



**The Royal
Orthopaedic Hospital**
NHS Foundation Trust

APPLICANT INFORMATION & GUIDANCE

We understand how important it is that you have a great recruitment experience when applying for a role at The Royal Orthopaedic Hospital NHS Foundation Trust. Going through the application process can be challenging, we are here to support you throughout the process.



@ROH_Recruitment



0121 685 4054



Roh-tr.hr-recruitment@nhs.net



CONTENTS PAGE

Applicant Information

| | |
|------------------------------|------------|
| About us | Page 3 |
| Benefits of working with us | Page 4 - 5 |
| Staff benefits in a nutshell | Page 6 |

Application Guidance

| | |
|---|------------|
| How do you get more information on a role that you are interested in? | Page 7 |
| Pre-application Questions | Page 7 |
| Equal opportunities | Page 7 |
| What should you include in your application form? | Page 8 - 9 |
| What happens after you apply for a role? | Page 10 |
| How will you know whether you have been shortlisted? | Page 10 |
| How do you prepare for your interview? | Page 11 |
| How long will it take for you to receive interview feedback? | Page 12 |
| Pre-employment checks | Page 12 |



ABOUT US

**RESPECT COMPASSION
EXCELLENCE PRIDE
OPENNESS INNOVATION**

Our mission

The Royal Orthopaedic Hospital exists to improve the musculoskeletal health of the communities we serve.

Our vision

We will shape the future of orthopaedic care by leading, innovating and working in partnership

Our values

Our values are more than words, they are at the heart of how we work and treat one another.

The Royal Orthopaedic Hospital NHS Foundation Trust prides itself in being one of the best providers of specialist orthopaedic services in the country.

With a long history of orthopaedic care in Birmingham, our reputation has spread and we are now an internationally recognised centre of excellence for the diagnosis and treatment of bone and soft tissue cancers.

Our Trust is a very special hospital; big enough to deliver world-class services and small enough to offer exceptional patient and staff experience. We offer a working experience unique in the West Midlands and we're always on the lookout for passionate people to join our award-winning team.

The ROH is an equal opportunities employer. We employ people of difference and are committed to growing an inclusive culture, where difference is celebrated, and people feel able to bring their whole and authentic self to work.

We are a Disability Confident Leader and offer a range of inclusive, family-friendly and flexible working arrangements and policies, to support our people in the workplace.

The Trust is committed to the 'Disability Confident Interview Scheme' and will offer an interview to disabled applicants who meet the minimum criteria for a vacancy and consider them on their abilities.

If you have a disability and need any support with the application process or require any reasonable adjustments to be implemented... please do get in touch with the named contact on the advert.



Flexibility

The Trust is committed to delivering high quality, cost-effective health services and recognise that providing employees with flexible working options to ensure a work-life balance will help to achieve this.

There are a number of flexible working options such as: part-time working, compressed hours, job sharing, working from home etc.

Wellbeing

Your wellbeing is extremely important to us and we want you to be happy and healthy in and outside of work.

What does wellbeing mean at the ROH? Well, we want to get the big things right i.e. food, flexibility, environment, culture – the things that really impact your experience at work.

We also want to offer the nice-to-haves i.e. events, physical activities, the freebies – the things that add to a positive experience.

Culture

We're proud of our culture. It's values-based, friendly and supportive. We don't just talk about inclusion and wellbeing, we act and we have an amazing track-record.

We're the most inclusive employer in the NHS and have some of the best staff survey results too. It's not an accident - we're serious about culture and we want you to thrive.

Specialists

We're specialists, work with the latest technology in cutting-edge facilities and build your career in an unrivalled centre of excellence.

Development

We invest in our people and have a wide range of training courses (up to degree level) for employees to access as part of their professional development.

We support and enable our employees to manage their own learning, organise and host regular teaching sessions for medical staff as well as students and have excellent library services that are available to everyone.



Employee Voice

We endeavor to create a culture where our employees feel comfortable to speak up when they have worries or safety concerns that prevent them from doing a good job. Our Freedom to Speak Up Team provide that reassurance to employees that they will be listened to and will receive feedback or see positive change as a result.

