

POST:	HR Business Partner
BANDING:	8a
ACCOUNTABLE TO:	Senior HR Business Partner
RESPONSIBLE FOR:	HR Manager / Advisor

JOB SUMMARY

The HR Business Partner will provide expertise to designated divisions and work with teams, managers, and key stakeholders to help build the organisation and people capability, and shape and implement effective people strategies and activities as outlined in the LHCH People Strategy.

The post holder will also be the designated lead for HR Governance and for allocated HR/OD projects as required.

PRINCIPAL ACCOUNTABILITIES

Organisational - HR Business Partner

- Proactively model and establish the HR Business Partner model as a strategic contributor to the achievement of divisional and Trust objectives.
- Deal with highly complex and sensitive employee relations matters (*disciplinary, grievances, performance, and organisational change*), providing comprehensive and professional advice and support to managers and staff across the Trust.
- Ensure the provision of effective workforce performance management systems, processes and information and the provision of accurate and timely workforce data and associated advice, guidance, and support to managers.
- Be an active member of the divisional management team, helping develop the application of effective HR/OD practice in order to drive performance against objectives and strategy.
- Be able to develop robust relationships establishing credibility within the operational services and wider Trust.
- Ensure Managers understand their responsibilities with regard to Trust workforce policies and procedures.
- Work with divisional leads and management teams to help them develop workforce plans through the identification of workforce requirements, including numbers, skills

and behaviours, proactively developing affordable strategies to meet workforce needs.

- Lead on/participate in key projects/initiatives as identified e.g., Cost Improvement programmes
- Identify workforce information requirements for managers and work with the Workforce Information Analyst to ensure that a suitable portfolio of information is provided to Divisions
- Utilise workforce data to present and report to the Divisions/Departments. Analyse and identify trends in data, anticipate workforce issues and work with managers to develop appropriate plans to address these.
- Work with management teams to ensure that staff are fully compliant with mandatory training requirements and have regular performance development reviews. Ensure that effective processes are in place for performance management and personal development.
- Develop and support a positive employee relations climate through the promotion of effective partnership working with staff side colleagues, ensuring effective mechanisms for staff representation, communication and consultation, and developing an environment of trust, co-operation and involvement.
- Offer expert guidance to managers with regard to the design, development, planning and implementation of organisational change. Provide advice and support with regard to the workforce aspects of change, ensuring compliance with Trust policies and procedures and relevant employment legislation.
- Act as an advocate of change in support of business and HR strategies and champion best practice HR management, influencing key business decisions to ensure the effective management of staff through the fair, efficient and pragmatic approach
- Identify areas of high staff costs and work with managers to help identify and implement approaches to ensure the efficient use of resources.
- Provide advice on effective approaches to maximise staff attendance and the management of attendance in accordance with the Attendance Management Policy.
- Work with managers to identify and secure workforce productivity improvements using appropriate workforce data and benchmarking information.
- Ensure the fair and effective operation of Trust systems for pay and conditions of service for all staff.
- Work with managers to develop and support effective systems and practices for staff communication and engagement, including the analysis of data and feedback and the formulation of action plans.
- Represent the Trust with regard to Employment Tribunal claims, responding on behalf of the Trust, liaising with external agencies such as employment lawyers, regional Trades Union officers, ACAS and organisations such as the BMA and

NMC where appropriate, co-ordinating cases, providing input and agreeing potential outcomes with legal representatives, attending the Employment Tribunal on behalf of the Trust and giving evidence as required.

- Contribute to the effective provision of reporting assurance to the People Delivery Group and People Committee
- To participate fully in a variety of Trust wide committees and groups including Partnership Forum, H&W and EDIB Steering Group
- Represent the HR function as required including attendance at appropriate internal and external meetings.

