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| RECRUITMENT ADVERTISING REQUISITION April 2019 | **Recruitment Team**  **Newcourt House**  **Newcourt Drive**  **Old Rydon Lane**  **Exeter EX2 7JQ**  Tel 01392 356194 |

### Please ensure entries comply with Equal Opportunities

If you are interested in a placement to cover your vacancy while it is being advertised, from the Staff Bank, please contact Lyn Green on 01271 313938 or email: [ndht.staffbank@nhs.net](mailto:ndht.staffbank@nhs.net)

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| We will normally advertise all vacancies externally on NHS Jobs. Do you wish to restrict this vacancy to “internal only”? |  |
| Please provide details regarding approval to recruit (ATR) to this vacancy | ATR reference number  Date approved by Vacancy Panel (VP) or Directly Approved (DA) |
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| *Please Note: Posts will not normally be advertised in external publications until they have been advertised via NHS Jobs.* | |
| Job Title (should match that given on JD/PS) | Specialist Speech and Language Therapist Adult Learning Disability Service |
| Staff Group |  |
| Department | Speech and Language Therapy |
| Speciality (please specify ie, OT, Physio, HR, Finance, Nursing) | Speech and Language Therapy |
| Will the postholder require use of a NHS Smartcard? (needed for access to applications such as ESR, PAS/EHR C&B, SUS, SCR for tracing patient NHS Numbers) |  |
| Contract Type:  If fixed term/secondment please specify : | Reason for Fixed Term  Start Date  End Date |
| Band |  |
|  | If Band 5 registered post, are you willing to accept applications from newly qualified or about to qualify candidates? |
| If registration is required for the post, please confirm the name of the registered body so that the relevant filter can be placed on the advert. |  |
| If this is a Band 2 post and you are not advertising as an Apprenticeship. This will need to be discussed with Gail Richards – [gail.richards7@nhs.net](mailto:gail.richards7@nhs.net) Tel: 01237 420252 | Please confirm that you have contacted Gail Richards |
| Allowances  (Please specify full time rate) |  |
| Hours/Work Pattern | Hours of Work per week: 37.5 hours  WTE: 1  No of working days per week: 5  Working Pattern: TBC |
| Displayed Town/Location: | Barnstaple |
| Postcode: | EX31 4JB |
| Relocation Expenses  Are relocation expenses being offered?  If YES, this will be included in the advert.  Managers can support from local budgets a contribution of up to £3,000 (supported by receipts) to relocation expenses for recruits to registered clinical posts at Band 5 or above where the individual currently lives in excess of 50 miles away. The contribution will be repayable if the individual leaves the Trust within 12 months. |  |
| Please supply text suitable for use in the advert on NHS Jobs. This should include a brief *outline of duties* and a summary of the *Qualifications and Experience* required for this post. NHS Jobs now has the facility to present the text using for example highlighted or bold text. Please remember to use keywords within in the first paragraph which will attract suitable applicants.  Are you a band 6 looking for a better work life balance at an innovative Trust or a band 5 SLT ready to progress your career? We’ve got you. We’re offering a relocation package, a developmental post (if required), opportunities to learn specialist skills and funded training.  As an adult speech and language therapist with the Royal Devon University Trust - Northern Services, you will be completing assessment, treatment and advice to adults with learning disabilities who have communication and/or eating/drinking/swallowing difficulties. Your role will be with our SLT Learning Disability Service for adults who are referred into the Intensive Assessment and Treatment Team (IATT), Devon Partnership Trust .    Working with a supportive SLT team and as a fully intergrated member of the IATT Multidiciplinary team; you will deliver training programmes for Total Communication and dysphagia as well as contributing to training SLT staff in dysphagia and communication competencies.  Our wider integrated service provides support for stroke/neuro acute and rehabilitation, acute medical/surgical inpatients, community rehabilitation, voice and head and neck outpatient services, with opportunities for shadowing specialist clinics to support your career progression and development. Our service provides instrumental assessment within a weekly videofluoroscopy clinic and will be starting a SLT led FEES service in August 2023.  