



JOB TITLE: Safe Staffing Adviser

REPORTING TO: Safe Staffing Lead

Principal working contacts

Internal

Safe Staffing Lead

Chief Nurse

Chief Inspectors, Service Manager, Team Managers and Inspectors

Head of Improvement Support

Improvement Support Team

Policy team

Involvement and Equalities Team

External Communication Team

OD team

External

Scottish Government policy leads

Commissioners

Service providers and care service staff

Other regulatory, scrutiny and improvement bodies

NHS boards, staff and agencies, local authorities, and integrated joint boards,

Health and Social care partnerships

Members of the public and other stakeholders

Healthcare Improvement Scotland

Other key stakeholders

Job purpose

The Health & Care (Staffing) (Scotland) Act 2019 will be implemented in April 2024. The purpose of this act is to ensure the provision of appropriate staffing in all health and care service settings (including care services for children).

This requires the right people, in the right place, with the right skills at the right time to ensure the best health and care outcomes. The act also enabled the development and validation of appropriate staff planning methods for health and social care settings, initially for care homes.

The aim is to ensure safe and appropriate staffing using clear, evidence-based methodologies, and to create parity of legislation across health and social care settings.

The act also set out guiding principles for health and care staffing and staff planning to ensure safe and high-quality services while taking the views of people experiencing care and staff into account.

Key responsibilities

Key project objectives

- To support the safe staffing lead in scoping and development of workload improvement interventions, one of which may be a staffing method/ tool for use in the care home sector which takes account of people who live in care homes strengths and support required.
- To provide project management to ensure successful outcomes.
- To support the safe staffing lead to provide expert advice to Scottish Government, Health and Social Care Partnerships and care home providers and commissioners. This may include advice on application of improvement interventions, analysis of outcomes, analysis of wider workforce information, and risk assessment of staffing needs.
- Undertake analysis of national information available on local implementation of workforce improvement interventions to assess and monitor progress in preparation for legislation and to identify support requirements on a local, regional and national basis.
- To develop and implement training and development in collaboration with partners to support care service providers and staff on the workforce improvements and methodology across Scotland in preparation for safe staffing legislation.
- To support the safe staffing lead in the preparation of national educational resources. that support practitioners, professional leaders and managers

Other duties

This job may require extensive travel and involve overnight stays. This job profile is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively to changing business needs.

The post holder will be expected to work autonomously in the main but also within a group, with agreed priorities and objectives. Objectives for this post will be agreed jointly with the relevant line manager and Director and will be reviewed on a regular basis.