



# Northern Care Alliance

NHS Foundation Trust

This is the place to make a difference

## Candidate Information Pack

Non-Clinical

*Saving lives,  
Improving lives*

## **This is the Place.**

As one of the largest NHS organisations in the country, we can offer groupwide, flexible multi-site opportunities, as part of our connected, integrated and engaged team.

We care passionately about driving forward significant improvements to the provision of safe, high-quality integrated health and social care to our local community and remaining at the forefront of education, research and innovation. We're also proud to invest big in learning and development, use world-class digital technology and collaborate closely with universities.

This is the place where success is achievable and every day offers the challenges, empowerment, freedom and support necessary to break new ground and improve life outcomes. If you share our desire to create a healthier world, **take your place with us.**



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# About us

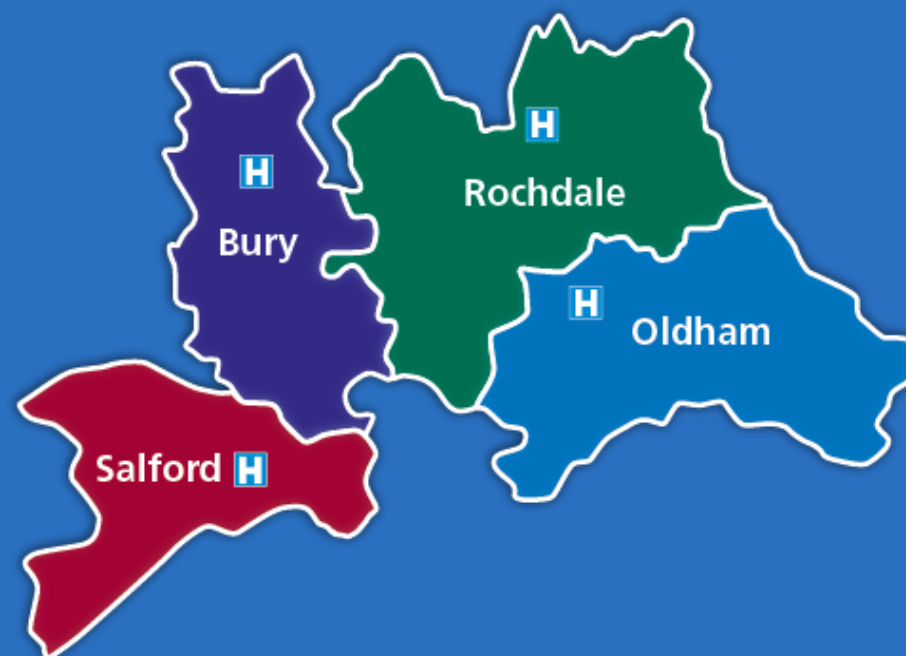
We're an NHS organisation, formed by the partnership of Salford Royal NHS Foundation Trust (SRFT) and The Pennine Acute Hospitals NHS Trust (PAT). Our aim is to deliver more co-ordinated, safe and sustainable health services across four Care Organisations (Salford, Oldham, Bury and Rochdale) to over 1 million people in Greater Manchester and the North West. As one of the largest NHS organisations in the country, we play to our combined strengths in order to consistently deliver first-class health and social care to our communities. At the Northern Care Alliance NHS Foundation Trust, we are creating a place where innovation, excitement and immediacy live. Where everyone can make an impact and a name for themselves. This is the place where ambition is achievable, careers are what you make them, and the future is yours to shape.



The Northern Care Alliance NHS Foundation Trust unites four local hospitals to deliver high quality care across the North East of Greater Manchester.

The Alliance provides the benefits of scale but delivers this locally through multiple hospital sites which make up four new Care Organisations –Salford, Oldham, Bury and Rochdale.

Our Care Organisations are designed to operate within a group arrangement of hospitals, community and healthcare services. Together the hospitals of the Northern Care Alliance bring together over 20,000 expert NHS staff to serve more than 1 million people in the immediate locality and many more from across the UK and Europe.



**THIS IS THE PLACE WHERE WE ALL CARE, APPRECIATE AND INSPIRE.**

## Our Values

These three values are at the heart of our organisation and define what's important to us as we work alongside each other and with our patients and service users.

