



**Greater Manchester
Mental Health**
NHS Foundation Trust

Important Information for Candidates



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Thank you for expressing an interest in working for Greater Manchester Mental Health NHS Foundation Trust

Please note all correspondence in relation to your application will be via our recruitment system, Trac.

About Us


Greater Manchester Mental Health NHS Foundation Trust (GMMH) is one of the largest specialist mental health providers in the country.

We provide inpatient and community-based mental health care to people living in Bolton, the city of Manchester, Salford, Trafford and Wigan, and a range of specialist mental health and addiction services, across Greater Manchester, the northwest of England and beyond. We also provide Health and Justice Services across various custodial settings.

We employ 6,690 staff to deliver services from 109 locations with an annual predicted turnover for 2023-4 of £522.7m. In a 12-month period, we expect to meet the needs of 97,533 service users.

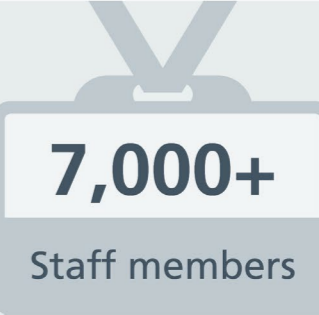


Our Trust in Numbers



We provide inpatient and community-based mental health care to people living in **Bolton, Manchester, Salford, Trafford, Wigan, Greater Manchester, the north west of England and beyond.**

Over
97,000
Service users



7,000+
Staff members

Over
12,000
Foundation Trust Members



24
Elected Seats on our
Council of Governors

**Living Wage
Foundation
Employer**



62
Number of active research
studies looking for participants

Over 8,000
Students have used
our Recovery Academy
over the last 10 years



£510.2m
Forecast total income for 2024/25



Top Tips for Applying and Interviewing at GMMH!



Find The Right Job For You

Found a job that you feel is the perfect fit? Check out the person specification to make sure your skills, knowledge, experience and qualifications align with the essential requirements for the role. This is important when doing your supporting statement.

Complete all Parts of The Form

Carefully complete your application to demonstrate why you're the right fit for the role!

Top Tip! You can find the person specification alongside the attachments of any NHS Job. You must be able to demonstrate any essential criteria.

Use Effective Examples

Using the person specification, ensure you demonstrate how you meet all the essential criteria in the 'Supporting Statement/Information'. We recommend using the STAR method; Situation, Task, Action, Result.

Example Essential Criteria – Must have previous experience as a receptionist

Situation – Between January 2022 and May 2023 I was employed at John Smiths as a Receptionist.

Task – I did this role for approximately 2 years.

Action – As a receptionist I would deal with customers over the phone, face to face and by email. I would manage the mail coming into the office and support other staff as necessary.

Result – I enjoyed my role at John Smith. It gave me an opportunity to work with lots of different people and was challenging as I had various tasks to complete each day.



Tips if You've Been Invited For an Interview!

Prepare Beforehand

Make sure you know the location, try practice questions, have professional attire and consider any questions you may have for the interviewers.



Top Tip! In the NHS, we maintain a professional image and standards. Please bare this in mind when choosing your attire for in-person or video interviews.

Research Our Organisation

All the information about our trust can be found on our website www.gmmh.nhs.uk. Most of our teams have their own pages too, so you can get some background on where you would be working!

Remember, You're The Expert

The interview panel is on your side; we understand people may feel anxious during an interview. But remember, we liked your application and want to find out more about your experience! Keep in mind the job description and person specification to help you answer questions and demonstrate why you're a great fit for the job.

Take Your Time

Listen carefully to the questions you're asked and take your time to consider your answer so you can respond as clearly as possible.

Don't forget We welcome you to bring your own notes into the interview, and encourage note taking also.



Top Tip! Prepare examples and scenarios that align with the person specification and job description.

Remember to use examples from your lived experience as well as work/study as these can be just as important.

#TogetherGMMH

A Good Employer

Equal Opportunities

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 against irrespective of age, creed, disability, gender, health status, marital status, membership or non membership of a trade union, race (relating to colour, nationality or ethnic origin) religion, sexual orientation.

The Trust undertakes monitoring of its workforce and that of its applicants in order to ensure its effectiveness of our equal opportunities and recruitment and selection procedures. Please note the monitoring form, which forms part of the application form, is separated from the application form before shortlisting and will not be seen by any members of the shortlisting or interviewing panel.