The Trust has a Freedom to Speak Up Guardian and a team of Freedom to Speak Up Champions that provide employees with guidance and signposting them on how to raise issues or discuss concerns.

We also have a growing number of staff networks to help ensure that employees can be part of shaping an inclusive, supportive culture where everyone is comfortable to be authentically themselves.



- **VIVUP Staff Benefits** – We've teamed up with VIVUP to offer you access to a wide range of staff benefits. Whether you're on the hunt for the latest tech, a brand-new bike for your commute to and from work or discounts from your favourite brands, restaurants and attractions, VIVUP offers ROH staff a fantastic range of employee benefits.
https://www.vivup.co.uk/users/sign_up
- **Salary Sacrifice Car Lease Scheme** – The car benefit scheme is the salary sacrifice car benefit provided to all eligible ROH employees. It means that you can configure a brand new electric car from scratch, complete with insurance, road tax, replacement tyres, routine servicing and maintenance, as well as RAC breakdown cover for a fixed monthly amount.
- **Four Weeks FREE Travel for New Starters** – National Express are working with ROH to provide four weeks' free nBus travel to new starters at the Trust. After the free travel has expired, Employees are offered 10% discount on their season ticket purchase.
- **Amazon Lockers** – Located by the main hospital entrance. Amazon Lockers are free self-service kiosks where you can collect and return your Amazon parcels at a time convenient for you.
- **Electric Charging Points for Cars** – We encourage low carbon travel and to support workplace EV charging, there are charge points available for staff and visitors to use.
- **£1 Hot Food Options** – Located on-site in Café Royale. The £1 option changes daily so can be anything from Beef Stew to Cheese and Potato Pie etc.
- **ROH Food Bank** – We have a foodbank for staff located in the library for emergency provisions.
- **ROH Staff Hardship Fund** – support available for members of staff struggling with the Cost of Living pressures.
- **Salary Finance** – employees have access to affordable loans repaid from their salary, free financial education and the ability to save directly from your salary.
- **Northfield Leisure Centre Discount** – A discounted rate is being offered to ROH staff to use their brand new facilities
- **COSTCO Membership for NHS Employees** – NHS employees can enjoy low warehouse prices on name-brand products online and in-store.
- **NHS Staff Discounts Memberships** – NHS Employees have access to a range of high street discount memberships such as Blue Light Card, Health Service Discounts, Red Guava, Public Sector Discounts etc.
- **Annual Staff Recognition** – The Blue Heart Awards celebrate the 'heart of healthcare' and the incredible things that the Royal Orthopaedic Hospital team do every day. It's an opportunity to recognise, celebrate and nominate an NHS hero. Award Ceremonies are run yearly.
- **Eye Care Voucher Scheme** – All staff has access to free eye care tests and additional financial support towards the costs of spectacles or prescription lenses (if applicable).
- **Annual leave entitlement** – Our holiday year runs from 01st April to 31st March. All employees are entitled to 27 days (0-5 years' service), 29 days (5-10 years' service), 33 days (10+ years' service) holiday per annum plus an additional 8 days Bank Holiday leave, this is pro-rated for part time employees.
- **Flu Jabs** – All staff are entitled to a free flu jab and the Trust has pop-up clinics set up on-site in the Winter months to administer the injections.
- **Occupational Health** – The Trust is committed to ensuring all staff's health and wellbeing is supported, which is why we have an independent occupational health provider as one of our support services. Occupational health can provide advice and guidance on supporting staff and managers with any health-related matters.

HOW DO YOU GET MORE INFORMATION ON A ROLE THAT YOU ARE INTERESTED IN?

We hope that you will find everything you need in the job advert, supporting documentation such as job description and person specification and on our 'work for us' page on our Trust website, however, if you have any questions... please email the named contact on the job advert or email our friendly recruitment team roh-tr.hr-recruitment@nhs.uk with the details of the vacancy that you are interested in.

PRE-APPLICATION QUESTIONS

For some roles we have pre-application questions which are designed to ensure that where we have specific criteria, only individuals who meet that criteria are able to apply.

