



Dorset HealthCare  
University  
NHS Foundation Trust

# **Dorset HealthCare For Work, For Life**

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[dorsethealthcare.nhs.uk](http://dorsethealthcare.nhs.uk)

## **Our vision**

is to lead and inspire through excellence, compassion and expertise in all we do.

## **Our purpose**

We provide integrated healthcare services that empower people to make the most of their lives.

We care for people when they're unwell, support their recovery and give them the knowledge and confidence to stay as healthy as possible.

# Why join Dorset HealthCare?



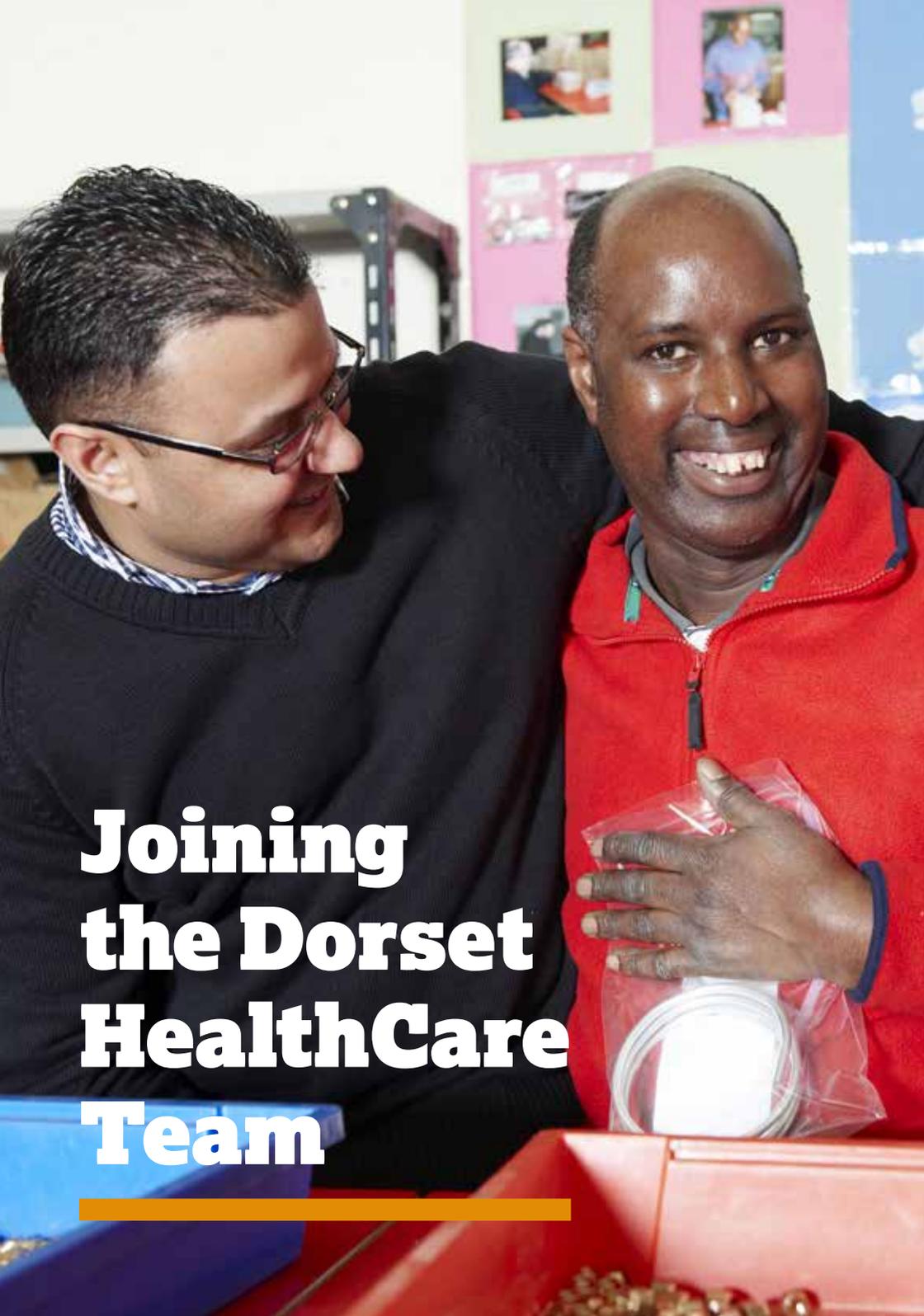
**At Dorset HealthCare we strive to be better every day and to be recognised as an inspiring leader for excellence, compassion and expertise in all we do. We know that to achieve this and to continually improve for our patients means investing in and supporting staff, so that they have rewarding roles, enjoy coming to work and have opportunities to develop their careers in exciting ways.**

We're proud of being a community and mental health Trust, which we believe gives us a unique opportunity to truly integrate our services around individual patient need. We think one of the key benefits of working with us is the chance to make a difference, to innovate within and across services and to be inspiring with and for our patients and each other.

