

## JOB DESCRIPTION

Job Title:	<b>Medical Workforce Business Partner</b>
Band:	<b>7</b>
Base:	<b>Queen Victoria Hospital, East Grinstead</b>
Business Unit / Department:	<b>Corporate/ Workforce and Organisational Development</b>
Reports to:	<b>Head of Employee Services (with dotted line to Medical Director)</b>
Accountable to:	<b>Chief People Officer</b>

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### 1. Job Summary:

To provide a comprehensive, highly specialist and high quality operational service to all medical and dental staff at the Trust including trainees ensuring consistent application of policies and procedures and adhering to the National Terms and Conditions of Service. To work in conjunction with Senior Medical staff and reporting to the Head of Employee Services, with close working relationships with the Medical Director. To support and assist the Medical Director to carry out their role as Responsible Officer for the Trust, and work with the Guardian of Safe Working in respect of additional hours worked and exceptional pay aspects.

Responsible for providing a medical working advisory service to managers and staff on all aspects of medical recruitment and selection including on-boarding, designing and testing junior doctor rotas, ensuring compliance with annual job planning for Consultant and SAS grades, coordinate and lead on appraisal and revalidation for all grades, and adherence to employment terms and conditions of service for all levels of medical staff.

To provide support with MHPS (Maintaining High Professional Standards) and M&D employee relations case work.

Be the first point of contact for doctors, service users, the public, internal and external stakeholders, including those at the most senior levels, such as MPs, Government Departments, NHS England, NHS Improvement, Care Quality Commission (CQC), Clinical Commissioning Group (CCG), Local Authority and voluntary organisations.

### 2. Main working relationships

#### 2.1 Internal

- Medical Education Team
- Medical Director
- Clinical Directors
- General and Service Managers
- Roster Co-ordinators

- Communications Team
- Finance Team
- Workforce Teams
- Organisational Development Team
- Executive Management Team

## 2.2 External

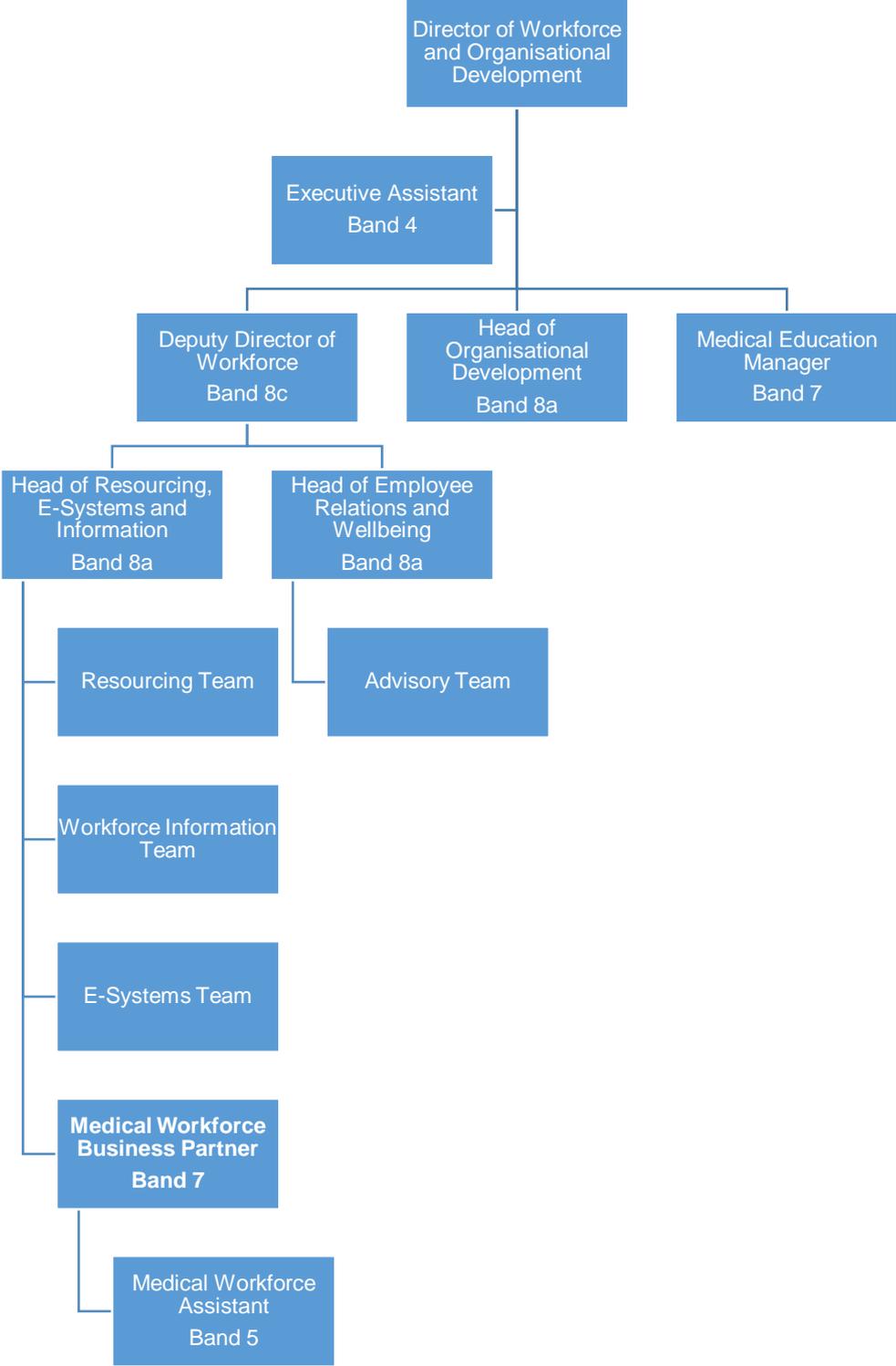
- Health Education England
- Integrated Care System
- Other Workforce System providers where applicable
- General Medical Council
- Practitioner Performance Advice
- British Medical Association

