-assess the likelihood of obtaining a Certificate of Sponsorship, please visit the UK Border Agency website.