

# Applicant Information Pack



Hello and thank you for your interest in working with us at Barnet, Enfield and Haringey Mental Health NHS Trust (BEH).

In this pack we have given you a range of information about working at BEH, but if you are still unsure if we are your best choice or if you would just prefer to talk to someone, please phone or email us using the contact details in the vacancy advert.

In this pack you can find information about who we are, where we are based, and the services we provide to our community including:

- Our Vision, Values and Trust Strategy
- Diversity and inclusion at BEH
- Staff benefits, wellbeing and career development



## We are a proudly diverse organisation

As a London Trust we support a diverse population which is reflected in our teams. We are proud to serve such a diverse community and champion inclusion insisting on equity for our workforce.

We provide a broad spectrum of services, every day we have staff who are working with elderly clients in the community, forensic patients in medium secure units, helping children via our early intervention initiatives, and supporting patients with severe personality disorders.

Working out of 20 sites across the three key boroughs we serve, we are investing in our infrastructure to ensure that we operate from an estate that is in good condition, fit for purpose and enables the delivery of high quality, safe, sustainable and affordable care.

## We support communities locally, regionally, and nationally



Locally we provide mental health services to over a million people in Barnet, Enfield and Haringey, and we also provide community healthcare in Enfield. We provide specialist mental health services to a larger population across London, Hertfordshire, Essex and surrounding counties.

Nationally we provide specialist services for clients with eating disorders and others such as the National Stalking Clinic, Fixated Threat Assessment Centre, in partnership with the Metropolitan Police Service.

We work collaboratively with our partners to provide joined up care for our patients.

We employ over 3,000 staff and our priority is to develop a culture where we support and develop everyone in an environment of fairness, inclusion, and equity.

We aim to take a 'Just and Inclusive' approach to all that we do to empower our staff and encourage individuality and support a healthy work-life balance. We are investing in our technology to enable and promote more agile, flexible working for staff as well as greater accessibility and integrated care for our patients.

## We care about our staff

We are an organisation that is passionate about equality, diversity and inclusion; one that prides itself in developing the leadership capabilities of its employees, looking after their health and wellbeing, creating safe spaces for staff to speak up and providing opportunities to mentor and be mentored. Our employees are the reason for delivering Good CQC ratings, excellent outcomes and outstanding patient experiences, so it is our aim to create a happy and healthy working environment where you can thrive and succeed.

Meet some of our staff and listen to what they have to say

<https://www.beh-mht.nhs.uk/work-for-us/> (If clicking on the link doesn't work cut and paste the URL into your browser)



## Hear more about some of our roles

**Mental Health Nurses.** Making a difference to people's lives, newly qualified and experienced nurses at BEH have the opportunity to work across the full range of service areas. In addition to specialist inpatient and community mental health services, we also provide community services in Enfield. [Watch this video](#) featuring Janet Amunikro, Staff Nurse at Iris Ward.



**Support Workers and Healthcare Assistants** are an integral part of our nursing teams across the Trust. They are responsible for ensuring patients have as comfortable and stress-free an experience as possible. What makes this a great place to work is variety and career development opportunities. [Watch this video](#) featuring Rosie Wheeler, Healthcare Assistant at the Beacon Centre.

**Clinical psychologists** deal with a wide range of mental and physical health problems including addiction, anxiety, depression, learning difficulties and relationship issues. You'll be part of a rapidly evolving profession that uses the practice and application of psychology to study behaviour relevant to health, illness and healthcare.



**Occupational Therapy** is part of the therapy service working across the Trust's community settings and inpatient services, maintaining people at home and ensuring that patients return home as soon as possible with strategies, equipment and advice to manage the activities they need and want to do. [Watch this video](#) featuring Kiran Gohania, Occupational Therapist at Iris Ward.



## Our strategic aims and desired outcomes are:

- Excellence for service users
- Empowerment for staff
- Innovation in services
- Partnerships with others



Jackie Smith  
Chair



Jinjer Kandola MBE  
Chief Executive

[Download the Updated Trust Strategy 2021-2024](#)



## Equal opportunities and diversity

Providing equality of opportunity for our patients, their carers and our staff is central to our pursuit of excellence. We aim to be a fair employer and strive to achieve equality of opportunity for all, creating inclusive workplace environments where everyone can work effectively towards the provision of better healthcare. As a Trust we have a comprehensive Equality, Diversity and Inclusion Strategy, setting out how we will work to deliver high quality services to all in fair and equitable ways.