## 3. Budget responsibilities:

Personal responsibility for equipment used

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**Department structure chart**



#### 4. Key result areas:

##### Line Management

- 4.1 Direct line management of Band 5 Medical Workforce Assistant and support with ongoing development and best practice in their role.
- 4.2 Provide day to day line management responsibilities including sickness absence management, misconduct, managing performance and following all management policies and processes.

##### Medical Workforce Advice

- 4.3 Deliver clear, consistent, specialist and expert advice to managers and medical staff on all aspects of the Medical and Dental Terms and Conditions of Service and complex medical workforce issues.
- 4.4 Responsible for ensuring that information and advice on medical staffing, contracts and working time directive (WTD) is accurate and up to date and also ensuring that queries are resolved promptly and accurately, ensuring decisions are made on the basis of best advice to both internal and external bodies.
- 4.5 Undertake regular meetings with General Managers and Clinical Directors to resolve any business unit issues.
- 4.6 Provide advice to business units on the relevant and current Consultants, Specialty Doctors (SAS) and junior doctor contracts.
- 4.7 Provide support with MHSP and employee relations case work.

##### Medical Recruitment

- 4.8 Advise and work with General Managers/ Clinical Directors/ Consultants in the development of job descriptions and person specifications for medical posts.
- 4.9 Update the Head of Employee Services on a regular basis on forecasted recruitment activity, issues, ideas and concerns.
- 4.10 Produce reports on recruitment trends and advise service managers accordingly.
- 4.11 Facilitate and advise on all Advisory Appointment Committees (AAC) for Consultant recruitment panels including liaising with Executive Assistants for availability of panel members and room bookings as required.
- 4.12 Liaise with the Royal College Representative to ensure attendance.
- 4.13 Ensure best practice in relation to AAC panels in line with NHS England guidance and relevant legislation to ensure a professional and streamlined process.

- 4.14 Support the Resourcing Team with all medical and dental recruitment episodes and ensure correct documentation and information is provided to ensure that verified information of previous service is obtained as required; assess, together with testimonials of service, so as to ascertain accurate starting salary and calculate correct incremental date for service
- 4.15 To process expenses for interview and travel in liaison with the appointing department and finance, and ensure timely approval from General Managers.
- 4.16 Attend and fully participate in selection interviews and assessment days (as and when required) ensuring that professional advice is provided and that objective and fair selection takes place.
- 4.17 Take proactive steps to support the Trust management team in addressing/ avoiding any potential direct/ indirect discrimination throughout the recruitment process.
- 4.18 Work closely with the Business Units to ensure that all new starters are safe to practice and to minimise clinical risk.
- 4.19 Work closely with the Medical Education Manager and Health Education England to ensure that junior doctors' recruitment and retention issues are dealt with in a coordinated way and that issues are understood and resolved.
- 4.20 Provide expert and complex advice on junior doctor terms and conditions, consultant contracts and all other medical staffing issues to all senior managers across the Trust.
- 4.21 Ensure systems are in place to map all medical vacancies across the Trust on an on-going basis to support responsive recruitment activities and reduce reliance on temporary workforce.
- 4.22 Liaise with general managers and other trusts around cross charges for cross trust working ensuring accurate and timely invoicing and payments are processed.

