



Scottish Government  
Riaghaltas na h-Alba  
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## **FURTHER INFORMATION**

**CHIEF DENTAL OFFICER  
DEPUTY DIRECTOR  
SCOTTISH GOVERNMENT  
EDINBURGH**

## Foreword

Thank you for your interest in becoming our **Chief Dental Officer**.

Scotland has seen significant improvements in oral health in recent years. We can be proud of the excellent progress that we have made in the oral health of children. Nowadays three quarters of children in Primary 7 have no obvious dental decay. In Scotland's population as a whole, 5.1 million people are now registered with an NHS dentist and the number of dentists providing NHS services has increased by around one-third over the past decade.

Looking forward, we want not only to maintain the progress that has been made in the quality and availability of NHS dentistry but also to make significant improvements in the prevention of disease in the health of Scotland's population. We are committed to tackling inequalities in Scotland's health and the challenges for people living in deprived communities.

This is an opportunity to join the clinical leadership team of the Scottish Government and to work within the Population Health Directorate. Our task is to deliver Scotland's Oral Improvement Health Plan alongside fundamental reforms of primary care in Scotland and make progress on our Public Health Priorities – shared with Local Government. The Oral Health Plan is an ambitious programme of work with an emphasis on a more prevention-based approach to oral health care recognising the benefits of anticipatory care.

We are looking for an enthusiastic, inclusive leader who can provide strategic policy and clinical advice to Ministers, is able to lead and create teams responsible for oral health, and has a first-rate record of working across professional and organisation boundaries. The successful candidate will have a track record of leadership, achievement, resilience and delivery at a senior level. He or she will be able to translate strategic challenges into clear objectives and arrive at sound judgements on the effectiveness and value of measures to improve oral health.

We are ambitious about diversity and inclusion and want our organisation to reflect the people of Scotland and be a place where people can be themselves. The Scottish Government has a range of activities which promote diversity and inclusion within our workforce. We would particularly welcome interest from women and staff from those groups currently under represented at that level, including lesbian, gay or bisexual orientation and /or transgender, transsexual or intersex status (LGBTI), disabled and those from a minority ethnic background. The Scottish Government also supports applications from those who wish to work an alternative pattern such as compressed hours.

The Scottish Government has developed a website <https://www.scotland.org/> to provide information for people considering living and working in Scotland which provides information on the variety of lifestyles on offer and an insight into why you should consider moving to Scotland.

If you have the creativity, drive, skills and experience to fill the role, I would be delighted to hear from you.

**Director General for Health & Social Care**  
**The Scottish Government - Scotland's Civil Service**

The Scottish Government lies at the centre of Scotland's network of public services and institutions. Staff of the Scottish Government are part of the UK civil service and are accountable to the Scottish Ministers.

*What we deliver.* The Scottish Government works to make Scotland a more successful country and a better place to live. Our role is to deliver the Scottish Government's Purpose: 'To focus government and public services on creating a more successful country, with opportunities for all of Scotland to flourish, through increasing sustainable economic growth.' We have also recently revised the National Performance Framework which measures and reports on progress of government in Scotland towards a more successful and inclusive Scotland and sets out a vision for national wellbeing in Scotland across a range of economic, social and environmental factors. More information about the National Performance Framework can be found at [www.nationalperformance.gov.scot](http://www.nationalperformance.gov.scot).

*How we deliver.* The Scottish Government has a distinctive way of delivering policy and public services. This has become known as the Scottish Approach. This approach is centred on four priorities: a shift towards prevention; improving performance; working in partnership and engaging and developing our people.

We are also undertaking a programme of improvement work – SG2020 – which aims to help the Scottish Government become the organisation we need and want to be for the future.

