INFORMATION FOR APPLICANTS

Sheffield Teaching Hospitals NHS Foundation Trust manages the five adult hospitals and many of the Community Health Services in Sheffield and is one of the UK's busiest NHS Trusts.

We employ around 15,000 staff and provide around one million patient episodes each year, making us the second largest NHS trust in England. As well as providing hospital services for our local population, our hospitals provide a range of vital regional and national specialties. Regionally these include cardiac and orthopaedic surgery, neurology and renal care. National services include pulmonary hypertension treatment, particular ophthalmology, spinal and neurosurgical care, and specialist cancer treatments.

We have been one of the best performing NHS organisations in the country over the last five years including winning the title of 'Hospital Trust of the Year' in the Good Hospital Guide three times. The Trust has strong partnerships with the University of Sheffield, Sheffield Hallam University and other healthcare providers to remain at the forefront of clinical sciences, teaching and research.

The Northern General is the largest of our hospitals located to the north of the city, the hospital is spread out over a large site. Amongst the specialist services located there are orthopaedics, renal, spinal injuries and cardiothoracic (heart and lung) services. Sheffield's Adult Accident & Emergency department is also based here and is one of three Major Trauma Centres for the Yorkshire & Humber Region.

The Royal Hallamshire is a major acute teaching hospital based around a tower block and a large outpatient department. The hospital is home to a range of expert specialist services which include a dedicated neurosciences department, the Sheffield Vision Centre, specialist Haematology centre and award winning Gastroenterology department. Alongside the Royal Hallamshire is the Jessop Wing, a purpose built building providing round the clock maternity care and specialist neonatal intensive care.

Weston Park is a specialist cancer hospital providing a full range of non-surgical cancer services to the population of South Yorkshire, North Nottinghamshire and North Derbyshire. It also enjoys national and international recognition for certain specific treatments. It is home to a specialist cancer research centre and one of the UK’s only teenage cancer units.

The Charles Clifford is a dental teaching hospital linked to The University of Sheffield's School of Clinical Dentistry. The hospital provides dental outpatient services and emergency dental services for the city.

The Trust also delivers a range of community services to provide care closer to home and prevent hospital admissions wherever possible. We want to recruit and retain the best staff to organisation to deliver our commitment to high quality patient care.

Sheffield Teaching Hospital NHS Foundation Trust 'Values & Behaviours'

The Trust operates under a set of fundamental values and behaviours which are known as 'PROUD' and we want all staff to share and demonstrate these values and behaviours in order to achieve the highest level of patient care. The Trust functions on the five principles of:

- Patient first - ensure that the people we serve are at the heart of what we do
- Respectful - be kind, respectful, fair and value diversity
- Ownership - celebrate our successes, learn continuously and ensure we improve
- Unity - work in partnership with others
- Deliver - be efficient, effective and accountable for our actions

As an applicant for a position with the Trust it is important that you understand our values and behaviours and are able to commit to them to achieve our aims in order that we may continue to deliver the very best care to our patients.
Application and Shortlisting Process

All applicants successfully shortlisted for interview will be notified via their NHS Jobs account. Shortlisting for positions advertised on NHS Jobs for the Trust will ordinarily be shortlisted within 4 weeks of the closing date, therefore if you have not received any notifications after this point your application is considered unsuccessful. Due to the high number of applicants we regret we cannot reply to all submissions.

The Trust is committed to its duties in relation to the Equality Act 2010 and should require assistance to complete an application form or facilities to attend and conduct an interview, please contact the Human Resources Department who will be able to assist you.

Interview Process

With regret the Trust is not able to reimburse candidates expenses in connection with interviews.

If you intend to travel to interview by car, there are a number of ‘Pay and Display’ car parks across the Northern General Hospital and a large multi-storey car park at the Royal Hallamshire Hospital. Some may be busy during patient visiting times so please allow time for your journey and parking. The hospital and community based sites are also on regular public transport routes across the city; please see the Travel South Yorkshire website [www.travelsouthyorkshire.com](http://www.travelsouthyorkshire.com) for more information.

Should you be successful at interview you will be required to comply with a number of mandatory NHS Employment Check Standards and your referees will be contacted without delay. You will receive information from the Human Resources Department regarding these checks and how to complete them. You should not resign from any current employment until you receive confirmation from the Human Resources Department that you can take up your employment with the Trust.

Benefits of Working for STH

You will be working for an organisation which values and respects all its staff and the community it serves and there are also a variety of personal and professional benefits in working for the Trust.

NHS Pension Scheme

You will be automatically enrolled onto the NHS Pension Scheme on commencement of employment which involves a contribution from both you and the organisation. A pension scheme guide is available separately.

Annual Leave

The Trust offers a generous annual leave entitlement each leave year (April – March) of 27 – 33 days (pro-rata for part time staff) dependent upon previous NHS Service in addition to up to 8 bank holidays per year.

Travel Arrangements

Trust employees are entitled to apply for an on-site parking permit subject to fulfilling the assessment criteria, however permits are limited.

The Trust has an internal shuttle bus service between its main sites taking in stops along the route at points across the city free to STH staff on production of an STH ID badge.

The Trust also provides support and advice in relation to public transport for work purposes and encourages lift sharing for those who are issued a parking permit.

Lastly, the Trust operates an I-choose scheme where staff can give up an amount of their salary for a bicycle to ride to work or parking permit (subject to approval). In turn you will pay a lesser amount of tax and national insurance on your salary.
Childcare

The Trust has OFSTED registered nurseries on both sites providing a high level of childcare for children between the ages of 4 months and five years Monday to Fridays and a Holiday Club operating during school holiday periods. Use of the nurseries does incur a fee to employees however as part of the I-Choose Scheme you can purchase childcare vouchers directly through your salary to reduce the cost and in turn you will pay a lesser amount of tax and national insurance on your salary.

Smoke Free Environment

The Trust operates a smoke free policy on all Trust grounds and property and will support any employee who wishes to give up smoking.

Flexible Working Options

The Trust recognises that many employees have responsibilities and commitments outside of work which may require them to exercise a flexible working option. All employees have the right to request a flexible working option and this will be considered in accordance with service need and wherever possible the Trust will aim to accommodate the request. The Trust has a Flexible Working Policy which provides a number of options such as term time contracts, part time working, job shares and career breaks.

Sheffield Vision Centre

The Trust delivers the Sheffield Vision Centre and provides eye tests and care and corrective lenses at a discounted price for STH staff.

Learning & Development

The Trust has a dedicated Learning & Development department who facilitate a number of internal and external courses and qualifications, full support is given to staff to further their personal and professional development.

All employees will have an annual appraisal to review performance against objectives and evidence of continuing commitment to the Trust's Values and Behaviours and personal and professional development.

NHS Discounts

As an employee of the NHS you can register with Health Service Discounts (www.healthservicediscounts.com). This site gives you access to a number of online, in-store and telephone ordering discounts for a variety of retailers and services. In addition some local businesses also offer discounts to STH staff on production of an ID Badge or pay slip.

Further information can be found by accessing the link on NHS Jobs to the Staff Benefits and Discount Booklet.