Amongst other things, we have been recognised or accredited nationally by a range of professional bodies and organisations for high quality or innovation, including: end of life care accreditation endoscopy; breast feeding; perinatal services; our Recovery Education Centre partnership with the Dorset Mental Health Forum; our ground-breaking street triage pilot with Dorset

Police, where RMNs work in real-time with officers; and being a national pilot for the accessible information standard. We are also proud to have a number of Queen's nurses as part of the team.

Many of our staff have been published, produce professional posters, present at national and international conferences and continue to develop research priorities - we want more of our people to continue with this fantastic work. We celebrate and share our achievements and say thank you to each other through a monthly and annual recognition and awards scheme, **Dorset HealthCare Heroes**.



# Joining the Dorset HealthCare Team

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## **Flexible Working - it is a reality at Dorset HealthCare!**

Work-life balance is important to all of us and we know that when we support staff to work flexibly and to achieve a better balance between home and work responsibilities, there are benefits for you, our patients and the Trust. We are committed to enabling flexible working and help with discussions between staff and managers to agree flexible shift patterns and hours of work that suit personal circumstances and meet the needs of the service.

### **Flexible working options include:**

- Annualised and condensed hours contracts
- Electronic shift rostering system with staff choice functionality
- Home working
- Job sharing
- Part-time working
- Temporary voluntary reduction in working time

## **Your career, learning and development**

Dorset HealthCare has an enthusiastic learning and development team that delivers a wide portfolio of education and development opportunities for our staff. They are always happy to discuss new ideas and learning or career options with you.

Every member of staff benefits from an individual, personal development plan with access to a diverse range of accredited and non-accredited education and learning opportunities.

This education and development may be delivered by the Trust and also through universities and colleges.

As well as these more formal ways to progress, we offer a range of on-the-job learning opportunities, including shadowing, coaching, and secondments which means both you and the Trust can develop.

What's more, if you want to undertake a learning and development activity that you believe will help you to better innovate or give you additional professional expertise in your role, you might be able to make some savings on the costs through the Trust's Work Related Learning salary sacrifice scheme.

## **Dorset HealthCare Heroes**

Every month we recognise our heroes going above and beyond and once a year we host an awards ceremony that celebrates and thanks people.

The awards are for everyone, non-clinical and clinical staff. Our HealthCare Heroes are thanked each month with a certificate, we share their story in Trustlink and on our website and they are invited to attend a celebration event with the Chief Executive.



**Salary sacrifice - saving you money on childcare vouchers, annual leave top-up, work related learning, cars, cycles , home technology and equipment.**

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We offer a range of tax and National Insurance efficient salary sacrifice schemes that enable all Trust employees to obtain childcare vouchers, lease a bicycle, car or home technology equipment or to pay for additional annual leave or work related learning. The salary sacrifice deductions are taken monthly from your gross salary, allowing you savings on your tax, National Insurance and pension contributions.

## Annual Leave Top-up scheme

With this salary sacrifice scheme you can request to purchase additional annual leave on top of your usual entitlement. This could be used to spend more time with your family or perhaps you've always wanted to go on an extended holiday overseas?

## Home Technology

The Home Technology scheme is a great way to keep up to date with modern technology, helping you and your family stay in touch with the digital age. You can choose from a range of products such as tablets, laptops, cameras, TVs and smart phones, and have them delivered to your home.

## Car Scheme

We have teamed up with CPC Drive to bring you the Salary Sacrifice Car Scheme - a benefit scheme that puts you in the driver's seat. The scheme is open to all staff members holding a permanent contract with the Trust.

You get the keys to a brand new car, fully maintained and insured every three years, in exchange for a 'salary sacrifice' that could cost you less than a normal personal car lease.

The scheme includes fully comprehensive motor insurance, European breakdown cover, wear and tear maintenance, replacement tyres and even protection against life's unexpected twists and turns, such as redundancy or resignation - all within one inclusive package.

## Childcare Vouchers

Childcare vouchers are a form of 'employer supported childcare' and an easy way for us to help support you with your childcare. The way the scheme works is that you have the option to take part of your salary in childcare vouchers, which is arranged through payroll, and the value of vouchers you choose to take is tax and NI free. This is a salary sacrifice arrangement: because the vouchers are tax and NI free, you end up with more money in your pay packet than you would have had if you had paid for your childcare with cash from your normal taxable pay.