## **Senior Management Structure**

The Permanent Secretary is the senior civil servant in Scotland. There are six Directors-General with strategic responsibilities for Organisational Development & Operations; Economy; Scottish Exchequer; Health and Social Care; Education, Communities and Justice; and Constitution and External Affairs. They form the core of the Executive Team and, with the Permanent Secretary, head up the Scottish Civil service. A Director-General oversees a number of Directorates and Agencies, which are headed up by Directors. Directorates will in turn be divided into Divisions, each of which is headed up by a Deputy Director. Under Divisions are Teams or Units.

The Executive Team is responsible for providing leadership and direction to ensure that the organisation can deliver its goals. The team is collectively and individually accountable for the organisation's strategy and performance, ensuring that the staff and resources of the Scottish Government are best used to respond to ministerial priorities and deliver the best service possible for the people of Scotland.

For further information about the Scottish Government, see [www.gov.scot](http://www.gov.scot).

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## **Health and Social Care in the Scottish Government**

There are eight Directorates within the Scottish Government responsible for Scotland's national approach to Health & Social Care:

- Population Health;
- Mental Health;
- Health & Social Care Integration;
- Chief Medical Officer;
- Chief Nursing Officer;
- Finance, Corporate Governance and Value;

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- Healthcare Quality & Improvement;
  - Health Performance & Delivery.
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Each Directorate is led by a Director who report to the Director General for health and Social Care, Malcolm Wright, who also serves as the Chief Executive of NHS. The Directors and the Director General meet together to form the Health & Social Care Management Board – chaired by the Director General and responsible for providing advice to Ministers on policy and performance of health and care in Scotland.

The Chief Dental officer will form an integral part of the Government's network of senior clinical advisers, including the Chief Medical Officer, the Chief Nursing Officer and the Chief Pharmaceutical Officer. The Chief Dental Officer will be expected to contribute to the wider corporate responsibility of improving health, promoting Realistic Medicine and ensuring the provision of care is safe, effective and patient-centred.

### **Population Health Directorate**

The Population Health Directorate is led by [REDACTED] on an interim basis. Its remit includes:

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- Policies and arrangements for protecting the health of our population from communicable disease and environmental harm;
  - Reducing the burden of non-communicable disease in our population – including a major programme of work on diet and health weight;
  - Establishing our new public health organisation – Public Health Scotland;
  - Modernising our primary care services – including dentistry, optometry and primary medical services.
  - Expert analysis of health trends, statistics and policy evaluation.
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### **Oral Health: the current context**

The Scottish healthcare landscape is changing following the publication of the health and Social Care Delivery Plan, the National Clinical Strategy For Scotland, the Chief Medical Officer's Report on realistic Medicine and the Oral health Improvement Plan. These, alongside improving population health and the continued roll out of health and social care integration, are now our key drivers to deliver transformational change across health and social care, including dental care services.

The Scottish Government recognises that a wide range of measures delivered by a range of people can and will promote oral health and prevent dental disease. This holds true for children from birth through to the teenage years, adults, older people and people with additional needs.

In January 2018 the Scottish Government published the Oral Health Improvement Plan <https://www.gov.scot/Resources/0053/00530479.pdf>. The Chief Dental Officer will lead the implementation of the Plan – across the NHS and social care. At present the focus is on two key objectives from the Plan that have developed into 2018 Programme for Government commitments:

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- *New arrangements for oral health domiciliary care provision*, which recognises the increasing challenge of an ageing population and the need to ensure the maintenance of good oral health in a domiciliary care setting;
  - *A new Community Challenge Fund*, which provides funding to Third Sector organisations to deliver projects that support people living in deprived communities, targeting embedded behaviours that contribute to oral health inequality in Scotland.

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The next period of activity will include the introduction of a New Model of Care with an Oral Health Risk Assessment at its centre, with accompanying focus on disease prevention and a periodontal care pathway. This will run in tandem with simplifying existing arrangements for NHS dental services to make it more understandable for patients and easier to work with/for dental teams.

