

Recruitment Pack



EAST RENFREWSHIRE COUNCIL

HSCP DIGITAL INNOVATION AND DEVELOPMENT OFFICER

ERN06631

EXTERNAL

CONTENTS

Advertisement

Job Description

Person Specification

This Recruitment Pack should contain all the information you require to complete your application.



our values



ADVERTISEMENT



DEPARTMENT:	Health & Social Care Partnership
JOB TITLE:	HSCP Digital Innovation and Development Officer
JOB STATUS:	Full Time
DURATION:	Fixed term for 24 months
NUMBER OF VACANCIES:	1
GRADE:	10
HOURLY RATE:	£23.95 - £26.65
ANNUAL SALARY:	£43,706 - £48,633
HOURS PER WEEK:	35
LOCATION:	HSCP Health and Care Centres and other HSCP Buildings

This is an exciting opportunity to shape a new role within East Renfrewshire Health and Social Care Partnership. As HSCP Digital Innovation and Development Officer, you will play a key role in the delivery of our digital transformation agenda, working with senior leaders, frontline services and partners to identify opportunities to implement digital, data, technology-enabled care and automation solutions that improve outcomes, service delivery and sustainability.

We are looking for a proactive, analytical and collaborative individual with experience of digital transformation, service improvement or technology-enabled change, ideally within an integrated health and social care, public sector or partnership environment. You will bring strong stakeholder engagement, process mapping and project delivery skills, together with the ability to translate complex business requirements into



our
values



Ambition

Kindness

Trust

practical solutions, support effective governance and benefits realisation, and build digital confidence across the workforce.

This post is subject to a Level 2 Disclosure Check.

For details of our employment policies and terms and conditions, please visit our Council Careers page <https://eastrenfrewshire.gov.uk/careers>

East Renfrewshire Council has launched a new 15-year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link <https://eastrenfrewshire.gov.uk/placetogrow> to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: <https://www.gov.uk/prove-right-to-work>

Please note – East Renfrewshire Council does not provide Visa sponsorship.

References – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal referees. Please note only work email addresses for referees will be accepted. Please contact hrdirect@eastrenfrewshire.gov.uk with any questions.

Employability Support – Work East Ren – For further support on completing job applications, East Renfrewshire residents can access free support from our employability team Work East Ren. They can also provide general support with other employability matters. Please contact Work East Ren on 0141 577 8438, email worker@eastrenfrewshire.gov.uk or visit the website <https://www.workeastren.co.uk/>

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website [Local Government Pension Scheme \(LGPS\) Guidance](#)



Recruitment Dates

Closing date for applications: midnight on Sunday 25 October 2026

Shortleat date: 28 October 2026

Interview date: 12 November 2026

If you would like an informal discussion about the post, please contact Mairi-Clare Armstrong, Resources, Change and Recovery Manager, on 0141 451 0749 (No agencies please).

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Payslips

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children



For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver, they will be guaranteed interview if the applicant clearly shows in their application that they meet the essential criteria for the job.



our values



Ambition



Kindness



Trust

Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here

- <https://www.eastrenfrewshire.gov.uk/careers>

Please fill out the application using your own words, based on your own experiences. We ask that candidates do not use AI tools to complete recruitment application forms. We value authenticity and are genuinely interested in reading candidates personally written applications. If it looks like your application was created using AI, we may not be able to consider it unless you've told us in advance and we've agreed this as part of a reasonable adjustment.

Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:

<https://www.eastrenfrewshire.gov.uk/hr-privacy-notice>



JOB DESCRIPTION



Department: HSCP

Division/Section: Finance and Resources

Job Title: HSCP Digital Innovation and Development Officer

Responsible to: HSCP Support and Delivery Manager

Grade: 10

Date Revised: June 2026

Purpose of the Role: To lead delivery of the HSCP's digital transformation agenda, ensuring alignment with strategic priorities and national policy, and maximising the use of digital, data, technology-enabled care and automation to improve outcomes, service delivery and sustainability.

Responsibilities

- Lead the development and delivery of the HSCP digital plan, ensuring alignment with the HSCP Strategic Plan, national policy and wider transformation priorities.
- Work with senior leaders, frontline services and partner organisations to identify digital needs, priorities and opportunities for service improvement.
- Facilitate engagement, workshops and service design activity to identify opportunities for digital improvement and support the development of future-state models for services.
- Act as a key interface between operational services, corporate functions and regional and national digital programmes, ensuring coherent prioritisation and delivery of digital initiatives across the HSCP.
- Ensure appropriate governance, assurance and risk management arrangements are in place for digital initiatives, including compliance with information governance, data protection and relevant clinical and care governance requirements.



our values



- Develop and maintain benefits realisation and performance monitoring arrangements, including baseline measures, key performance indicators and post-implementation evaluation.
- Design, develop and support the implementation of digital solutions, including e-forms, workflows, integrations and automation, in line with organisational standards and accessibility requirements.
- Identify and implement opportunities to improve operational efficiency, reduce administrative burden and enhance service delivery through digital and automation solutions.
- Contribute to workforce development by promoting digital learning, digital inclusion and confidence in the use of technology-enabled care and digital tools.
- Build effective relationships with internal and external partners, including third and independent sector organisations, research bodies and regional and national stakeholders, to maximise opportunities for collaboration and innovation.
- Prepare and communicate clear, evidence-based reports, briefings and recommendations to support decision-making by senior leaders, programme boards and, where appropriate, the Integration Joint Board.
- Maintain an up-to-date understanding of national policy, legislation, emerging technologies and best practice in digital, data, technology-enabled care and automation, applying this knowledge to support service improvement and sustainability.



our values



PERSON SPECIFICATION



POST OF:	HSCP Digital Innovation and Development Officer	DEPARTMENT:	HSCP
GRADE:	10	SERVICE:	Finance and Resources
ATTRIBUTES	ESSENTIAL	DESIRABLE	
PROFESSIONAL / EDUCATIONAL QUALIFICATIONS OR EQUIVALENT WORK EXPERIENCE	Educated to HNC level in a relevant discipline, or equivalent relevant experience. Project management qualification or equivalent experience in programme or project delivery.	Qualification or training in digital transformation, service improvement, change management or technology-enabled care.	
RELEVANT WORK / OTHER EXPERIENCE / SKILLS	Experience of working within an integrated health and social care, public sector or partnership environment. Experience of supporting or delivering digital transformation, service improvement or technology-enabled change. Experience of stakeholder engagement and relationship management with senior leaders, services and partners. Experience of digital systems, process redesign, automation or workflow development. Experience of facilitation, service design or future-state mapping. Experience of developing reports, briefing papers or recommendations based on analysis of complex information.	Experience of working as part of a formal project or programme team. Experience of developing business requirements, options appraisals or business cases. Experience of developing and delivering end-user learning or support materials.	



our values



	Experience of supporting governance, benefits realisation or performance monitoring arrangements.	
PERSONAL QUALITIES / BEHAVIOURS	Strong communication and interpersonal skills, with the ability to engage and influence a wide range of stakeholders. Able to work independently and collaboratively across teams and organisational boundaries. Proactive, organised and able to manage competing priorities effectively. Analytical and solution-focused, with the ability to interpret complex information and communicate it clearly. Committed to innovation, improvement and a positive user experience.	
PEOPLE MANAGEMENT		Previous experience of managing people
ADDITIONAL JOB REQUIREMENTS	Ability to work flexibly to support the needs of the service	