Quality - HR Governance & Projects

- Act as designated lead for the implementation of HR HR/OD projects, e.g. NHS Staff Survey, Culture & Wellbeing and/or Equality, Diversity Inclusion & Belonging as required.
- Work closely with the Employee Services Team to ensure a smooth and effective Agenda for Change Job Evaluation process is in place and contribute as a panel member as and when required.
- Support the Deputy Director of HR and Senior HR Business Partner in the monitoring and reporting HR governance requirements e.g., mandatory training, PDR compliance and workforce KPI's
- Act as Lead for HR Policy Development by developing and maintaining monitoring systems to ensure that policies are reviewed in a timely manner and that appropriate staff and ensure management and staff side consultation is undertaken.
- Lead the participation in the NHS Staff Survey, Pulse Surveys within the divisions ensuring a high response rate, providing analysis of the results and the development of action plans.
- Identify associated training requirements and develop and deliver training to build leadership awareness and capability.
- Support with specific HR contract management by monitoring the performance of service provided through 3rd party providers.
- Contribute to the delivery of the NHS People Plan/ LHCH People Strategy and other HR improvement initiatives.
- Support the deliver a comprehensive high quality, responsive and customer focussed Medical HR service to senior clinicians/managers and medical staff within the Trust.
- Act as a conduit between the HR Business Partners and clinical divisions to ensure medical staffing issues raised and addressed promptly and set up appropriate communication channels to support this approach.

- Work closely with the workforce systems team to support the implementation and application of workforce systems including Roster & Employee Online
- Work closely with the Recruitment Resourcing Lead and HR Business Partners to ensure the smooth recruitment and on boarding of staff.
- Ensure effective communication and networking with other HR Managers/Business Partners across Cheshire and Merseyside to ensure consistency in advice and practice
- Ensure effective communication of key information and requirements to managers and staff across the Trust.

Managerial/Leadership

- Provide leadership and direction to the HR Business Team to ensure the provision of effective strategic and business focused services and the availability of expert advice and dedicated strategic support across the Trust.
- Oversee and support the HR Advisor/Assistants monitoring activity and performance and reporting progress through to the Senior HR Business Partner.
- Provide line management support to the Business Team as required, including appraisals, objective setting, providing effective leadership, coaching and support.
- Work closely with the Head of Resourcing and OD Team to ensure the effective co-ordination of HR and OD Services
- Act as authorised signatory for purchases and payroll matters
- Foster a positive climate of employee relations throughout the Trust, developing and maintaining good working relationships with local and regional Trade Union representatives.
- Be an advocate for Trust values and associated behaviours and actively coach managers and leaders in reflecting them in practice, providing challenge where appropriate.
- Deputise and present at meetings / committees for the Deputy Director of HR and L&D when required.

GENERAL STATEMENTS

CONFIDENTIALITY

All employees must adhere to policies and procedures relating to Information Governance, Confidentiality, and Information Security.

RISK MANAGEMENT

The Trust is committed to approaching the control of risks in a strategic and organised manner.

The postholder must be aware of their individual responsibilities as detailed in the Trusts Risk Management, Health & Safety and Incident policies, and those under the Health and Safety at Work Act. This includes the reporting of any untoward incident, accident, potential or actual hazard identified.

SAFEGUARDING

All staff are required to be familiar with the arrangements for safeguarding children, young people and vulnerable adults and support the organisation in promoting the welfare of children, young people and vulnerable adults.

Staff working directly with children, young people and vulnerable adults will have a responsibility to ensure safeguarding and promoting their welfare forms an integral part of their duties.

Staff who come into contact with children, vulnerable adults, parents and carers in the course of their work and/or have access to records will have responsibilities to safeguard and promote the welfare of children, young people and vulnerable adults.

Staff who come into contact in the course of their duties, with parents, carers or other significant adults or children, young people and vulnerable adults should always be mindful of safeguarding and promotion of the welfare of these individuals.

HEALTH AND WELLBEING

The Trust is a Health Promoting Hospital. The Trust expects that when you are presented with opportunities to improve the lifestyle of our patients you seek help from appropriately trained clinical staff to ensure patients are supported and assisted in making the necessary lifestyle changes. This is in accordance with best practice as described in the DoH white paper “Choosing Health – Making Healthy Choices Easier”.

EQUAL OPPORTUNITIES

The Liverpool Heart & Chest Hospital NHS Foundation Trust is committed to achieving equal opportunities. All employees are expected to observe this policy in relation to the public and fellow employees.

All staff are expected to adhere to, and act in accordance with, the values & behaviours of the Trust.

This document is intended to be used as a guide to the general scope of duties involved in this post. It is not exhaustive and should not therefore be used as a rigid specification. It will be kept under review and amended as required in consultation with the postholder.

Created by:	Rachael McDonald	Dated	
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