Our values and behaviours shape what it feels like to work at the NCA and together, we will create a culture where care, appreciation, and inspiration thrive.

They will be central to your development and performance conversations, so if you're thinking about joining us, this is what we will be looking for you to demonstrate:

### Care

**We listen and treat each other with kindness.**

We shape and maintain an inclusive culture of empathy, respect, and person-centeredness in delivering safe, reliable, high-quality performance in all our services. We collaborate to learn and improve how we do things.

## **Appreciate**

### **We value and respect each other's contribution.**

We recognise, value, and express appreciation for the contributions of our colleagues, partners, patients, service users and communities, openly acknowledging their contribution, collaboration and feedback.

## **Inspire**

### **We speak up and find ways to be even better.**

We act with integrity and honesty; we see and notice, we ask and listen, and we decide and act; we learn from and with each other; we feel ownership for what we do. We are developed, empowered and trusted to be our professional best to make decisions that make a difference.

They provide us with the behaviours we respect and can commit to, and by living our values through our everyday interactions, we can build a stronger, more resilient, and forward-thinking organisation, guiding us to achieve success and make a positive impact on how we deliver our services.





THIS IS THE PLACE WHERE YOU WILL ALWAYS FIND SUPPORT

## Health & Wellbeing

Our people are our greatest asset and without happy and healthy staff, we cannot deliver the high quality and effective care our patients and service users deserve.

Now, more than ever, our workforce is under immense pressure both at work and at home. As your employer, we have a responsibility to protect and look after each and every one of you. Our role is to support our staff and teams to be the very best you can be, to listen to your concerns, and offer ways we can help ease the burden and ensure you are safe and well at work.

**SCARF** - **Supporting, Caring, Assisting, Recognising** our NCA **Family**: is the NCA wrap-around programme of support to look after your physical, emotional and mental wellbeing, and to make it easier for you to find and access the practical resources and information you need.

Scan the QR code to download the NCA SCARF Staff Support Pack and find out how we're helping and supporting our workforce.





THIS IS THE PLACE TO BE REWARDED

## Staff Benefits

We offer a comprehensive and competitive employment package to ensure all of our staff can benefit from their hard work:

- Generous annual leave entitlement: Annual leave entitlement starts at 27 days a year (for full time workers) plus bank/public holidays, and increases to 29 days after five years' service and 33 days after 10 years' service
- Excellent NHS Pension package, fully protected against inflation and guaranteed by the government
- Flexible working practices
- Maternity Leave entitlement of 52 weeks
- Flexible retirement scheme
- Uniform provision\* (dependent on post)
- Shower and secure cycle facilities
- Amazon parcel collection points
- Onsite Nurseries\* (dependent on location)
- Special discounts on products and services via Health Service Discounts and Blue Light Card
- Learning and development opportunities to support career progression
- A mix of offsite and onsite accommodation
- Chaplaincy services
- Occupational health department dedicated to wellbeing at work
- We are signed up to the Greater Manchester Continuous Service Commitment, meaning we will recognise continuous or 'unbroken' service in any Greater Manchester local authority or NHS organisation, Transport for Greater Manchester, Greater Manchester Fire and Rescue Service or Greater Manchester Combined Authority

THIS IS THE PLACE TO DEVELOP IN YOUR CAREER

## Learning & Development

We are committed to training and developing our people. We have a large Learning and Development team in place to encourage potential, grow future leaders, harness talent and improve performance and productivity.

Wherever we can, we empower our people to take responsibility for their own development while also ensuring capability in their current role and readiness for future progression.

Throughout the life of your career with us, you will have access to a variety of learning and development resources. These include:

- Apprenticeships (including Degree Apprenticeships and Postgraduate Master's Degree Apprenticeships)
- Regular performance reviews
- Access to the NHS Leadership Academy Programme
- E-Learning training platforms
- Management workshops
- Cadet Programme
- Trainee Nurse Associate Programme
- Secondments
- Networking
- Talent & Career conversations
- Coaching conversations
- Professional Development Planning support
- Access to North West Leadership Academy Mentoring Scheme

THIS IS THE PLACE WHERE HISTORY IS MADE

## Living and working in Greater Manchester

A place of originality and invention. A place at the heart of the industrial revolution, that started the co-operative movement, created the computer and was the home of the suffragettes. This is the place that has always been confident, creative and full of character. A place with a proud past and a progressive future. It's the ideal place for the Northern Care Alliance to lay its roots and call home.

