NHS
Lancashire and South Cumbria
Integrated Care Board

Applicant Information

Dear Applicant

It is important you are made aware of the following regarding your application to Lancashire and South Cumbria Integrated Care Board.

- Please note that the salary advertised is for full time hours. If this post is less than 37.5 hours per week, the salary will be pro-rata. For posts on Agenda for Change pay-scales, new entrants to the NHS will normally commence on the first pay point of the relevant band.

- This vacancy being advertised may close before the closing date stated if the recruiting manager deems sufficient applications have been received. Therefore, it is advisable to submit your completed application as early as possible to avoid disappointment.

- Please ensure you check the email account from which you apply regularly since we will use this to contact you regarding your application.

- Shortlisting is completed anonymously with applicants being assessed against the essential criteria for the post as outlined in the person specification (PS). **Therefore, only applicants who can clearly demonstrate how they meet our person specification criteria in their application, will be short-listed.**

Disclosure and Barring Scheme (DBS)

If the role you are applying for is identified as either controlled or regulated activity as defined in in the Safeguarding Vulnerable Groups Act (2006), any offer of employment is conditional upon a satisfactory Disclosure and Barring System (DBS) check being obtained.

The healthcare sector is exempted from the Rehabilitation of Offenders Act 1974.

If you are successfully appointed into a post that requires a DBS check, you are required to pay the cost of the DBS unless you are already signed up to the DBS update service. Upon appointment, you will be offered the option to choose to pay this over one or three months as a deduction from the monthly salary. By applying for this vacancy, you are agreeing to this undertaking in the event you are successfully appointed.

The cost of an Enhanced Disclosure/Enhanced Disclosure with Barring List will be £49.50 and for a Basic or Standard Disclosure £21.50.

Happy to talk Flexible Working

At the ICB we understand that allowing our colleagues to balance their work and family lives, when done well, has significant and widespread benefits both for individuals and for our services and patients.

This means that, from the very start of your employment with us, we are happy to talk about flexible working!

Our approach to flexible working is open to all and does not require a certain set of circumstances to make you eligible. It applies to all colleagues from the day you start work with us. Whether you are focussed on your health and well-being, have family or caring commitments, want to balance being able to do more than one job or just generally needing a better balance of home and work life then we encourage all colleagues to start a conversation with their manager to see if and how we can support you.

Equality, Diversity and Inclusion

The ICB has an ambition to create an inclusive environment for our staff that fully promotes and celebrates diversity in all its forms and allows staff to bring their whole selves to work. To achieve this ambition, we need to ensure that our organisation is representative of the diverse communities it serves, and that everybody has equitable access to support, development and progression opportunities at all levels within the workforce.

The Lancashire and South Cumbria Integrated Care System Belonging Plan aims to set out a system-wide commitment to collaboratively create inclusive workplaces that enable our people to do their best work and create opportunities for our communities to thrive. The ICB is committed to increasing learning and development opportunities and improving career development opportunities for individuals who are from groups who are currently under-represented within our workforce.

The ICB is an equal opportunities employer, committed to improving the working lives of our staff and operates a 'Zero Tolerance' policy to aggression, violence, bullying and harassment. In addition, our aim is to help protect children and vulnerable adults by providing a first-class service to the recruitment of people into positions of trust.

We welcome applications from everyone, in particular welcoming diversity of ethnic origin, gender, age, gender identity, sexual orientation, religion, marital status, disability or social background.

Appointments will be made on merit.

Applicants who have a disability and meet the essential criteria for the job will be interviewed if you indicate you wish to be considered under the Guaranteed Interview Scheme.

If you require a reasonable adjustment at any stage of the recruitment process please make the recruitment services team aware as soon as possible.

Access to Work

Applicants with a disability or health condition may find the Access to Work programme useful.

It is not means-tested or income-based, so anyone can apply if they are in work or about to start a new job. It is not related to other benefits (except for Incapacity Benefit).

Please visit https://www.gov.uk/access-to-work for more information.

Contacts

Please email ICBRecruitment@elht.nhs.uk or alternative write to ICB Recruitment, c/o East Lancashire Hospitals Employment Services, Fusion House, Haslingden Road, Blackburn, BB1 2FD.