We have a Guardian Service which is completely confidential and independent and provides an accessible, qualified team of guardians from a range of diverse backgrounds. It provides a safe and confidential environment for staff to discuss any concerns and seek advice about any further next steps relating to patient care and safety, or any other work-related issue.

### Culture and Inclusion Programme

We have a programme of work to help us create a more inclusive organisation where all staff can develop and thrive, personally and professionally. Commissioned jointly with our Inclusion Network Chairs and Staff-Side Chair, and overseen by our People and Culture Committee, the Inclusion Programme focuses on the lived experiences of staff. The framework is used to inform processes including recruitment, appraisal and our approach to recognition and align with Just and Learning Culture.



**The BEH Mental Health Trust Pride Network** is an active Staff Network created by our LGBTQ+ Staff and Allies to support our LGBTQ+ community.



This network promotes a culture in which all employees are included and respected irrespective of their sexual orientation or gender identity. Members help to develop the Trust's policies on diversity and inclusion, they organise events and training on clinical and social issues of importance to the LGBTQ+ community. We also work in collaboration with other public sector agencies' staff and local LGBTQ+ groups and the Stonewall Diversity Champion Programme.

**The Better Together network** is open to all staff who want to contribute positively to creating a fairer and more inclusive culture. Members hold events to discuss and celebrate clinical, social, historical and cultural issues of importance to Black, Asian and other minority ethnic background people and progress race equality in the Trust.



**The BEH Disabilities Network** provides a space, where staff can discuss any issues and concerns, they have about disability and working practices. It provides an active platform and a collective voice for consultations on Trust matters that have an impact on staff with disabilities, advice and support to each other and conclusive recommendations arising from these discussions.

**The Women's Network** was established to highlight issues affecting women in the workplace such as managing life outside of work, career progression and support from managers. Their work focuses on five themes, support for maternity leave, support for carers, support for parents, career development and menopause.



## Working in partnership

At BEH we are committed to a partnership approach in maximising the contribution of staff and removing boundaries which may exist between managers and trade unions. We recognise the following trade unions and work in partnership with staff side representatives to improve the working lives of staff and the services offered to the public.

- British Medical Association (BMA)
- Royal College of Nursing (RCN)
- UNISON (incorporating the British Association of Occupational Therapists and Management in Partnership)
- Unite the Union
- GMB (including the Community District Nursing Association)
- The Society of Chiropractors and Podiatrists
- The Chartered Society of Physiotherapy
- Royal College of Psychiatrists

We promote and maintain mutual trust and co-operation between the Trust, our staff and our recognised trade unions and have established procedures by which matters affecting these relationships can be dealt with effectively, fairly and speedily. While we encourage staff to join a recognised trade union, an employee who chooses not to do so will not be subjected to any discrimination, either favourable or unfavourable, by either party (Trust or trade union).



We have open and direct communication with staff side representatives on matters of mutual interest and concern and aim to resolve any conflicts of interest at the earliest stage via consultation and negotiation. Working together is facilitated by the Joint Staff Committee (JSC), the forum where all matters affecting staff are discussed and consulted upon, where management and staff side representatives have an opportunity for joint problem solving in relation to issues affecting the wellbeing of employees and the efficient operation of the organisation.



Rose Minty-Tutton  
Branch Secretary  
UNISON North London  
Mental Health &  
Community Branch

My name is Rose Minty-Tutton and my background is in general nursing as an RGN. I am Branch Secretary of UNISON for BEH and we have over 1,500 members of staff who are UNISON members. Along with Ann Fred-Horsfall we are the staff side leads for the Trust.

Our work has many aspects from supporting and representing members in grievances and disciplinaries to being involved in Trust strategy and implementing policy and procedures. Throughout it all our aim is to ensure that staff are protected.

We are included in all major initiatives and changes from the start, working with the Trust through consultations and policy changes. There are always challenges and the face of the NHS changes at a rapid rate, but we have regular Joint Staff Committee meetings which include the CEO and directors where we discuss current issues and agree in partnership.

*Rose*

## Staff benefits

BEH is committed to giving staff greater flexibility and a range of rewards and benefits. We offer a fair and transparent pay structure with competitive and flexible benefits. We also have one of the most generous pension schemes on offer. As an employee, you'll also have unique access to a health service discounts schemes.

