

## **Candidate Information**

### **About Us**

University Hospitals Coventry and Warwickshire NHS Trust is one of the UK's largest teaching Trusts responsible for managing two major hospitals in Coventry and Rugby, which between them serve a population of over a million people. We are the principal teaching hospital for Warwick Medical School with whom we work in close partnership to develop innovative medical education programmes and clinical research.

The hospitals are:

Hospital of St Cross, Rugby

University Hospital, Coventry

The Trust was first established in 1992 and expanded to include Rugby in 1998.

Every year we provide more than 800,000 episodes of care to patients from across Coventry, Warwickshire and beyond.

Our mission to Care, Achieve and Innovate is demonstrated in our reputation for innovation, teaching and research and high quality patient care. University Hospital in Coventry is one of the most modern healthcare facilities in Western Europe.

### **Our Values**

#### **What are Values?**

Personal values are our core beliefs, values, behaviours and attitudes we live by on a day to day basis and influence the way we think about life, its purpose, and our own purpose. Each of us will have our own personal set of values, for example; we may believe health is the most valued part of our life, or we may see family or honesty as more important.

At UHCW, through conversation, discussion and engagement with staff, we have developed a set of organisational values. These values are demonstrated through the work we do and the way we behave and treat patient's visitors and colleagues on a daily basis. By living and demonstrating UHCW's values we can improve staff, patient and visitor experience.



What are UHCW's Values?

**Compassion**



We treat everyone with courtesy, compassion, respect and dignity

**Openness**



We act with openness, honesty and integrity in all we do

**Pride**



We take pride in all we do and aspire to do

**Learn**



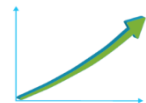
We see education, research and learning as central to improvement

**Partnership**



We work in partnership to deliver and improve the services we provide for our patient

**Improve**



We are open to change and seek to innovate to improve what we do

**Respect**



We treat everyone with respect and dignity



## Aligning our personal values to UHCW's values

Below is an example of how one person's personal value of 'caring' can be aligned to one of UHCW's organisational values; Person A is an Administration Assistant working at UHCW. One cold morning on their way into work, Person A notices a vulnerable elderly patient walking outside the hospital dressed only in their pyjamas and slippers and seems to be confused. Person A approaches the patient and asks if they need any help and if they are ok. The patient can't remember the number of the hospital ward that they are staying in and says that they are looking for a bus to take them home. Person A explains to the patient that before they find the correct bus it is important that the patient is checked by the nurses to make sure that they are ok and so that they can collect their belongings. Person A helps the patient to the reception area, the receptionist contacts the relevant team who locates the patient's ward and who comes to collect the patient.

In the example above, Person A demonstrates behaviour associated with UHCW's value of Compassion.

## What is Values Based Recruitment?

Values Based Recruitment (VBR) is an approach which attracts and selects employees on the basis that their individual values and behaviours align with the Trust values and NHS Constitution. It is about ensuring that we recruit the right workforce not only with the right skills and in the right numbers, but with the right values to support the delivery of world-class patient care and experience.

## What does Values Based Recruitment mean for me as an applicant?

Your application should reflect your understanding of UHCW Trust Values and provide us with examples of how you have demonstrated commitment to these values through your behaviour. When we review your application as part of our shortlisting process, we will be assessing how you have described your skills and abilities with the view to assessing your personal values and behaviours. If your application is short listed you will be invited to attend a Values Based Interview (VBI).

## What is a Values Based Interview?

Values Based Interviewing helps us assess the values, motives and attitudes of our potential employees. It focuses on "how" and "why" an applicant makes choices in work and seeks to explore reasons for their behaviour. We do this by asking you real work and life situations you have experienced.

## How should I prepare for a Values Based Interview?

1. Reflect on your experience from previous work, home life, work experience and academic study as you will be asked to explain situations you have been involved in.
2. Familiarise yourself with UHCW's Trust Values and think about how you demonstrate these.
3. Remember there is no right or wrong answer. VBI is about exploring how and why you behaved in a certain way, not just what you did.