Examples of these would be vacancies available to internal applicants only, professional registration and qualification levels and previous knowledge/teaching experience.

If you do not meet the requirements, unfortunately, your application will be stopped as you would not be eligible to apply for that particular role.

EQUAL OPPORTUNITIES

Some 'Equal Opportunities' questions may be obligatory as the Trust has a legal duty to monitor recruitment and selection processes to ensure that all applicants are treated fairly.

The information is used for statutory monitoring only and is never used in the selection process.

The shortlisting panel does not have access to your personal information such as your name, address, date of birth, ethnicity etc. at the time that they shortlist, this is done anonymously.



WHAT SHOULD YOU INCLUDE IN YOUR APPLICATION FORM?

Your contact details on the application form are taken automatically from your personal details on your account. If you change these in the application form, your account will be updated automatically. Modifying these may also update the details of any earlier applications that you have made.

All our vacancies are advertised via TRAC website and shared on their job boards as well as Find a Job UK:

- <https://www.nhsjobs.com/>
- <https://www.nursingnetuk.com/>
- <https://www.healthjobsuk.com/>
- <https://www.gov.uk/find-a-job>

The websites will guide you through what information is required however, before you start your application, please ensure that you have the following details:

- Employment details that covers three years of consecutive employment
- Your current and previous HR department contact details or line managers name and email address for reference purposes
- Your qualifications

You will only need to enter your details once, as once you create an account on our recruitment website, it will remember your details.

Please also make sure your contact details are up to date so we can get in touch with you easily.

Employment History

This part of the application form only allows for a maximum of 10 previous employers.

For this section, start with your current or most recent job role if you are unemployed or in education and work chronologically backwards.

When describing your duties and responsibilities, think about how each role may help you skillfully with the role you are now applying for.

If there are any gaps in your employment, you will be required to account for this time by completing a personal statement as part of your pre-employment checks should you be successful.



WHAT SHOULD YOU INCLUDE IN YOUR APPLICATION FORM?

Provide good supporting information

The 'supporting information' section is your opportunity to sell yourself therefore make sure you use it to your advantage. You can include any information in that section that has not been covered elsewhere on the form. Demonstrate why you would be suitable and how you meet the person specification. You need to convince the recruiting manager that you have the required skills, knowledge and experience and that they should be inviting you for an interview.

It is beneficial to work from the person specification attached to the vacancy (often found at the end of the job description attachment) and explain how you possess each of the qualities, skills and experience that are both essential and desirable, as this is the most concise way of telling the Recruiting Manager that you are the person they want on their team.

You have a 1500-word limit on this section so please use the section wisely. It is not enough to say that you possess attributes required for the role, you will need to explain why you believe you do, examples of when you have displayed the required skills and how your previous experiences translate into the ability to fulfil the role you are applying for.

Ensure that the information you provide is easy to read and understand so that the shortlisting panel is not having to hunt to try to find information as that makes it more difficult and things could potentially be missed.

References

References should cover the last three years of employment. Ensure that you provide full contact details for your Line Manager/HR Department and Previous Line Managers/HR Department or Course Tutors for each activity. Please include their work/professional email address to avoid any unnecessary delays.

If during the last three years, you have any periods where you have been unemployed or not in full-time education, please provide details of someone who can provide a character reference for you to cover this period.

Character references should be provided by a person of good standing in the community such as a Teacher, Health Care Professional (i.e. Doctor, Physiotherapist, Registered Nurse), Minister of Religion, Police Officer or Solicitor.

Character references should only be used in EXCEPTIONAL circumstances to cover periods of time when you have not been in either employment or education.

We recommend that whilst completing the application form, you save it every ten minutes to ensure that your information is not lost should there be any issues with internet connection. There is a 'save' button at the bottom of the page.



WHAT HAPPENS AFTER YOU APPLY FOR A ROLE?

Once you have submitted your application, a few days after the vacancy has closed... the recruiting manager will review your application with another colleague and decide whether your application is to be shortlisted or not.