Compassionate care comes from staff who are well looked after, and the NHS is a well-respected national employer. We have one of the most competitive and supportive benefits packages offered anywhere in the UK, including length of working week, holidays, maternity, sickness, and flexible working.

Our flexible working options and benefits such as childcare mean that we can help you with your work-life balance and maintain wellbeing for you and your family.



### Annual Leave

27 days (+ bank holidays) on appointment

29 days (+ bank holidays) after 5 years of continuous service

33 days (+ bank holidays) after 10 years of continuous service

### Childcare Scheme

Our tax-free Childcare Scheme aims to help working parents with the cost of childcare. Eligible parents are able to open a childcare account online. For every £8 families pay in, the government will pay in £2, up to a maximum government contribution of £500 every three months equating to £2,000 per child per year, or £4,000 for disabled children.

### Employee Assistance Programme (EAP) – Care First

This service is designed to help with today's challenges and any major life events which may impact our ability to lead a balanced and productive life both at home and at work. To help our staff to acquire the skills to deal with such difficulties, we can access an Employee Assistance Programme, provided by Care First. Care First provides help with a wide range of work, family, and personal issues, and the helpline offers free confidential independent help, information, and guidance.

### Eye test and glasses

BEH will reimburse the cost of eyesight tests for qualifying display screen users up to a maximum of £30 and will also reimburse up to £50 towards the costs for corrective lenses and frames.

### Fast track access to physiotherapy

This can be accessed either through self-referral or via your manager.

### Flu jab

Each year, the Trust will provide and encourage you to have your flu jab and your COVID-19 jabs for as long as they are required.

### Gyms

There is an outdoor gym at St Ann's Hospital and it's always a good idea to show your NHS ID badge to your local gym who may offer a discount to NHS staff.

### Salary First (financial wellbeing)

As part of the Trust's commitment to our wellbeing, we can access a wide range of interactive tools and useful articles to help understand and feel good about our finances, including budget and debt management, counselling, and a loan if appropriate.

## NHS pension

The scheme remains one of the best available and is one of the most cost-effective ways to protect your financial future, no matter how far off you are from retirement. Your pension benefits are based on your salary and length of membership of the scheme.

## Occupational Health

The Occupational Health service provides assessment, support and guidance on a range of health, wellbeing issues and services such as counselling, health education, immunisation, and health screening.

## Salary Sacrifice Schemes

**Low Carbon Car Scheme** – the Trust and Tusker, the UK's leading car benefit provider, offer eligible staff the opportunity to drive a brand new car for a fixed monthly amount.

**Ride2Work Scheme** – staff can spread the cost of a new bike and accessories over 12 months and benefit from tax savings of up to 42% discount on the total cost.

**Season Ticket Loan** – will help with your travel expenses.

**VivUp** – a platform providing a complete set of employee benefits like affordable loans, home electronics, gym membership, holidays, and seasonal promotion offers, as well as health and wellbeing initiatives.

**SimplyHealth** – provides immediate cover for a range of treatments, you can look after your and your family's health and wellbeing.

## Health Service discounts

All NHS staff can access travel deals, airport parking, shopping (Amazon, Halfords, Nandos and much more), home, travel, motor, and life insurance, finance, mobiles, motoring, broadband, TV, utilities, gym membership.

**Blue Light Card** – companies offering discounts with this card include Alton Towers, Apple, Cineworld, EE, Frankie & Benny's, Go Outdoors, Haven, Hotpoint, Intercontinental Hotel Groups, Lenovo, PO Cruises, Samsung, Starbucks, and more.

**Hotel discounts** – NHS staff can access discounted hotel accommodation with intercontinental hotel brands – including Holiday Inn, Holiday Inn Express, Crowne Plaza, Hotel Indigo, InterContinental, Staybridge Suites and Candlewood Suites.

**Red Guava discounts** – sign up to receive offers on entertainment, health, finance, motoring, shopping, and travel.

**Staff Benefits** – a scheme offering exclusive discounts from companies such as Apple, Virgin Experience Days, Alton Towers, Go Ape, Hilton Hotels, Expedia, plus hundreds of other local and national companies changing their offers daily.

**West End theatre discounted tickets** – staff can save money on West End shows, special theatre and dinner packages, and hotel and theatre breaks.



## Your wellbeing

Our Occupational Health team provides staff with a range of services to promote a healthy workforce, support staff with health conditions and advise managers how to accommodate employee health needs. Alongside this, our staff Wellbeing lead directs staff to free confidential support, information and advice to anyone wanting to make positive changes in their lives.

