

Generic Recruitment - Band 6 Health Visiting Posts

Frequently Asked Questions

Posts Available	
How many posts are available at the moment and what hours are they for?	<p>There are a number of available health visitor posts within NHS Lothian with a variety of hours across a number of sites.</p> <p>There is a list of all the current vacancies included in the advert. In addition, this advert will recruit to any more posts that become available between now and interviewing for posts.</p>
What grades are the posts that are vacant?	The generic recruitment process is being used to fill Band 6 qualified Health Visitor post across Edinburgh & the Lothians.
How many staff are you aiming to recruit?	As an organisation, the aim is to recruit to all health visitor vacancies. This is a constantly changing number as people join, move post or leave the organisation.
Are the post available permanent or fixed term contracts?	All of the posts available are for permanent contracts
Application Form	
What should I include?	<p>You should ensure you complete all sections of the application form.</p> <p>Specifically you must include in your “STATEMENT OF SUPPORT” section where you are most interested in being considered for.</p>
Process	
When will I know if I will be shortlisted?	An invitation to attend interview will be sent out by email within 14 days from the close of advert. If you do not have access to email we can contact you by phone or in writing. Email is our preferred method for this process.
Will I be able to get feedback if I am not short listed?	If you do not get an interview date within 2 weeks of the closing date you have not been shortlisted. You need to contact the St John’s recruitment team on 0131 536 3030 or recruitment@nhslothian.scot.nhs.uk who can advise you of the main reason your application was not shortlisted.
Where and when will interviews take place?	Interviews will be held in the Comely Bank Centre, 13 Crewe Road South, Edinburgh, EH4 2LD. There is no car parking at the Comely Bank Centre. You will be provided with a map and information about public transport and local on street parking with any invitation to interview.
Who will interview?	Successfully shortlisted candidates will be interviewed by

	members of the Health Visiting Management team. The panel will consist of at least two members.
Will I be able to get feedback if I am unsuccessful at interview?	<p>If you are advised by email then you should contact the Generic Recruitment Team who will identify the most appropriate person to offer your feedback and will give you contact details.</p> <p>If you are advised by telephone you will be given details of the most appropriate person to offer you feedback during the call.</p>
How long will I have to wait until I find out if I have been successful at interview?	<p>The aim is to inform you as soon as possible after your interview of the outcome, whether or not you were successful. The timescale for this will be confirmed to you on the day of your interview.</p> <p>If you are successful you will receive a provisional offer of employment for a post subject to references, occupational health and disclosure.</p>
How will it be decided where I am allocated to?	Allocations are based on the candidate's interview, their experience and suitability for individual posts.
I only want to work in a particular area; can I specify where I want to work?	Candidates who are successful at interview and have the required skills will be considered for the area of their choice but this is dependent on posts available.
How many times can I turn down an offer of a job?	It is expected that once you have been matched to a post within your chosen speciality that you will take up that post. Posts declined without good reason will conclude our obligation via the generic process.
Who do I contact to find out the progress of my application?	If you are successful you will be advised by a member of the interview panel as soon as possible after the interview. This conversation will inform you of the next steps
What happens after I have been matched to a post?	The recruitment team at St John's will process all your pre employment checks and will arrange for you to attend induction if required. Once all these checks are satisfactorily completed you will receive a final offer of employment.
Eligibility to Apply	
I am a newly qualified health visitor, can I apply?	Yes, you should emphasise on the application the skills and qualities you have gained throughout your training and in any other relevant work you have done.
I will be qualified within the next three months can I apply?	Posts will be advertised every 3 months, you may apply to any advert towards the end of your training. If you are successful at interview your match to a specific band 6 post may be deferred until closer to your registration being confirmed. Alternate employment at band 5 may be offered in the interim if this is appropriate.