GCAS (Graduate Career Advantage Scotland) opportunity 2022

West Lothian Health and Social Care Partnership – Workforce Planning Team

Outline proposal

Project Support Officer to support the delivery of West Lothian Health and Social Care Partnership, sitting within the Workforce Planning Team of the Integrated Joint Board between NHS Lothian and West Lothian Council.

The IIJB is a separate legal entity from NHS Lothian and West Lothian Council and the arrangements for the IJB’s operation, remit and governance are set out in the Integration Scheme which has been approved by West Lothian Council, NHS Lothian and the Scottish Government. The IJB brings together the planning, resources and operational oversight for a substantial range of adult health and social care functions into a single system which will ensure services are built around the needs of patients and service users and supports service redesign with a focus on preventative and anticipatory care in communities. A key enabler for this work to be achieved is through our workforce.

National Workforce Strategy for Health and Social Care in Scotland

Our workforce is at the heart of delivering Health and Social Care services to the people of Scotland. Over 400,000 skilled and compassionate people work in many different roles and settings, in an integrated way. As the largest workforce in Scotland, they reach
into every aspect of life and every community in Scotland. As national and local governments working together, we see and value this every day. We acknowledge the significant pressures that the workforce has faced and that sustained actions are required from ‘planning for’ and ‘attracting into’ the workforce through to support and development of our workforce,

To drive forward the vision, a dedicated IJB Workforce Planning Group, with representatives from across the partnership, was set up and by early 2020 implementation of the workforce plan was well underway. During the first year, the focus was on promoting careers in the partnership including successful engagement initiatives with local schools and colleges. During the pandemic, the focus of workforce planning shifted to maintaining essential services and implementing new ways of working.

The Workforce Planning Team are an integral part of the IJB to ensure that we have a trained and sustainable workforce in order to provide the services across the Health and Social Care Partnership. The next Workforce Strategy Planning is now underway and the intern will be providing support on the development of this, more information on this can be found here.

Our work supports key strategies including.
West_Lothian_IJB_Interim_Workforce_Plan_2021-22.pdf (westlothianhscp.org.uk)

The intern will report to the HSCP Programme Manager within the Mental Health services & Workforce Planning team to support co-ordination, communication and implementation of related workforce, planning and development actions that support our progression and delivery of key enablers in career opportunity and development.

**Key Result Areas**

**Project Co-ordination**

Support the development and implementation of work plans including;

- Supporting the development of the Workforce Planning Strategy
- Providing Project Support to defined deliverables within the team as indicated by the programme manager.
- Developing templates, surveys and data sets for use in evaluation and analysis
- Engaging with Stakeholders in the development of the Workforce Strategy
- Develop a coherent action plan linking to activities and resources
Opportunities for learning and skills development

General

- Broad introduction to West Lothian HSCP
- Multidisciplinary working
- Organisation and project management skills
- Communication skills
- Opportunities for observation of leadership styles and mentoring
- Introduction to financial management, governance and strategic planning
- Data analysis and reporting
- Develop and demonstrate problem solving and critical thinking skills
- Demonstrate how to initiate and plan a small project/ work package
- Introduction to quality improvement

Workforce Development

- Understanding current workforce planning priorities and the implications for services in delivery of care
- Understanding development of routes into the Health and Social Care
- Introduction to how IJB operate and the governance and finance around this
- Understanding the importance of staff experience and engagement
- Understanding the importance of staff wellbeing
- Demonstrate how to initiate and plan a small project/ work package

Working Arrangements

- Ideally home working however have the ability to hot desk. 1-2-1’s would be held in person.
- Working hours can be flexible but core hours between 10 - 4pm. For example: 7-3, 8-4, 9-5, 10-6.

Contact Name:

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