## Flexible working – supporting your work-life balance

There are a wide range of flexible working options, with your manager's agreement, to help you manage your work-life balance and support your health and wellbeing. This also includes opportunities for agile working where possible.

## Career Development at BEH

We are committed to professional and personal development for staff in their current role and with an eye on career development. We provide a wide range of learning and development opportunities for staff at every level. This includes clinical training, leadership development and academic courses. In addition, our programme of mandatory training is designed to ensure that staff have up-to-date knowledge about best practice, and the safety of the people who work for us and those who use our services.

## Continuous Staff Development (CPD)

The Trust is committed to your continuous development through regular supervision, yearly appraisals, access to in-house and online courses. The Trust offers funding towards professional development Programmes (conferences, courses, and professional qualifications) for individuals and teams.

## Mentoring Programme



Mentoring has a wide range of benefits that foster learning, staff engagement, re-engineered work relationships and resilience.

This is why as part of our overall programme of personal and professional development support to all staff, to help you grow and develop at BEH, we have a joint mentoring programme with Camden and Islington NHS Foundation Trust.

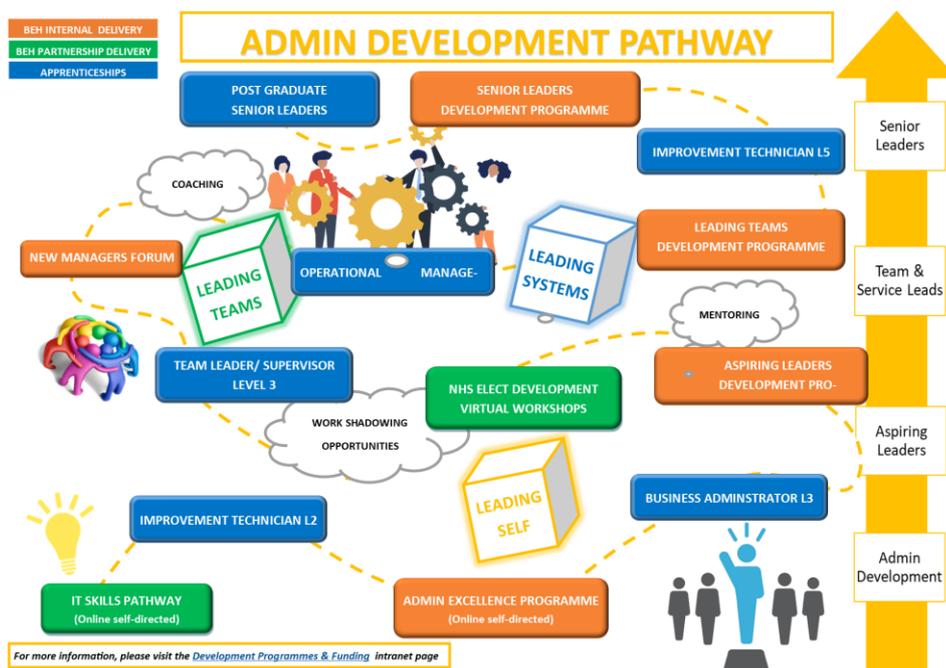
## Team Based Working (Affina OD)

Affina OD Team Journey Coach programme is collective team-based working, which is key to high quality and compassionate care with good team working associated with lower levels of errors, stress, injury and higher levels of staff satisfaction, innovation, and engagement. The Affina OD tools help teams gain new insights and actions that can be applied immediately to keep improving and achieving team goals.

## Non-Clinical Development

The pathway provides development for our staff, a career structure in management and leadership roles.

Using internal and external trainers, and in collaboration with our partners we provide a range of funded and free accredited courses and non-clinical support for your continuing development.



### Leadership Development Programmes

We offer a range of leadership development opportunities, courses, and apprenticeships. This includes an enhanced induction for new managers to the Trust. As a new manager to the Trust, you will be invited to our New Managers Forum which supports you to create a network of peers, through action learning, and delivers learning support for Trust policies, systems and processes.

Other programmes include Aspiring Managers for those who want to move into leadership roles, a Leading Teams programme to develop our ward and service leaders and senior leadership development.

We are also a member of NHS Elect who offer a range of bitesize learning and enable you to build a programme of learning around your specific career and leadership development goals.