Disability Confident

Greater Manchester Mental Health NHS Foundation Trust has signed up to the disability confident scheme. This means that the Trust is committed to: 1. Inclusive and accessible recruitment. 2. Communicating vacancies. 3. Offering an interview to disabled people. 4. Providing reasonable adjustments. 5. Supporting existing employees.



Our Values



Read more about us at: www.gmmh.nhs.uk/who-we-are

Salary on Appointment Guidelines

Introduction

Staff joining the NHS should under most circumstances commence on the bottom of the pay band, and work their way up according to the Knowledge, Skills framework for career progression.

The awarding of incremental credit without good reason is contrary to the principles of fair pay, both within national equal pay legislation and within the Agenda For Change agreement (AfC).

1) Staff moving from a banded post within the Trust or from elsewhere in the NHS, into another banded post.

1.1 Staff transferring from one post to another on the same pay band within the NHS will enter the band at the same incremental point that they were previously on and retain their incremental date providing there is no break in service. Where a break in service has occurred that is less than 12 months, the incremental date shall be deferred by the length of the break. Initially staff will be paid on the minimum of the band until confirmation of previous salary has been received. However, as it can take some time to confirm past employment the new employee may provide an original copy of their last pay slip from their previous NHS employer to confirm their previous pay scale and point.

1.2 Under Agenda for change, Staff are not entitled to any additional payment where the job title may change but the pay band does not (hierarchical promotion) i.e. promotion within a band. This is because both jobs have been evaluated on the same pay band and the different responsibilities of the jobs are rewarded equally under the job evaluation scheme.

1.3 Staff appointed to a post in a lower pay band will enter the band at the point they would have reached if all their NHS service in equivalent or higher pay bands had been worked in the lower band. Typically, each year of this level of NHS service will equate to moving up one pay point from the minimum of the band. The previous incremental date will also be retained providing there is no break in service. Where a break in service has occurred that is less than 12 months, the incremental date will be deferred by the length of the break.

1.4 Staff promoted to a higher band within the NHS will enter the new pay band at the minimum of the band or the first incremental point of the new pay band that gives them an increase in salary. Initially staff will be paid on the minimum of the band until confirmation of previous salary has been received as in paragraph 1.1.

a) If the individual promoted moves into a unit or work area, where existing staff in the same post are on the last transitional point, then the last transitional point must be used, if this provides that individual with an increase in salary. N.B.

b) Where promotion into a higher pay band results in only one extra pay point the increment date remains the same. Where promotion results in more than one extra pay point being awarded, the increment date becomes the date the promotion began.

1.5 External Staff who have protection of earnings and secure a post within the Trust on a higher band will lose their right to pay protected. Existing staff on pay protection that are promoted into a higher band will continue to receive protection where the pay on the new band remains less than their protected salary. Protection will continue until the AfC salary catches up, exceeds it or till 31st March 2011, whichever is the earliest.

1.6 For information on Recruitment and Retention premia, please see section 4.

2) Staff returning to the NHS

2.1 Staff having had a break of more than one year from the NHS will normally enter the pay band at the minimum. However, managers may use their discretion to consider counting previous completed years of NHS service in an equivalent or higher band in full or in part. In doing so, managers will need to consider to what extent the previous service will be of relevance to their new post and to ensure that staff are not placed on a point on the band higher than that they would have reached, had they been in post when Agenda for Change was implemented. Prior to granting incremental credit under these circumstances managers must obtain the agreement of the Head of Human Resources. The date of appointment will become the new incremental date.

2.2 The following breaks in NHS service are excluded for the purposes of section 2

- Unpaid maternity pay.
- Leave taken under the Trust's Employee friendly arrangements policy 'career break' section.
- Leave taken under section 26 (Employment Break Scheme) AfC terms and Conditions handbook

2.3 An employee's continuous service with any NHS employer counts as reckonable service in respect of NHS agreements on redundancy, maternity, sick pay and annual leave.

2.4 On returning to NHS employment, a previous period or periods of NHS service will be counted towards the employee's entitlement to annual leave.

2.5 On returning to NHS employment, a previous period or periods of NHS service will be counted towards the employee's entitlement to sick leave where there has been a break or breaks in service of 12 months or less.

2.6 Maternity leave, whether paid or unpaid, shall count as service for annual increments, so long as the employee has 12 months of continuous service with one or more NHS employers – a break in service of 3 months or less will be disregarded (though not count as service)

2.7 For the purposes of redundancy, 'reckonable service', which is calculated on the basis of the service up to the date of termination of the contract, means continuous full time or part time employment with the present or any previous NHS employer since age 18, subject to certain criteria.

