

MANCHESTER UNIVERSITY NHS FOUNDATION TRUST

JOB DESCRIPTION

Job Title:	Assistant HR Business Partner
Band:	6
Directorate:	Human Resources
Accountable To:	Director of HR & OD
Reports To:	Senior HR Business Partner
Responsible For:	HR Officer

Main Organisational Relationships

All members of the Human Resource Directorate, Chief Executives, Directors, Divisional Directors, Associate Directors, Clinical Heads of Division, Clinical Directors, Directorate Managers, Line Managers, Representatives from Trade Unions and Professional Associations and colleagues from the wider Human Resource community.

1. Job Purpose

To support the Director of HR & OD in the provision of a high quality strategic and operational workforce support to ensure best practice people management within their areas of responsibility and across the wider workforce function.

To take responsibility for a designated portfolio of corporate work that supports the delivery of the overall HR Strategy.

To deputise for the Senior HR Business Partner as required.

To liaise with other HR colleagues to maintain effective communication links, ensuring that best practice is shared and developed and to facilitate cross-cover of HR services.

To work in a manner consistent with the NHS Management Code of Conduct and the CIPD Code of Professional Conduct.

2. Key Result Areas

2.1 Strategy and Solutions

To work alongside the Senior HR Business Partner and management teams in identifying workforce issues and developing appropriate business focused HR interventions and developing the people capability to support business planning.

To contribute to the implementation of the Trusts workforce strategy within their specific area of responsibility.

Assist in the implementation of local workforce plans for the Areas of responsibility as part of the strategic planning process, aligned with the Trust's workforce strategy and tailored to the business ensuring delivery of excellent patient care and financial stability.

Assist in the implementation of specific Trust-wide policies, initiatives and schemes as agreed with the Director of HR & OD.

Assist in the creation and implementation of local procedures, protocols and guidance where necessary, ensuring consistency and shared learning across the Trust.

Contribute to the identification of workforce related cost efficiency schemes and support their delivery. In conjunction with management teams, analyse the cost / benefit of specific programmes, weighing up risks and adjusting plans.

Contribute to the workforce elements of internal/external business cases ensuring they are well structured, cost effective and deliver strategic and operational objectives.

2.2 Workforce Planning, Recruitment and Organisational Change

To inform the annual business planning process and support the transformation agenda by contributing to the workforce planning cycle, service improvement and role design.

To advise and support the Areas of responsibility in the development and modernisation of their services and related workforce requirements to include effective workforce utilisation, role design, workforce restructuring, skill mix and management of change in line with best practices and Trust Policies and Procedures.

To contribute to organisational development and change initiatives in partnership with managers and staff to ensure change is implemented in compliance with good employment practices and the Trust's Change Management Policy.

Actively engage with staff representatives and form positive relationships with staff side colleagues to create a positive employment relations culture which encourages partnership working.

Ensure the Trust is able to identify and attract key people with the capability to create competitive advantage and that it actively manages an appropriate balance of resource to meet changing needs, fulfilling the short and long-term ambitions of the Trust's strategy.

Engage with team members in the areas of responsibility to highlight recruitment strategies impacting their service, resolve blockages in the process and ensure timely on-boarding of staff, honorary contracts and volunteers.

Contribute to the development and implement recruitment and retention strategies for hard to fill posts.

Ensure a culture of succession planning within the areas of responsibility to ensure vacancy levels are appropriately managed and short-term, high-cost interim solutions are eliminated.

Ensure contractual arrangements for labour with individuals, other NHS employers and companies comply with legal and tax requirements and best practice.

Assist the Senior HR Business Partner, in partnership with Clinical leads, to ensure Consultant job plans are integrated into the business planning process. Using best practice and benchmarking to influence increases in productivity.

Ensure job planning is completed efficiently, providing coaching, advice and support to Clinical Leads and managers as appropriate in conjunction with the Senior HR Business Partner.

2.3 Workforce Intelligence

Ensure that the delivery of all HR Services and information to leaders, managers and staff within the organisation is accurate, efficient, timely and cost effective and that human resource data is managed professionally.

Provide, monitor and analyse workforce information reports for the areas of responsibility, highlighting areas for concern. Proactively work with managers to put plans in place to resolve areas of concern and/or manage risks, ensuring delivery of national and local HR performance targets.

Support the delivery of workforce performance targets including helping managers to identify how targets can be best achieved.

Provide reports on workforce performance against Trust standards and the area's objectives to senior management meetings.

Utilising the Trust's electronic workforce systems, produce reports to aid problem identification and management action.

Contribute to the development and review of key workforce performance indicators.

Ensure transactional providers of HR (Recruitment, Workforce Planning & Information, Organisational Development, Occupational Health and Corporate services) provide the Areas of responsibility with the service it requires.

Work with the Finance and Information leads to provide expert workforce intelligence and solutions, underpinned by analysis of trends, economic circumstances, legislation and political factors, to the management team.

2.4 Organisational Development

Contribute to the development of cultural and change management programmes which will assist in the delivery of the Areas of responsibility and Trust's overarching strategy and are in accordance with the Trust's values and attitudes.

Contribute to the development of local training needs analysis.

Contribute towards the development and implementation of interventions and programmes to ensure managers are confident, competent and supported to manage their staff effectively.

Coach and guide managers in all staff management related issues – managing change, maximising individual performance, building high performance teams and dealing with conflict.