### Apprenticeship Opportunities

The Trust offer a range of apprenticeships which can further your career. A career pathway from trainee healthcare assistant to nurse associate, to fully registered nurse and beyond, is available.

We also offer apprenticeships in leadership, business and administration, allied health professions and Master's apprenticeship degrees in advanced clinical practice.

### My Care Academy

My Care Academy is a unique knowledge-building partnership between BEH, Camden and Islington NHS Foundation Trust, and Middlesex University.

We share the talents and skills of the workforce and the people using our services across the partnership by embracing digital solutions to connect, collaborate, and co-create learning to achieve outstanding care. Our primary goal is knowledge creation, and this is accessible to all Trust staff to ensure they can maintain excellent standards of care.

### Research and Development (R&D)

The R&D department supports staff to undertake high quality research, and to provide governance to ensure the interests of participants, researchers and the Trust are protected through adherence to the local and national regulatory frameworks. The R&D Department offers advice and support in:

- recruiting participants in research studies
- research training
- ensuring the Trust meets its responsibilities as sponsor and host institution
- negotiating and drawing up study contracts and agreements



### Medical Education

The overarching aim of all medical education is to promote good quality care for patients – excellent services depend on excellent clinical leadership.

We are a major educational provider for Undergraduate and Postgraduate Medical Education in North London.

Our training programmes include Core and Specialty Psychiatry Training, GP Specialty, and Foundation Training.

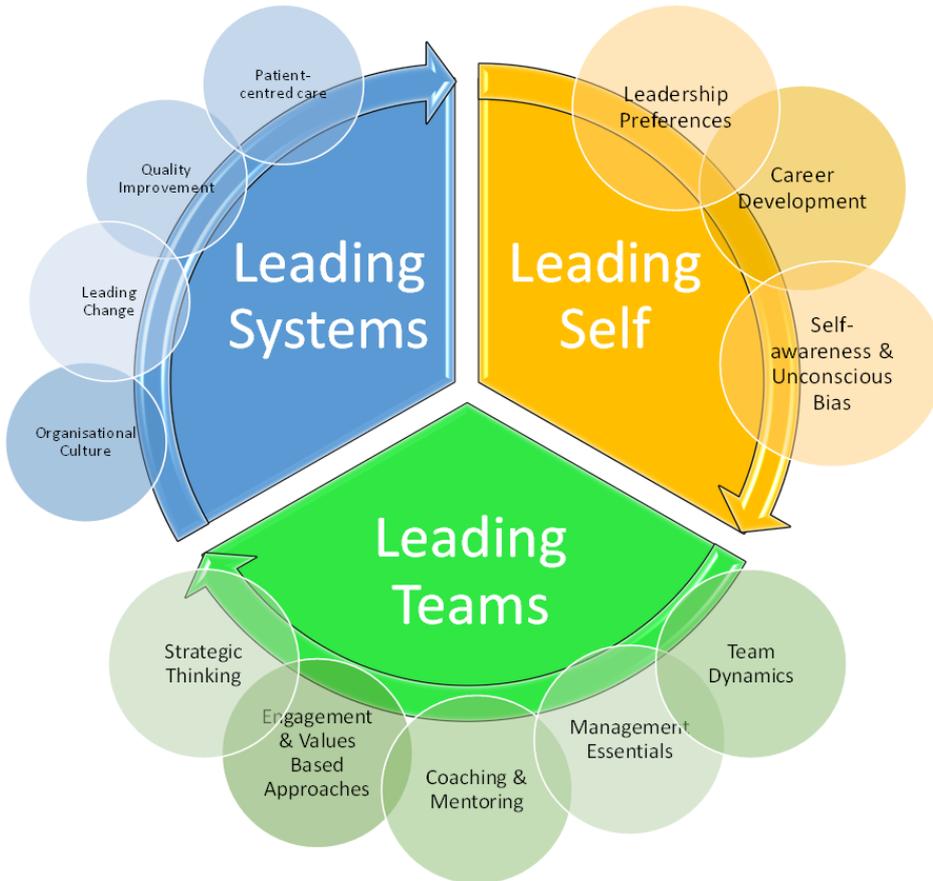
# Leadership Development Pathway

*Aspiring Managers: all staff (admin, AHPs and nursing) wishing to progress into a managerial position.*

*New Managers: all managers, supervisors and team leaders new to management, looking to develop essential skills.*

*Team & Service Leads: All deputy ward managers, supervisors and team managers, aspiring to a senior leadership role.*

*Seniors Leaders: All heads of service and service managers wishing to develop senior leadership skills.*



## Help with your application

To ensure you have the best possible chance of being shortlisted for a post, please read the job description and person specification carefully and write your application to highlight your most relevant skills. In particular, use the supporting information section of the form to give an example of how you meet each of the criteria on the person specification (essential and desirable).