Successful applications typically lead to an interview with the recruiting manager and colleague(s), this could be virtual or in-person.

This is where the interview panel get to learn more about you, your skills and experience, as well as for you to hear more about the organisation, department and the opportunity. Please inform the Recruiting Manager of any reasonable adjustments required throughout the recruitment process so we can ensure you're able to bring your best self to interview.

If you have not received an email regarding the outcome of your application by 5 working days from the vacancy has closed, please ensure you get in touch with the recruitment team so that we can liaise with the shortlisting panel and provide you with an update.

HOW WILL YOU KNOW WHETHER YOU HAVE BEEN SHORTLISTED?

You will get an email confirming that you have been shortlisted and invited to interview from an email address ending with @recruit.trac.jobs

These emails are sometimes detected as junk or spam by email providers therefore, please ensure that you regularly check those folders.

Log in to TRAC and accept your interview invitation. For most vacancies, TRAC will then automatically allocate you a time. Once you have confirmed your attendance, TRAC will send you a confirmation email.



HOW DO YOU PREPARE FOR YOUR INTERVIEW?

To help you prepare for interview, we advise that all candidates research the trust and the role applied for.

The trust

There is a wide range of information about ROH available on our trust website - <https://www.roh.nhs.uk/>

The role

Review the job description and person specification and think of examples where you have demonstrated the skills or have the required experience that the job is asking for. You can also contact the Recruiting Manager located on the job advert and ask what they are expecting of the person applying.

The interview

Ensure you have checked where the interview will be taking place, is there good transport links? Is there parking? Do you need to bring any documents?

If the interview will be undertaken via MS teams, ensure your chosen device has a camera, speakers and a microphone. Check that you have received the interview invitation link and have a quiet place available to join.

Regardless of whether your interview is in-person or virtual, ensure that you are on-time.

First impressions really do count, ensure that you look professional no matter the role. Be presentable, smile, give eye contact and engage in conversation.

As you have made it to the interview, this means that the shortlisting panel believes that your past experience and skills are a good fit for ROH. Be confident that you can showcase yourself as a good fit for the role.

Interview questions

You may be wondering what sort of questions the interview panel may ask you. At ROH, our interview questions are values-based so we can get to know you better as well as establish the experience and skills you could bring to the role.



HOW LONG WILL IT TAKE FOR YOU TO RECEIVE INTERVIEW FEEDBACK?

Recruiting Managers generally aim to provide interview feedback to every candidate within seven working days. Should you be successful, the recruiting manager will contact you via telephone to discuss the offer of employment in more detail.

Once you have verbally accepted the offer, the Recruiting Manager will update the recruitment team on your appointment so that the team can prepare and issue your conditional offer letter, request your references and provide you with the pre-employment documentation for you to complete.

If you would like the recruitment team to delay requesting your reference from your current employer until you have informed them that you have been successful at interview – please inform the Recruiting Manager so that they can instruct the recruitment team to delay.

You will receive your conditional offer letter and supporting documentation from an email address ending with @recruit.trac.jobs

These emails are sometimes detected as junk or spam by email providers therefore, please ensure that you regularly check those folders.

PRE-EMPLOYMENT CHECKS

If you're successful and offered a role, the ROH will seek to verify that you meet the pre-conditions of the role in which you have applied for.

There are six NHS Pre-Employment Check Standards that outline the type and level of checks that The Royal Orthopaedic Hospital NHS Foundation Trust must undertake prior to confirming your offer and recruiting you into position.

The six NHS Pre-employment check standards are outlined below:

- Identity Checks
- Professional registration and qualification checks
- Employment history and reference checks
- Work health assessments
- Criminal record checks (*if applicable to the role*)
- Right to work check standards (*for roles that are on the 'shortage of occupation' list, the Trust is able to apply for a Certificate of Sponsorship*).

For more information regarding pre-employment checks, please visit NHS employers:
<https://www.nhsemployers.org/topics-0/employment-standards-and-regulation>

**FOR ANY FURTHER INFORMATION...
PLEASE DO GET IN TOUCH.**

GOOD LUCK WITH YOUR APPLICATION!