New ideas and ways of working are something we embrace at the Royal Devon and you’ll have the opportunity to develop the service, education programmes and research as part of your role.  Training and development opportunities are in high supply here, whether you are interested in clinical or leadership development courses we'll support you in finding the best way to grow. We actively encourage CPD and you will have an opportunity to spend time with our range of specialists as part of your CPD.  Innovation is central to therapies at the Royal Devon, demonstrated by the implementation of several new initiatives and the development of non-traditional roles in recent years including a Research and Innovation Lead. We are not afraid of adopting new techniques.  Working hours:  A healthy work-life balance is essential, and North Devon is a great place to enjoy it. This role is full-time (37.5hrs per week), Monday to Friday, however we are happy to discuss part-time hours or a job share. In addition we have a flexible working policy that we are happy to discuss varrying your hours to ones which work for you and the department.  A relocation package is available for this post if required.  For further information contact  Natasha Trickey SLT ALD lead  Tel: 01271 443188 email natasha.trickey@nhs.net  Claire Hakin Speech and Language Therapy Professional Lead  Tel: 01271 322388 email: claire.hakin@nhs.net | |
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| Further Information from: *Please note that any details given below will appear in the advert on NHS Jobs* | |
| Displayed contact name: | Claire Hakin |
| Displayed contact email address: | claire.hakin@nhs.net |
| Displayed contact telephone number:  Please give FULL direct dial number (Not just a telephone extension) | 01271 322388 |
| Lead contact for shortlisting :  *(This person will be noted as recruiting manager on NHS Jobs and will receive full details of applicants at shortlising stage)*  It is the responsibility of the Chair of the panel to ensure that at least one member of the panel has attended the Recruitment and Selection - Interview skills (Inc Safer Recruitment) training/e-learning module.  Chair of panel to confirm the name of the panel member that has attended this training. | Name: Claire Hakin  Email address:claire.hakin@nhs.net  Name: Claire Hakin |
| Name and contact telephone number for chair of the panel on the day of the interview | Name: Claire Hakin  Contact number:01271 322388 |
| If you wish to nominate reviewers to help you with your shortlisting please provide email address/es | Natasha Trickey Natasha.trickey@nhs.net |
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| Vacancy Related Documents Attached (Documents must be sent electronically):   * Job Description and Person Specification\* * **Please confirm that this job description has been evaluated under Agenda for Change:**    + **If Yes, please provide the reference number the Job Evaluation team issued this JD:** 460   **(If unsure of the reference number, please contact the JE Team)**   * + **If No, please contact the Job Evaluation Team:** [**ndht.jobevaluation@nhs.net**](mailto:ndht.jobevaluation@nhs.net) **before you proceed to advert** * Vacancy Specific document (Please specify details)     \*We will be unable to process your advert requisition without the job description and person specification.  Please provide the Closing Date, Shortlisting Date and Interview Date when submitting this advert requisition; if you do not provide this information the form will be sent back to you to complete.  ***Please note that we are unable to place adverts unless the Closing Date, Shortlisting Date and Interview Dates have been confirmed.*** | |
| Closing Date: | 16.04.2023 |
| Shortlist date: *(Normally first working day after closing date)* | 17.04.2023 |
| Interview Date: *(Allow sufficient time for candidates, normally 10 days)* | 27.04.2023 |
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| If a Press Advert is required please complete the details below: | |
| Authorised By: |  |
| Designation: |  |
| Budget |  |
| Date: |  |

We aim to place adverts on NHS Jobs within 24 hours of receipt of appropriately completed requisition forms.

Please ensure you fully complete this form to avoid any delay in advertising your vacancy.

Once completed, **email the form, Job Description and Person Specification** to: [ndht.recruitment@nhs.net](mailto:ndht.recruitment@nhs.net)