It's the perfect place for you to live and work too. Perhaps you live local and are already familiar with our many Mancunian delights. But, for the unfamiliar, here's a brief taste of what you can expect.

### Personality

You can't see it, but you can feel it. Greater Manchester has a charm, a energy and a warmth about it. It's no coincidence that Manchester has been voted one of the ten friendliest cities in the world by Rough Guides readers. Something you'll quickly experience for yourself.

### Property

The Manchester and Greater Manchester property market is booming. So, whether you're interested in city centre living with all the attractions of shopping, eating and nightlife on your doorstep or a more suburban base, this Northern region has got it all. House prices are significantly lower than London too. Plus, there are excellent schools, green spaces and transport links - what's not to like?

### Transport links

Wherever you are in Greater Manchester, you're not too far away from a cycle lane, bus or tram stop, train station, motorway or airport. The coast and the countryside are around an hour away by car, London is a two-hour train ride away and you could even fly to Barcelona in 2.5 hours.

### **Eating and drinking**

Manchester is a melting pot of gastronomic delights with food to suit all tastes and budgets. We've the biggest Chinatown in the UK outside of London and 'curry mile' in nearby Rusholme. In the city centre there's an eclectic mix of dining options. And, from the trendy independents in the Northern Quarter to the swanky big players in Spinningfields there'll be something to suit you.

### **Shopping**

If you're up for a spending spree, you've come to the right spot. Market Street is a fabulous destination for any shopping trip and the place where you can access the famous Arndale Centre. Nearby Exchange Square is home to Harvey Nichols and Selfridges, while you'll find designer boutiques at Spinningfields and plenty of quirky independents in the Northern Quarter. And only a short bus ride or drive away is the Trafford Centre, the second largest shopping centre in the UK.

### **Out of the City**

Away from the hustle and bustle of the city centre, there are lots of green spaces and countryside for you to explore. From woodland walks to windswept moors, wildlife habitats to water sports, Bury's countryside delivers the very best nature has to offer. There are an abundance of open spaces and parks for everyone to enjoy. Beautiful Burrs Country Park, lies just a mile outside of Bury town centre, with Two Brooks Valley and Chesham Woods offering even more opportunities to stretch your legs.

Just 35 minutes from the centre of Manchester, Oldham offers some spectacular and unrivalled countryside such as the stunning Dove Stone Reservoir and you mustn't miss out on a visit to other gorgeous landmarks such as Rivington Pike or Smithills Country Park, all of which are within easy reach.

THIS IS THE PLACE WHERE EVERYONE CAN FEEL WELCOME

# Inclusion

As part of the Northern Care Alliance, you will join a vast network of clinical and non-clinical professionals from different nationalities over the globe. We want everyone who joins our organisation to feel welcome and supported from day one. Here are some of the things we have in place to ensure everyone can work at their best:

- **Prayer rooms** - All our hospitals have a variety of prayer rooms to accommodate different religions. These include: Chapels, Muslim Prayer Rooms, Quiet Rooms, Jewish Shabbos Room and Oasis Multi-Faith rooms.
- **Hospital cafes and restaurants** – Our catering services are dedicated to providing staff and patients with an exceptional service whilst in our hospitals. We provide a range of menus to meet the dietary and nutritional needs of all our staff and patients. Our hospitals also provide special diets for religious and cultural reasons, such as: Halal prepared in strict halal conditions, Kosher prepared under the supervision of the Manchester and London Beth Din and is Kedassia approved.
- **Staff Networks** – We have staff networks dedicated to amplifying the voices of our LGBTQ+, BAME, and Disabled colleagues. Ran by volunteers, the staff networks provide an important platform for our people and students. The networks are in place not only to support staff, but to ensure we are creating a better environment and better experience for all our NCA Family.
- **Manchester** – The UK is a multi-faith society and Manchester is home to diverse mix of religions and faiths. Whether it's a mosque, Catholic Church, Irish community, Sikh, our people can access strong religious communities and groups