### **Medical Rota and Locum Management**

- 4.23 Support the General Manager and senior medical managers to develop robust workforce plans.
- 4.24 Ensure that there is a proactive approach to rotas ensuring necessary cover arrangements are in place and to challenge where necessary, providing advice to resolve issues as appropriate in conjunction with senior medical management.
- 4.25 Work with the Head of Resourcing, E-Systems and Information on the e-rota system; Allocate, and provide complex and highly specialist advice to the Trust and medical staff on all medical rotas.

### **Junior Doctors, Rotas and Exception Reporting**

- 4.26 Ensure that the Business Units are always aware of which junior doctors will be leaving, joining and rotating and when these changes occur and identifying any issues and risk
- 4.27 Oversee and monitor junior doctors' exception reports, run monthly reports from Allocate E-Rota system and liaise with the Guardian of Safe Working.
- 4.28 Undertake the lead role in monitoring exception reports for doctors in training, regarding implementation of new rotas, reports and completing the exception report payment spreadsheet.
- 4.29 Identify and raise any problematic areas to the Guardian of Safe Working for consideration.
- 4.30 Responsible for the ongoing assessment and monitoring of working practices/ rotas to ensure they are compliant with local and national guidelines and agreed terms and conditions.
- 4.31 Responsible for monitoring and developing compliant rotas for junior doctors through liaising with relevant personnel.

### **Electronic Medical Workforce Systems**

- 4.32 Identify and implement the changes to working practices ensuring the continued implementation of the various aspects of Allocate and its extended features.
- 4.33 Assist with electronic systems for medical workforce, for example, Allocate, NHS Professionals and ESR, and audit systems to ensure that data is entered accurately and on time on software programmes used by the Trust.
- 4.34 Responsible for the provision of statistical returns/ information for medical staff as required internally or externally. To analyse data and produce regular accurate information reports in a timely manner, for example, for medical recruitment episodes, Local Clinical Excellence Awards (LCEAs), Board, NHSEI (NHS England and Improvement) etc.

### **Medical Workforce Operational Service**

- 4.35 Establish and ensure effective systems of communication are in place and utilised in the Trust and externally to foster excellent working relationships internally with managers, wider workforce teams and externally with British Medical Association (BMA), Integrated Care Service (ICS), Health Education England (HEE), and any other agencies.
- 4.36 Actively promote equality, diversity and inclusion within the Medical workforce.
- 4.37 Work closely with the Deaneries and Royal Colleges to ensure an effective consistent HR service is delivered to all medical staff.

- 4.38 Maintain up to date knowledge of employment legislation and medical terms and conditions, contributing to the review, development, updating and implementation of relevant policies and procedures to support corporate and clinical aims and objectives.
- 4.39 To ensure that all medical staffing functions are carried out in a timely manner, meeting internal quality standards and key performance indicators (KPIs), relevant national frameworks and legal requirements. Implement and design processes as required.
- 4.40 To set up and oversee systems to monitor General Medical Council (GMC)/ General Dental Council (GDC) registration and Section 12/Approved Clinician approval.
- 4.41 Communicate highly complex/ sensitive information, giving presentations on complex contractual change issues and their implications which is likely to be highly contentious and subject to challenge.
- 4.42 Undertake appropriate information gathering/ auditing as necessary for Workforce service development and improvement.
- 4.43 Occasionally undertake or participate in relevant research and development activities.

#### **Medical Appraisals and Revalidation**

- 4.44 Ensure Revalidation Officer (RO) details are kept up to date for Trust appointing doctors.
- 4.45 Lead and initiate the annual Job Planning programme providing system and process support and attending review meetings when required.
- 4.46 Ensure ongoing process of Job Planning to move new/ amended job plans through the system to sign off in a timely manner.
- 4.47 Draft Board report by running relevant data and writing narrative relating to Revalidation and Appraisal on behalf of Medical Director.
- 4.48 Develop and manage robust systems to ensure efficient and effective operation of the Consultant appraisal and revalidation system across the Trust.
- 4.49 Maintain a trained pool of appraisers within the Trust, arrange and participate in appraiser forums. Coordinate and liaise between appraisers and appraises. Provide advice and guidance in line with National guidance as needed.
- 4.50 Maintain the Trust's GMC connect list to ensure our responsible officer details and doctors being revalidated under the Trust's RO's is up to date.
- 4.51 Liaise with provider of systems as above.
- 4.52 Audit annual appraisal process, revalidation process and job planning for quality assurance.