2.8 During a career / employment break, staff will not progress up the pay band for the period identified as the break. On return from this type of break, staff will be placed on the same pay point and band they were on before the break. Their next increment will be paid after they have completed a total of 12 months work since the last increment (i.e. excluding the break)

3) New Staff without previous NHS Employment

3.1 Staff will normally be appointed to the minimum of the pay band.

3.2 A new member of staff may wish to have taken into account any period or periods of employment with employers outside the NHS deemed to be relevant to the NHS and the post e.g. GP practices, Nursing homes, Civil Service, Social Services, Local government, industry, Voluntary and independent sector. In determining their starting salary, such experience may be taken into account fully or partially, based upon years of experience, which can be added to the minimum of the band (including transitional where currently in use). Typically, each year of relevant experience should warrant moving up an increment on the pay band. This should be done in such a way that they cannot be put in a better position than staff that have gained similar experience within the NHS. If a manager advises that this is an issue, then the pay band point of the existing NHS member of staff shall be the maximum point on which the new member of staff, without NHS experience, can start.

3.3 Any exceptions to the above will be made only after careful consideration of the whole package of benefits below. Previous salary will always be subject to formal verification.

- The generous annual leave and sick leave entitlements available to staff under Agenda for Change that are not normally as generous outside the NHS
- The Occupational Pension Scheme that is available to all NHS workers and into which the NHS pays 11% of the employee's salary. The benefits of this scheme are considerably

greater than those generally available in private industry.

- Any additional allowances attached to the post e.g. working outside Normal Hours; on call; existing Recruitment and Retention etc. It must be remembered that out with the Health Service salary is often quoted as inclusive of these allowances.

3.4 Where a member of staff 'returns' to the NHS having had a post out with the NHS, then section 2.1 and Section 3.2 apply.

3.5 Managers must consider what effect paying a new employee above the minimum will have on other staff within the department or wider organisation, who have had to work through the incremental scale to get to that point.

3.6 Any application for a salary higher than the minimum point on the band must be submitted in writing to the Manager, detailing why the application should be considered. A salary higher than the minimum must not be offered until the manager has the appropriate documentary evidence. This includes any evidence of a higher salary or evidence that is required for section 2.1 and section 3.2 being applied. A copy of this evidence must be forwarded to the Human Resources team with the Appointment form.

Any application to support an employee starting above the minimum point on the pay band must be submitted before the employee commences employment within the Trust. Applications received after this point will not be considered.

4) Recruitment and Retention

4.1 In interests of equity, incremental credit will not be given for reasons other than years of experience. For instance it will not be given due to market forces. If there are difficulties in recruiting staff, a Recruitment and retention premium may be applied for. The Directorate HR team should be contacted in the first instance. Management will be required to submit a case of need, which requires formal submission to the Director of HR. The case of need may be required to be discussed with our colleagues in the Health Community and Strategic Health Authority. This is to ensure that a consistent approach is carried out as laid down in the AfC National agreement.

Upon promotion to another role, section 6.33 of the AfC Terms & Conditions Handbook applies. If the minimum of the new pay band does not deliver an increase in salary, then the first pay point which would deliver an increase in pay will be used (by reference to the total value of the salary plus R&R premia in their previous role within the Trust).

5) Acting Up / temporary move to higher band

5.1 Under Agenda for Change no payment can be given for staff acting up or temporarily moving to another post, if their existing post is in the same band as the one into which they are acting up or temporarily moving into.

5.2 Individuals may act up / move into a higher pay band where it is necessary to fill a post on a temporary basis when a vacancy is unfilled, but being advertised, or the post is being held open for someone who is due to return, e.g. from longterm sick leave, maternity leave, career break or from extended training.

5.3 Payment for the period of acting shall be as detailed in paragraph 1.4

5.4 Temporary movement into a new pay band should not normally last more than six months or less than one month except in instances of maternity leave, long-term sick leave or career break where a longer period may be known at the outset. In circumstances where the individual is not required to carry out the full responsibilities of the post, pay will be determined by job evaluation.

5.5 Where a member of staff is acting up in to a post in a higher pay band for 6 months or more and is subsequently appointed to the post then, for the purposes of 1.4 above, the date of promotion will be deemed to be the date that the acting up period started.