THIS IS THE PLACE OF EMPOWERMENT

## Equality, Diversity and Inclusion

Inclusion is a value that is lived through not just our words but our actions and the culture we create right across the Northern Care Alliance. We appreciate the value of empowering our staff to feel able to bring their whole selves to work and see the diversity of our workforce as a strength that enables us to achieve the high ambitions we set. Unlocking the talents of all our staff and working to break down the structural inequalities that have existed across public services for many years plays a vital role in ensuring the care we provide is at the highest quality for all our patients and that our impact is felt out across the diverse communities we serve. We are proud to be included within the Top 50 most Inclusive UK employers and while we have much to celebrate we are continually working to raise the bar to ensure inequalities are never a barrier to our patients, carers, staff or volunteers.

## Equal Opportunities

The Trust very much welcomes applications from disabled candidates and as a Disability Confident Employer and in line with the Equality Act 2010, we will make reasonable adjustments to support disabled job applicants and employees. Candidates who require any assistance, special facilities or further information regarding disabled access should contact the Resourcing Team prior to interview so that we can put the necessary in place. The Trust is committed to a policy of equal opportunity. All employees and applicants for jobs will be considered on their merits and will not be discriminated irrespective of gender, marital status, sexual orientation, social class, race, ethnic origin, colour, nationality, national origin, religion, disability, age, or gender re-assignment or is disadvantaged by working conditions or requirements which are not relevant to job performance.

THIS IS THE PLACE THAT APPOINTS THE BEST CANDIDATE

# Application Process

## **STEP ONE. Complete your application**

To get started, submit an application via NHS Jobs or via our website. When the post is closed, we'll shortlist everyone who applied against the advertised criteria.

## **STEP TWO. Making the shortlist**

If your skills and experience match those we're looking for, you'll be shortlisted and invited to come for an interview. If we feel you're not suited to this role, at this time, we'll email you to let you know.

## **STEP THREE. Invited to interview**

You'll receive an email invite to an interview; this will include a link for you to book a suitable time to attend.

## **STEP FOUR. After your interview**

You'll receive an email invite to an interview, this will include a link for you to book a suitable time to attend. Once you select a time, you will receive an email which will include details of the interviewers and any additional tests that form part of the selection process, as well as when and where to attend on the day. If the interviews are being held virtually you will be provided with instructions as to how to sign in. Depending on the role, you may be required to undertake other forms of assessment as part of the selection process. This may include Presentations, Inray exercises, Discussion Groups, Psychometric Tests for example.



### **STEP FIVE. Pre-employment Screening**

We have to make sure that our patients and staff are safe in our care, so our stringent NHS pre-screening process meets right-to-work, DBS and data protection regulations.

### **STEP SIX. Your unconditional offer**

Once your pre-employment screening is completed and your checks have all been verified and cleared, we'll arrange a start date and then book you onto our Corporate Welcome.

**Congratulations! You're now officially part of the team.**

**THIS IS THE PLACE TO MAKE A POSITIVE FIRST IMPRESSION**

## Hints & Tips

We receive lots of job applications. It's useful to understand how we evaluate them, so that when you're applying to join us, you can make sure you're giving it your very best shot. Here are some helpful points to consider:

### **Read everything carefully**

Ask yourself if you've the necessary experience, qualities, capabilities and qualifications to apply for the advertised role and make sure you gain a realistic understanding of the day to day responsibilities.

### **Sell yourself**

Emphasise what you've achieved professionally and personally so far and highlight why you'd be the ideal candidate for the advertised position.

### **Be honest**

Highlight the relevant qualities and skills you've gained in any previous employment but be truthful as you may have to elaborate on these points if you progress to interview stage.

### **Be relevant**

Answer each question fully, but succinctly. Avoid waffle if possible and stick to the point you're making. Don't be too lengthy. Keep it short, sweet and to the point.

### **Quality Check**

Make sure your contact information is correct, check all grammar and spelling and make sure you or someone else proofreads your application before you submit it.