## **The Role & Person Specification**

### **Professional Leadership**

The Chief Dental Officer advises Ministers on all matters of oral health and dentistry. The Chief Dental Officer will:

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- Act as main professional adviser on all aspects of dental policy and service provision to Scottish Ministers and the Scottish Government;
  - Maintain an effective professional network in hospital, community and academia as well as with independent practitioners and facilitate dental service developments through wide discussion and consultation;
  - Report regularly on the state of oral health in Scotland;
  - Liaise with professional dental officers in the other UK administrations;
  - Maintain an effective working relationship with the General Dental Council;
  - Negotiate and consult with trade unions representing dental professionals;
  - Oversee the delivery of the Oral Health Improvement Plan for Scotland including dental research and development;
  - Advise on the numbers of qualified dental professional in Scotland through effective workforce planning, education and training;
  - Develop, monitor and review dental care systems, standards and guidelines for services in Scotland;
  - Provide advice and take action as necessary to improve relevant aspects of population health.
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### **Corporate Responsibilities**

The Chief Dental Officer will:

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- Act as a member of the Senior Civil Service and act at all times in accordance with the Civil Service Code <http://www.scotland.gov.uk/About/Directorates/Services-Groups/HR/HR/policies-guidance/conduct/Civil-Service-Code>
  - Manage a team of around 10 policy and administrative staff who are responsible for all aspects of policy and legislation on oral health and dentistry;
  - Manage the overall use of the General Dentistry budget (circa £400m) which in the main pays for general practice in dentistry and oral health improvement initiatives;
  - Service as a member of the Senior Management Team of the Population Health Directorate – taking responsibility as necessary for communication with Parliament, the public and the media;
  - Make a strong contribution to inter-disciplinary discussions within our community of clinical advisers.
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## Essential Criteria for the Role

- **GDC Registered** – with evidence of continuing professional education and development.
- **Credible** – demonstrates presence and personal style that is likely to give your professional advice credibility with the dental profession, senior officials, Ministers and external stakeholders – including the media.
- **Up to date** – demonstrates a high level of knowledge and understanding of the professional, cultural and political environments, and be comfortable dealing with these at a senior strategic level.
- **Inspiring** – passionate about Scottish government’s strategic mission and able to communicate with purpose and vision;
- **Empowering** – giving stakeholder teams the space and authority to deliver outcomes and to invest in their development;
- **Adaptive** – responds flexibly to change and recognises that expertise does not always sit at the top of the hierarchy;
- **Collaborative** - committed to working together across professional, policy, clinical and organisational boundaries;
- **Engaged and engaging** – committed to Scottish Government’s values, way of working and strategic direction and visible and open in communication.

## Further Information on the Post

The post will be offered on a secondment based on existing terms and conditions between the Scottish Government and your current employer (the successful candidate will continue to be an employee of their current employer).

This is a full time post, however we welcome applications from those wishing to work on a maximum part-time basis to allow maintenance of links with clinical or professional commitments.

The post is based in Edinburgh.

For a discussion about the post, please contact [REDACTED] Healthcare Quality and Improvement. Alternatively, to discuss the recruitment process please contact [REDACTED] from the Senior Staff Team on [REDACTED]

## RECRUITMENT PROCESS

### How to Apply

Applications are invited using the on-line application form at [www.work-for-scotland.org](http://www.work-for-scotland.org) where you will also be asked to register your details and download a separate supporting statement form.

#### 1. Supporting Statement

This should be no more than 2 sides of A4 and should explain how your qualifications, skills and experience meet the key essential criteria for the role. **If you feel that one example is sufficient to demonstrate the level of your competency in more than one of the essential criteria you do not have to provide additional examples.** Please confirm that you are currently GDC registered. You may be asked to provide evidence of at a later date.

#### 2. CV

Please also send us your CV should provide details of your qualifications and career history with dates and reasons for leaving.

Please e-mail both documents to [SCSHR@gov.scot](mailto:SCSHR@gov.scot) quoting reference IRC74513.