Policy statement on the recruitment of ex-offenders and the secure storage, handling, use, retention and disposal of disclosures and disclose information

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust Greater Manchester West Mental Health Foundation Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The Trust is committed to the fair treatment of its staff, potential staff or users of its service, regardless of age, sex, sexual orientation, gender, re-assignment, disability, HIV status, race, colour, language, religion, political, trade union or other opinion of belief, material or social origin, association with a minority, domestic circumstances, property or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records.



Privacy Notice - Employment Records

During the course of its employment activities, Greater Manchester Mental Health NHS Foundation Trust collects, stores and processes personal information about prospective, current and former staff.

This Privacy Notice includes applicants, employees (and former employees), workers (including agency, casual and contracted staff), volunteers, trainees and those carrying out work experience.

We recognise the need to treat staff personal and sensitive data in a fair and lawful manner. No personal information held by us will be processed unless the requirements for fair and lawful processing can be met.

What types of personal data do we handle?

In order to carry out our activities and obligations as an employer we handle data in relation to:

- Personal demographics (including gender, race, ethnicity, sexual orientation, religion)
- Contact details such as names, addresses, telephone numbers and Emergency contact(s)
- Employment records (including professional membership, references and proof of eligibility to work in the UK and security checks)
- Bank details
- Pension details
- Medical information including physical health or mental condition (occupational health information)
- Information relating to health and safety
- Trade union membership
- Offences (including alleged offences), criminal proceedings, outcomes and sentences
- Employment Tribunal applications, complaints, accidents, and incident details

Our staff are trained to handle your information correctly and protect your confidentiality and privacy.

We aim to maintain high standards, adopt best practice for our record keeping and regularly check and report on how we are doing. Your information is never collected or sold for direct marketing purposes.

Your information is not processed overseas.

What is the purpose of processing data?

- Staff administration and management (including payroll and performance)
- Pensions administration
- Business management and planning
- Accounting and Auditing
- Accounts and records
- Crime prevention and prosecution of offenders
- Education
- Health administration and services
- Information and databank administration
- Sharing and matching of personal information for national fraud initiatives

We have a legal basis to process this as part of your contract of employment (either permanent or temporary) or as part of our recruitment processes following data protection and employment legislation.

Sharing your information

There are a number of reasons why we share information. This can be due to:

- Our obligations to comply with legislation
- Our duty to comply any Court Orders which may be imposed

Any disclosures of personal data are always made on case-by-case basis, using the minimum personal data necessary for the specific purpose and circumstances and with the appropriate security controls in place. Information is only shared with those agencies and bodies who have a "need to know" or where you have consented to the disclosure of your personal data to such persons.

Use of Third Party Companies

To enable effective staff administration Greater Manchester Mental Health NHS Foundation Trust may share your information with external companies to process your data on our behalf. In order to comply with our obligations as an employer.

Employee Records; Contracts Administration (NHS Business Services Authority)

The information which you provide during the course of your employment (including the recruitment process) will be shared with the NHS Business Services Authority for maintaining your employment records, held on the national NHS Electronic Staff Record (ESR) system.

Prevention and Detection of Crime and Fraud

We may use the information we hold about you to detect and prevent crime or fraud. We may also share this information with other bodies that inspect and manage public funds.

We will not routinely disclose any information about you without your express permission. However, there are circumstances where we must or can share information about you owing to a legal/statutory obligation.

Individuals Rights

Data Protection laws give individuals rights in respect of the personal information that we hold about you.

These are:

1. To be informed why, where and how we use your information.
2. To ask for access to your information.
3. To ask for your information to be corrected if it is inaccurate or incomplete.
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it.
5. To ask us to restrict the use of your information.
6. To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making)

Please visit our website www.gmmh.nhs.uk for further details on this.

Should you have any further queries on the uses of your information, please speak to the Human

Resources Department or our Data Protection Officer – Grace Birch grace.birch@gmmh.nhs.uk

Should you wish to lodge a complaint about the use of your information, please contact our Human

Resources Department.

If you are still unhappy with the outcome of your enquiry you can write to:

The Information Commissioner,
Wycliffe House,
Water Lane, Wilmslow,
Cheshire
SK9 5AF

Telephone: 01625 545700.



Important Information for Candidates

Greater Manchester Mental Health NHS Foundation
Trust, Bury New Road, Prestwich, Manchester, M25 3BL

If you require any further information please
contact the Recruitment Department on
0161 358 1952/1953/1954/1955/1956/1957/1958/1652
between 9.00am to 5.00pm Monday to Friday.