After early 2017 the scheme will be frozen to new entrants. It is very important therefore working parents who would be better off in the existing employer scheme are actively encouraged to join before the deadline.

## Cycle to Work Scheme

You can make big savings on the cost of a bike and safety equipment with our Cycle Scheme. As part of our green travel strategy, we operate a Cycle Scheme which enables our staff to lease a bicycle and cycling equipment worth up to £1,000, which is then paid from your salary before tax. The scheme offers you a convenient, environmentally friendly and tax-effective way to obtain the use of a bicycle for your commute to work and for your leisure time. Through the scheme, administered by Cycle Scheme, you can select a bicycle and/or accessories with safety equipment from a cycle shop near you. You will be able to choose a bike from a wide range and models so you choose the best for quality and value for money.



## Lease Car Scheme

For staff who need to use a car in their day to day role, we have a bespoke lease car scheme. There are two main categories of vehicle: business use only vehicles (crown exempt) and essential user vehicles, also made available for private use. Full details are provided in our Lease Car Policy.

## We have Trust Beach Huts for staff

The Trust owns two beach huts at beautiful Sandbanks, Poole, which are free for all staff to use on a first come, first served basis.

## The excellent NHS conditions of service:

- Competitive salary package allowing for annual incremental pay progression
- Additional pay enhancements for working evenings, nights, weekends and public holidays
- Occupational pay for sickness, maternity, paternity and adoption leave
- Access to excellent occupational leave entitlements for maternity, paternity, adoption, parental and special leave
- Generous annual leave entitlement

- Membership of the NHS Pension Scheme
- 24 Hour Employee Assistant Programme
- Numerous Tax and NI efficient salary sacrifice schemes
- Annual development reviews
- Support with professional and career development opportunities
- NHS Discounts

## NHS Pension Scheme

The NHS offers an exceptional pension package and it is widely acknowledged as being one of the best pension schemes available. An NHS pension will give you an annual pension and tax-free lump sum when you retire, plus life insurance, voluntary early retirement, ill health and other benefits. Information on the scheme is available from the NHS Pension Scheme website at [www.nhsbsa.nhs.uk](http://www.nhsbsa.nhs.uk)

## Looking after you: staying healthy

The Occupational Health and Wellbeing Service is here to support you with any work related health issues during your employment with the Trust. This might include providing you with occupational vaccinations and screening to protect you against infections, or recommending adjustments to your job role if you have an underlying health condition, impairment or disability. We offer confidential, impartial advice to both you and your manager with the aim of supporting your health and wellbeing in employment or assisting you to stay at or return to work if you experience ill health.

We also offer an excellent Employee Assistance Programme (EAP) through our chosen provider, Care First, which offers free confidential advice and support for our staff on a range of emotional and practical issues. The free-phone helpline is staffed by specially trained advisors, who can be contacted 24-hours a day 365 days a year, as many times as necessary. For more information go to [www.carefirst-lifestyle.co.uk](http://www.carefirst-lifestyle.co.uk)

All of our sites are completely smoke free in both buildings and grounds. LiveWell Dorset (0800 007 6653) will provide advice and support for those staff who are smokers and want to give up. This will be tailored to the individual's preference and will be either one-to-one, group or telephone support.

## Discounted Gym Membership

A number of local gyms and health clubs offer discounted membership for our staff.

## We can help you move: Assistance with Relocation Expenses

Relocation expenses of up to £5,000 are available to new staff who are appointed to posts that have been designated as "hard to recruit to" where they meet the eligibility criteria. Further details can be provided by contacting [hr.admin@dhuft.nhs.uk](mailto:hr.admin@dhuft.nhs.uk)



## Refer a Friend Incentive Scheme

Our Refer a Friend Scheme encourages everyone to recommend family and friends to come and join Dorset HealthCare. If you refer a friend or family member for a post that has been designated as “hard to recruit to” and the person is successfully appointed, you will receive £250 for the introduction.

## Everybody counts

We are committed to challenging all forms of discrimination, promoting equality of opportunity and good community relations, as well as ensuring fair access to the services we commission and provide for staff and service users.

## Working in partnership: Trade Union Support

We value our partnership with representatives from trade unions and professional bodies. Becoming a member of a trade union or professional association can give you a range of benefits including:

- Health and safety advice and support
- Confidential welfare services
- Representation at work

The Trust has a comprehensive Trade Union Recognition Agreement and, as part of this, a Time Off and Facilities Agreement outlining the support arrangements available to staff who become trade union representatives.



**We inspire,  
empower and  
support everyone  
to get better  
every day.**



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