Develop and roll out bespoke organisational development and training initiatives within the Areas of responsibility, providing short term and long-term strategic support in designing structures, services, teams and roles.

Working with key stakeholders to identify and develop talent within the areas of responsibility.

2.5 Employment Relations

Ensure that the relationship between the Trust and its staff is managed appropriately within a clear and transparent framework underpinned by organisational practices and policies and ultimately by relevant employment law.

Provide advice to managers and clinical leads on the interpretation and application of terms and conditions of employment, Trust policies, current legislation, and codes of practice.

Foster a positive climate of employee relations within the Trust, to support the implementation of a partnership approach and to develop and maintain good working relationships with representatives of Trade Unions and staff organisations.

Provide advice to managers and clinical leads on employee relations cases, providing an options appraisal and risk assessment of possible courses of action.

Ensure managers and clinical leads are equipped to manage informal issues with their staff effectively, providing best practice advice in order to minimise escalation to formal processes, where appropriate, and to protect the Trust's reputation.

Monitor and analyse employee relations reports, ensuring managers adhere to timescales and Trust policies. Identify cases or areas of concern within the Areas of responsibility and escalate and advise on remedial action and lead on interventions as appropriate.

Provide professional advice and support to managers or clinical leads to undertake investigations as part of employment relations processes.

Participate in Discipline, Grievance or other hearings or panels providing professional advice and support as necessary.

To provide coaching and leadership to managers or clinical leads and enable them to develop the necessary skills to effectively manage people issues within their teams.

Participate in the development, implementation and improvement of the job evaluation processes.

Provide advice and guidance to line managers within the Directorates with the development of job descriptions and person specifications in line with the Agenda for Change job evaluation methodology.

2.6 Employee Engagement

Provide support to achieve a positive climate of employee relations within the Trust, to support the implementation of a partnership approach and to develop and maintain good working relationships with representatives of Trade Unions and staff organisations.

Support the Areas of responsibility with all aspects of the annual staff survey including the analysis of results working with the management team to set priorities and develop actions to improve staff experience.

Contribute towards localised approaches to maintain and improve staff engagement in the Areas of responsibility.

2.7 Equality and Diversity

To contribute towards the integration of robust equality and diversity practice and initiatives into the business planning agenda for the Areas of responsibility

To contribute to the Areas of responsibility in the development of an equality action plan that deliver key priorities and contribute to the monitoring of employment-based equality initiatives

To provide support in the implementation of specific workforce equality initiatives that support the on-going development of a diverse workforce.

3. Purpose of Job Description

This job description is provided as an outline of the key tasks and responsibilities and is not intended to be an exhaustive list. The job will change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder. A flexible approach to work and an ability to prioritise workload is required.

INFECTION PREVENTION AND CONTROL

It is the requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection control manual. The post Holder is also responsible for ensuring that they and all their staff attends mandatory training, including infection prevention and control.

HEALTH AND SAFETY

The trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or missions. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate. The Trust's Health and Safety Policies outline your responsibilities regarding Health and Safety at work.

RISK MANAGEMENT

It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

SAFEGUARDING

Ensure that the policy and legislation relating to child protection and safeguarding of Children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to be aware of their individual responsibilities and to report any concerns to the identified person within your department/division or area of responsibility.

CONFIDENTIALITY AND SECURITY

The post holder is required to always maintain confidentiality in all aspects of their work. All employees must maintain confidentiality and abide by the Data Protection Act.

TEAM BRIEFING

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

NO SMOKING POLICY

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.

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PERSON SPECIFICATION – Assistant HR Business Partner

Attribute	Essential	Desirable
Knowledge Requirements	<p>An understanding of the national NHS agenda and the Human Resource contribution at both a strategic and operational level.</p> <p>Detailed understanding of Employment Law, current HR Practice and medical employment issues.</p>	<p>Knowledge of Medical Staffing employment issues</p> <p>An understanding of the principles of change management</p>
Qualifications – Academic/ Professional	<p>High level of general education to degree level or equivalent.</p> <p>Post Graduate Diploma in Human Resources Management or equivalent relevant professional qualification</p>	<p>Chartered Member of the Chartered Institute of Personnel and Development</p>
Further Training	<p>Demonstrate through CPD, employment law updates and various other training courses an up to-date knowledge of HR practices and evidence to continuous personal and professional development in current role.</p>	<p>Agenda for Change, Job Evaluation training</p> <p>Workforce Planning expertise</p>
Attribute	Essential	Desirable
Experience	<p>Operational experience, working within a progressive HR function. This will include evidence of supporting employee relations cases and evidence of proactive management of sickness absence cases, disciplinary and grievance.</p>	<p>Experience working in HR in the NHS</p> <p>Experience of Trade Union consultation and negotiation.</p>
Personal Attributes	<p>Strong interpersonal skills and personal credibility, with the ability to quickly gain the confidence of and build relationships with others, including managers, clinicians and staff.</p> <p>Persuasion and influencing skills – ability to present ideas and proposals effectively.</p> <p>Communication skills – ability to communicate effectively in writing, and verbally with individuals on a one-to-one basis and with groups.</p> <p>Analytical & Decision Making skills – ability to explore, evaluate and interpret information and options and make decisions and recommendations based on an analysis of options.</p> <p>Achievement focussed – ability to set targets and get things done to achieve continuous improvement</p>	