## **Applicants Guidance Notes – Completing your application form**

Your application form is your one and only chance to convince us that you have the skills, ability and enthusiasm to do the role for which you are applying. Therefore it is really important that your application shows how your skills, knowledge and experiences match to the job description and person specification for the role.

Bearing this in mind, we have some handy hints for you to consider when applying for a vacancy at UHCW NHS Trust.

- Before you input the information, read the form right through so that you have a good idea of what you need to put into each section.
- Complete the form in a clear, precise manner – making sure as many sections as possible are completed.
- Use a spell check to check any supporting information you have included.
- Avoid leaving blank spaces. If a section does not apply to you put “N/A” (not applicable).
- Ensure that you submit the Application Form in time, before the closing date.

## **Supporting Information Section**

This section asks you to give additional information in support of your application, including why you think you should be considered for the post and details of your interests, activities or positions of responsibility held.

- Print off and read the advertisement, job description and person specification attachments carefully before completing this section.
- Highlight any areas where you consider you match the essential and desirable criteria outlined in the person specification. Remember all applications will be assessed against the Essential Criteria outlined on the Person Specification, so ensure you have addressed each of these criteria. If there are a high number of applicants, the Manager will also be looking at the Desirable criteria during the short listing process.
- Ensure you provide information on what you have done in the past and how you can match the criteria. Use examples, such as:-

*“I pay a lot of attention to detail. In my last job I checked invoices worth several thousand pounds and was trusted to do this using my own initiative and without direct supervision.”*

*“I feel I can work well as part of a team as I am a participating member of the local hockey team who play in the Sunday league.”*



- Ensure that you tell us your reasons for applying for the post.
- Remember to tell us what is special about you and why would you be the best person for the job.

### References

- You are required to give the details of referees, from any employment/training within the last 12 months. This should be your Line Manager/Head of Department/Supervisor/Ward Sister etc.
- If you have not been in employment you can provide references from an educational establishment such as a school, college or training provider.
- References written by a relative, friend or neighbour will not be accepted, as they will not be in a position to comment on your work performance.
- Don't forget to ask people if they are willing to give you a reference.

### **Equal Opportunities**

The Trust is committed to Equal Opportunities within the workplace. All vacancies will be considered for flexible working opportunities including Job Share unless otherwise stated. All applicants who have a disability and who meet the minimum criteria for the job will be interviewed. Where a post has an overwhelming response, this Trust may use random selection in order to reduce numbers to interview; any disabled applicants will automatically be guaranteed an interview and will be exempt from this process.

### **Equality, Diversity and Inclusion**

The Trust is committed to building an organisation that makes full use of the talents, skills, experience, and different perspectives available in our diverse society. We want everyone to feel they are respected, valued, can achieve their potential and receive the most appropriate and relevant care. We will create an environment where the equality and human rights principles of fairness, respect, equality, dignity and autonomy are promoted and are part of the organisation's core values.



## **Additional Information**

### **DBS**

If you are identified as the successful applicant and are currently not being paid by the Trust (new starter), depending on your level of exposure with patients you may be required to undertake a Standard or Enhanced DBS. The cost of this check will be charged to you and will be deducted from your salary over the first 3 months.

### **NHS Service**

In submitting an application form, you authorise University Hospital Coventry & Warwickshire NHS Trust to confirm from your previous or current NHS employer and other prior employers; previous NHS service details and personal data held about you, including Occupational Health data (inoculations and screening tests). This data will be transferred using NHS Electronic Staff Record and third party systems via an automated process and only used for the purposes of obtaining and maintaining accurate employment records, should you be appointed to the post."

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

To work for University Hospital Coventry & Warwickshire NHS Trust you must hold permission granted by the Home Office / UK Border Agency.

If you are successful and offered a job by the University Hospital Coventry & Warwickshire NHS Trust 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 Skilled Worker 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 applications.

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)