- 4.53 Ensure smooth transfer of supporting information including complaints, serious incidents and audit information from relevant departments to individual doctors.
- 4.54 Ensure appropriate protocols relating to revalidation, including processes and records are developed and maintained to ensure that all medical staff undertake annual appraisal in line with National Guidance.
- 4.55 In partnership with workforce services, ensure annual job plan, appraisal and revalidation activities are appropriately linked to Consultants' pay progression by way of completion of and processing authorisation of staff change forms due to changes in working patterns that affect pay
- 4.56 Ensure the correct application of national terms and conditions in relation to pay thresholds, appraisals and revalidation.

## **5. Personal and Professional Development**

- 5.1 Participate in the Trust's annual appraisal system designed to identify objectives and personal development opportunities.
- 5.2 Participate in the Trust's annual pay progression review (if applicable).
- 5.3 Ensure that all mandatory training is up to date
- 5.4 The post holder will be responsible for continually maintaining their working knowledge of local practices, policies and procedures and highlight ongoing training and development needs to their manager.

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## **Health and Safety**

The postholder must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these at all times, including ensuring that they act in line with all policies and procedures at all times in order to maintain a safe environment for patients, visitors and colleagues. It is the responsibility of the post holder to complete a display screen equipment (DSE) self-assessment, with reference to the Trust Policy.

## **Equality and Diversity**

The postholder is required to promote equality in service delivery and employment practices. All employees must comply with all the Trusts equality and diversity policies, procedures and initiatives.

## **Infection Prevention and Control**

Infection Prevention and Control is everybody's responsibility. All staff are required to adhere to the Trust's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times.

## **Safeguarding Children, Young People and Vulnerable Adults**

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment. Recruitment checks are undertaken in accordance with the NHS Employment Check Standards and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

**Smoke free Trust**

Queen Victoria Hospital NHS Foundation Trust is a smoke-free Trust covering Trust premises, grounds and any Trust owned vehicle. Staff should not smoke during their working hours and will be protected from passive smoking both in the Trust and whilst making home visits.

**Sustainability**

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

**QVH Trust Values**



## PERSON SPECIFICATION

Title of post: **Band 7 – Medical Workforce Business Partner**

Area	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Postgraduate/ Master’s Degree level education or able to demonstrate specialist knowledge within this field through practical experience</li> <li>• Substantive relevant experience in medical workforce</li> <li>• Evidence of continuing personal and professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Project Management qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Production of complex reports and experience of formatting within Excel</li> <li>• Experience of working to support senior individuals</li> <li>• Experience and proven ability to work with minimal supervision</li> <li>• Experience of working to deadlines</li> <li>• Experience of accurate data entry</li> </ul>	<ul style="list-style-type: none"> <li>• MHPS</li> <li>• M&amp;D Employee Relations</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Conversant in IT software systems e.g. Microsoft Office including excel, word, and PowerPoint.</li> <li>• System configuration</li> <li>• Knowledge of Medical &amp; Dental Terms and Conditions of Service</li> <li>• Understanding of the European Working Time Directive</li> <li>• Knowledge of Medical Job Planning</li> <li>• Knowledge of Medical appraisal and Revalidation</li> </ul>	<ul style="list-style-type: none"> <li>• Quality improvement theory</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Be able to prioritise work to tight deadlines ensuring competing demands are met</li> <li>• Excellent interpersonal and communication skills</li> <li>• Ability to work to project timescales</li> <li>• Work to a high standard of data quality</li> <li>• Work with low levels of supervision and high levels of initiative</li> <li>• Ability to interpret complex information.</li> <li>• Report writing</li> <li>• Highly organised with excellent time management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Working with workforce systems</li> </ul>

<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Professionalism and integrity</li> <li>• Partnership working</li> <li>• Flexibility and adaptability</li> <li>• Creativity and innovation</li> <li>• Self-motivated</li> <li>• Committed to high work standards</li> <li>• Personal credibility</li> <li>• Resilience</li> <li>• Patience</li> <li>• Calm and diplomatic</li> <li>• Team player</li> <li>• Enthusiasm</li> <li>• Reliability</li> <li>• Able to cope under pressure</li> </ul>	•
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• There is a frequent requirement for concentration where the work pattern may be unpredictable</li> <li>• Occasional exposure to distressing or emotional circumstances</li> <li>• A combination of sitting and walking around the Trust with little requirement for physical effort</li> </ul>	•

**Version control (HR use only):**

Version number:	AfC panel:	Clustered:	Consistency check:	Lead initials:
1	22/12/2022	N/A	17/01/2023	PK/HM