### **Include references**

Any professional, academic and/or personal references will only bolster your application, but make sure your referees' contact information is updated and correct.

## Get in Touch

If you have any questions, please contact the Northern Care Alliance Resourcing Team.

We're open: Monday-Thursday, 8am - 5pm & Friday, 8am - 4pm, Bank Holidays (*Closed*)

**Telephone: 0161 206 1461      Email: [resourcingnca@nca.nhs.uk](mailto:resourcingnca@nca.nhs.uk)**

**Address:** 4th Floor, Turnpike House, 631 Eccles New Road, Salford, Manchester, M50 1SY

**Website:** [careers.northerncarealliance.nhs.uk](https://careers.northerncarealliance.nhs.uk)

# Additional Information

## Pay

Agenda for Change NHS terms and conditions apply to all staff directly employed by NHS Organisations, except very senior managers and medical and dental staff. To view the Agenda for Change pay scale, please visit the NHS Employers website [here](#).

To read all the terms and conditions of service you can access the online handbook [here](#)

It is recognised by the Trust that some non-clinical roles that support Social Work and Community Assessment Officer functions are currently likely to be employed by local government organisations. To ensure there is clarity over terms and conditions of employment we offer National Joint Council (NJC) Pay Scales to these non-clinical roles, rather than NHS pay-scales. For these posts, the terms and conditions can be found via the link below:

### **Pay on promotion – NHS candidates**

Basic pay on promotion will be set at the minimum pay-step point of the new pay band. The pay step date will reset to the date the employee starts in the new pay band.

### **Pay on promotion - Unsocial hours and recruitment and retention premium payments**

On promotion the new starting salary (made up of basic pay and any unsocial hours payment and/or any long-term recruitment and retention premium (RRP)) should produce an increase in earnings. If it does not, the previous salary (basic pay plus any applicable unsocial hours

payment and/or long-term RRP) will be maintained until the combination of basic pay, any unsocial hours payment and/or RRP band does produce a higher salary.

In the case of unsocial hours payments the provisions above will only apply if the unsocial hours working pattern in the new role remains substantially the same as in the previous role. Where this is not the case, the previous unsocial hours payment will not be taken into consideration when determining the new starting salary.

The earnings calculations will be based on normal contractual hours excluding additional hours and will use unsocial hours payments averaged over the previous three months at work.

### **Candidates external to the NHS**

Appointments will normally be to the minimum of the scale although previous service or market forces may be considered in determining the starting salary but these will be subject to consideration and approval by the CO HRD or the Associate Workforce Director for the service. No appointment will be at above the maximum of the scale.

### **DBS**

DBS checks are mandatory in the NHS for all staff who, as part of their employment, will have regular contact with patients in the normal course of their duties. A DBS contains information held by police or government departments referring to a person's criminal record and child protection information. Prior to confirmation of an unconditional offer of appointment successful applicants will be required to complete an electronic Disclosure Application Form. The cost of the DBS, currently £44.43 (including administration fee), will be deducted from your first months' salary. The level of check required will be determined by the position you are applying for.

Candidates who require a DBS check will also be required to sign up for the DBS renewal service within 30 days of their DBS check being completed. The cost of the DBS update service is £13 per annum and is again paid for by yourself.

Possession of a criminal conviction does not automatically make you unsuitable for employment in the NHS. A criminal record is always considered in light of all the relevant circumstances and judged on a case-by-case basis when we are deciding whether to uphold the offer of

employment. Posts are exempt from the Rehabilitation of Offenders Act 1974 you are therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. All information provided will remain confidential.

### **Working in the UK – Certificate of Sponsorship**

To work for the Northern Care Alliance you must hold permission granted by the Home Office / UK Border Agency.

If you are successful and offered a job by the Northern Care Alliance and not a holder of, or cannot produce an approved document or visa stamp which shows that you are permitted to reside and work in this Country, we can apply for a Certificate of Sponsorship (formerly known as a work permit) on your behalf as long as the criteria for Tier 2 Sponsorship is met.