**The closing date for applications is [REDACTED].**

### Selection

We use a competency based approach to recruitment, although you may also be asked some strengths based questions. This means that at all stages of the recruitment process you will be assessed against the competencies we consider necessary to do the job. This approach starts from the application stage so it is important that you complete your application as fully, but concisely, as possible to demonstrate how you meet the requirements of the post. It is therefore important that you study the selection criteria carefully. Your CV should include dates of employment.

We will invite for further assessment those candidates who from their application seem best suited to the appointment. An assessment centre is expected to be held in September. Please note that participation in the assessment process is likely to be at short notice and dates will not be optional. Please indicate dates when you are not available, although we cannot promise to avoid these.

The interviews will be held in Edinburgh, probably in St Andrews. As part of the interview, candidates will be asked to give a short presentation on a specific subject.

### Interview Expenses

Travel and subsistence expenses incurred during the selection process are the responsibility of the applicant.

### Diversity & Inclusion

The Scottish Government is committed to understanding, respecting and representing as broad a range of views and backgrounds as we have in our society. We know that diverse perspectives and experiences are critical to an effective, modern Civil Service.

Our vision is to ensure the Scottish Government represents modern Scotland and is a truly inclusive employer – an example to other employers. We will create an organisation where diversity is not only respected and valued – but celebrated.

We want to maximise the potential of everyone who chooses to work for us – regardless of background. Our passion for diversity and equality means creating a work environment for all employees that is welcoming, respectful, engaging and enriched with opportunities for personal and professional development.

## **Diversity Monitoring Form**

Information given on the diversity monitoring form will be treated in strictest confidence and will be retained by HR for monitoring purposes. It will not be made available to those involved in the selection decision. Guidance on the Diversity Monitoring Form and why we ask you to complete it is available on our website <http://www.work-for-scotland.org/about-us/diversity/> Please note that completion of the form is mandatory in line with the Civil Service Commission Recruitment Principles and candidates who do not complete the form will not be shortlisted.

## **Disability**

The Scottish Government is a Disability Confident employer. Under the terms of the scheme we shall invite to interview (or further assessment) disabled applicants who claim a guaranteed interview and who meet the essential criteria for appointment.

We will also ensure that we consider and implement any reasonable adjustments you may require to attend for interview or during the course of your employment, should you be successful in securing a post.

To find out more about disability in the Civil Service, you can access our Disability Fact Sheet at <http://www.work-for-scotland.org/about-us/Disability-Fact-Sheet/>

## **Referees**

When completing the application process you will be asked to include details of employment referees to cover a 3 year period. If you have been in employment, please include details of all employers over this 3 year period and your reason for leaving. If you have not been in employment for all or part of the 3 year period and have been in education, you can give the name(s) of the academic staff best acquainted with your work and conduct over the 3 year period. If you have not been in employment or education over the 3 year period and are unable to provide references, we will contact you about carrying out other checks to verify your history over the 3 year period. For Senior Civil Service posts personal referees should also be provided.

## **The Civil Service Commission**

The Department's recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the Civil Service Commission's Recruitment Principles which can be found at <http://civilservicecommission.independent.gov.uk/> . If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, you should contact Fiona Neep, Senior Staff Team, E1 Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD in the first instance. If you are not satisfied with the response you receive from the Department, you can contact the Office of the Civil Service Commission.



## Civil Service Values

As a civil servant, you are appointed on merit on the basis of fair and open competition and are expected to carry out your role with dedication and a commitment to the Civil Service and its core values: integrity, honesty, objectivity and impartiality.

- 'integrity' is putting the obligations of public service above your own personal interests;
- 'honesty' is being truthful and open;
- 'objectivity' is basing your advice and decisions on rigorous analysis of the evidence; and
- 'impartiality' is acting solely according to the merits of the case and serving equally well Governments of different political persuasions.

The Civil Service Code is available on the Scottish Government website at <http://www.scotland.gov.uk/About/Directorates/Services-Groups/HR/HR/policies-guidance/conduct/Civil-Service-Code>