



Job Title: Safe Staffing Adviser

Attributes	Essential	Desirable
Experience	<ul style="list-style-type: none"> ▪ Experience of the social care sector care homes and understanding of staffing in care services. ▪ Experience of project/change management and/or applying improvement methodology. Experience of managing staffing in a care setting or understanding of staffing over a 24-hour period. ▪ Experience of working creatively with partners to develop ideas and solutions to deliver changes and improvement in a range of areas. 	<ul style="list-style-type: none"> ▪ Experience of successfully leading multi-disciplinary and multi-agency teams across health and social care. ▪ Research experience.
Education, Qualifications & Training	<ul style="list-style-type: none"> ▪ Educated to degree level or equivalent. ▪ Commitment to own CPD. 	<ul style="list-style-type: none"> ▪ Foundation level or above training/education in improvement or change management.
Skills & Knowledge	<ul style="list-style-type: none"> ▪ Excellent interpersonal skills with an emphasis on negotiation, influence and diplomacy. ▪ Knowledge of care service workload and workforce planning tools. ▪ Ability to network with key health and social care professionals in areas including Scottish Government, Health Boards, Integration joint boards, health and social care partnerships and service providers in the statutory, independent and voluntary sector. ▪ Knowledge and experience in health and/ or social care quality improvement. ▪ Good understanding of the social and political environment in which care services are provided to achieve change. ▪ Self-motivation, confidence and ability to meet tight deadlines. ▪ IT literate and ability to analyse and interpret complex information. 	<ul style="list-style-type: none"> ▪ Evidence of involvement and impact in work at a national or partnership level.

Key Performance Outcomes	Essential	Desirable
Effective Communication	<ul style="list-style-type: none"> ▪ Excellent oral, public speaking / presentation and written communication skills. ▪ Ability to write detailed reports and guidance documents. ▪ Excellent interpersonal skills with the emphasis on negotiation, influence and diplomacy. ▪ Experience in devising and delivering development sessions. 	
Planning & Organising	<ul style="list-style-type: none"> ▪ Evidence of ability to prioritise effectively and achieve deadlines. ▪ Ability to react to changing priorities and to prioritise conflicting demands. ▪ Demonstrates analytical and systematic approach to problem solving. ▪ Demonstrates initiative, drive and determination to complete tasks and achieve objectives. ▪ Work is self-generated, planned and prioritised, identifying key issues, anticipating problems and initiating appropriate action to resolve them. ▪ Able to work autonomously and independently. 	
Impact and Influence	<ul style="list-style-type: none"> ▪ Demonstrates ability to influence at all levels. ▪ Ability to achieve results through personal power, negotiation, persuasion and influence. ▪ Ability to give credible and realistic advice, based on relevant, up to date and verifiable information. 	
Improvement Focus	<ul style="list-style-type: none"> ▪ Demonstrate an awareness of improvement work in Scotland. 	<ul style="list-style-type: none"> ▪ Research activity. ▪ Policy development.
Working in Partnership	<ul style="list-style-type: none"> ▪ Ability to build constructive working relationships with people in a wide range of organisations across health and social care. ▪ Ability to lead or participate in multi-disciplinary and multi-agency working groups. 	

Please note – these are key performance outcomes to be used to recruit into the role. Successful applicants will be assessed against all the performance indicators used in the Performance Development Review System once established in the role.