We recommend that you complete a self-assessment online to find out you are likely to score enough points. The points are awarded on qualifications; future expected earnings, sponsorship, English Language skills and available maintenance (funds). There are a significant number of posts which will not attract a Certificate of Sponsorship as basic grade administration posts, basic grade laboratory posts and nursing posts not requiring professional registration will attract a successful application.

For more detailed information, visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/>

Once this has been granted, you have to apply for permission to enter/remain in the UK. If the Certificate of Sponsorship application and/or the permission to remain is refused, then the Trust will not legally be able to employ you.

Up-to-date information about working in the UK can be obtained from [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)



## **Privacy Statement**

We will manage your personally identifiable information throughout the job application process. The information is required to help us recruit the best people, perform the necessary employment checks, arrange a contract of employment, get new recruits started in their work and fulfil legal/regulatory requirements. These are necessary steps prior to being able to establish, continue or vary a contract of employment.

In some special cases your information may have been entered without your having completed an electronic job application. For example, where students who complete paper application forms or where employment checks need to be carried out on existing staff.

During recruitment, the recruiters consider the information provided on the job application form and that provided for assessments and interviews.

As you get further through the process, employment checks may need to be performed such as identity, right-to-work (immigration), criminal records, professional registration, qualifications, references, occupational health and other checks. More information or documentation, such as proof of identity documents, may be needed from you. Only the necessary information is shared with organisations where they assist us with these checks and it is only for the purpose of performing those checks.

To get a new recruit started in their work, induction training and some administrative requirements are completed. Some information will be requested from you at that time, such as bank details for your salary payments and emergency contact details in case you have an emergency at work. The information for those who have been recruited is entered into onto the ESR (Employee Staff Record) system and other records keeping systems that are used us as the employer. If you do not provide information as needed, this may hinder or prevent your application or employment.

To read the complete privacy statement, please visit: <https://apps.trac.jobs/about/privacy>

### **Staff Membership**

As a member of staff you are automatically registered as a 'staff member' of the Trust, unless you chose to opt out, joining thousands of public members who have registered to support the future plans of the local health and social care economy. As a staff member you are able to stand for election to represent colleagues within your Care Organisation on the Group Council of Governors, or simply to vote for the staff member you would like to feed back the views, comments and ideas of staff members to the Group Committees in Common. You will also receive our regular newsletter. Staff members are registered into one of the staff constituencies by their job role and/or location.

You may decide to opt out of being a staff member and to do so you simply need to contact our Membership & Engagement Manager, Angela Greenwood on 01706 517302, or email [membership@pat.nhs.uk](mailto:membership@pat.nhs.uk). We hope you will choose to become an active member – your voice really does count. If you would like to find out more about being a member, the work of the Group Council of Governors or contact the current Staff Governor representing your constituency, you can find more information on the website [www.pat.nhs.uk/membership](http://www.pat.nhs.uk/membership)

### **Flexible Working**

We understand the importance of balancing work and home life. We are committed to supporting flexible working for all our people wherever possible and give all NCA employees an opportunity to discuss potential for flexible working at any point in their career. Options for flexible working might include: part time working, remote working, term time only, compressed hours (subject to service requirements), and flexible work schedules.

## Important Links

Should you require any further information about the Northern Care Alliance, our hosted services or the localities we serve, please visit one of the links below.

### **Northern Care Alliance**

<https://www.northerncarealliance.nhs.uk/>

### **NCA Research & Innovation**

<https://www.ncaresearch.org.uk/>

### **Bury Local Care Organisation**

<https://burylco.org.uk/>

### **Oldham Cares**

<https://oldhamcares.co.uk>

### **Advancing Quality Alliance (AQUA)**

<https://www.aquanw.nhs.uk/>

### **Salford Together**

<https://www.salfordtogether.com/>

### **Manchester Health & Care Commissioning**

<https://www.mhcc.nhs.uk/>

### **Northern Care Alliance Global Digital Exemplar**

<https://www.northerncarealliancegde.nhs.uk/>

### **Northern Care Alliance Facebook Page**

<https://www.facebook.com/NorthernCareAllianceNHSGroup/>

### **Northern Care Alliance Twitter Page**

<https://twitter.com/NCACareersNHS>