Provide a full employment history. You will need to provide details of your full employment and training history since you left full time education. If you have any gaps in your employment history, you will need to provide an explanation/reason for these. Please check that the dates are correct and in order, with your current or most recent employer first.

Read through your application. Make sure your personal information is up to date and correct, particularly your email address and mobile telephone number, so that we can contact you. Check for any errors or omissions before you submit your application as you cannot make any changes after it is submitted.

You should check your emails regularly throughout the recruitment process as we will contact you via email. Please check your junk or spam folders as some emails may be automatically placed there.

## Referees

We need you to provide details of referees covering at least the last three years of employment. If you are currently or have recently been employed, your first referee will need to be your line manager or HR team from your current or most recent post. If you are a student, please provide details of a teacher or lecturer at your school, college, or university.

References will be requested via our candidate management system and your referees will be asked to complete an online form. Please provide a current email address for each referee so that we can contact them quickly and easily.

## Shortlisting

Please be assured that your personal and monitoring information is stored safely within our recruitment system and is not made available to recruiting managers. This is to ensure that shortlisting decisions are made solely on the basis of your qualifications, skills, knowledge and experience as detailed on your application form.

## Interviews and preparation

If you are shortlisted for interview, please read the invitation to interview email carefully, and take note of any instructions within it. Remember that you will be required to present the following documents at your interview:

- Qualifications – the panel will be looking for you to prove you have the qualifications that are deemed essential on the person specification, and you should provide proof of all qualifications that you stated on your application form. Additional courses may also be of interest to the panel, particularly if they are relevant to the role.
- Identification – original documents must be provided. Three forms of ID are required, including one with a photo.
- Proof of professional registration – if applicable to the post.

When preparing for the interview, look back at the advert, job description and person specification to remind yourself what the job is about, and what the panel will be looking for. Try to think of examples to talk about at interview which demonstrate how you meet the essential criteria for the role. For example, panels often ask about times you have worked as part of a team, /or times when you have used your own initiative.

Using the job description, try to think of any relevant experience you have that relates to the activities that the job will involve. Our values are key to all that we do and so we take a values-based approach to our recruitment. This means it is important that you take time to consider how you display our values in what you currently do, and what you will bring to the new role.

Panels will usually give you the chance to ask questions at the end of the interview. While it is not essential that you do so, it does help to demonstrate that you are interested in the post, and the organisation. The job description may help you generate some questions.

### **Selection methods**

Please note that in addition to a structured interview, some of the following selection techniques may be used, particularly for senior posts, and vacancies which attract a high volume of applications:

- presentation
- knowledge tests
- assessment centre
- psychometric testing
- situational judgement test
- scenario tests
- in-tray exercises
- data input tests.

### **Presentations**

The best presentations are delivered by those who are relaxed and confident. If you are asked to deliver a presentation, ensure the content is closely related to the topic you are asked to discuss. Try to include some examples of your personal experience, provided they support the presentation topic, to make your presentation interesting and unique to the panel.

Remember they will see multiple presentations on the same topic, so anything that makes your presentation stand out is likely to impress. Practice your presentation, check that it runs to the required time, make sure you know the content, and feel able to deliver it confidently.

### **Conditional offer of employment – pre-employment checks**

If you are successful at interview, we will make a conditional offer of employment. This means that the offer of the post is subject to pre-employment screening which may include some or all of the following checks:

- verification of Identity
- qualifications and registration
- Occupational Health clearance
- Right to work
- verification of references and employment history, including attendance records
- Disclosure and Baring Service checks (dependent on patient contact).

Once all checks are completed, and deemed satisfactory by the Trust, we will write to you to confirm this, and advise who you need to speak to, in order to arrange a start date.

### **Recruitment of ex-offenders**

Please note that a criminal record will not necessarily prevent you from working for the Trust. When a DBS check confirms a candidate has a criminal record, we will consider each person on a case-by-case basis, and discuss the context of any offences, and any mitigating circumstances before making a decision.