

JOB DESCRIPTION

POST:	DIRECTOR OF HUMAN RESOURCES
BAND:	AfC BAND 9
HOURS:	37.5
RESPONSIBLE TO:	DEPUTY CHIEF EXECUTIVE/ EXECUTIVE DIRECTOR OF NURSING AND PARTNERSHIPS
ACCOUNTABLE TO:	DEPUTY CHIEF EXECUTIVE/ EXECUTIVE DIRECTOR OF NURSING AND PARTNERSHIPS
LOCATION:	TRUST HEADQUARTERS, EAST ONE
CRB CHECK REQUIRED (LEVEL OF DISCLOSURE):	ENHANCED

JOB SUMMARY

To lead and manage the human resources function of the Trust and to lead on the implementation of the Trust's workforce strategy which specifically addresses the Trust's strategic objectives to:

- Drive up the quality of community and inpatient services, through clear recruitment and retention strategies;
- Develop a highly skilled, motivated and culturally competent workforce;
- Maximise learning opportunities for all staff, provide high quality teaching and training, and remain a centre of excellence for research;
- Develop existing and new partnerships to promote social inclusion for the Trust's service users;
- Become the Mental Health Employer of Choice for East London.

To represent the Deputy Chief Executive and to provide direct support to the Chief Executive as required.

KEY WORKING RELATIONSHIPS

Board level Directors, service user and carer groups, Clinical Directors, Governors, Borough Directors and Service Managers, Staff Side/Trade Union representatives, HR colleagues across the London network, Primary Care Trusts, Local Authorities, voluntary sector organisations, independent sector organisations, London agencies, NHS London, other Trusts and Foundation Trusts, Monitor, Department of Health.

KEY RESPONSIBILITIES

Leadership and Management of the Human Resources Department

- To lead and manage the Trust's Human Resources Department and to ensure the provision of a professional, high quality, customer responsive and efficient human resources function that is responsive to the diverse needs of service users and the workforce.
- To advise and report to the Trust Board Directors, Chief Executive and other management colleagues on all matters relating to human resources management. To advise the Board on legislative and case law developments, and minimise potential service disruption to the organisation caused by any employee relations problem.
- To be responsible for Human Resources management strategy and policy, and the human resources element of strategic and annual planning.
- Corporate responsibility for HR Policy development and implementation and provides HR input to all organisational policies.
- To promote excellence in Human Resource management practice and learning and development across the Trust under the key strategic objective of the Trust as a model employer.
- To develop, implement and monitor effective and relevant employment policies and procedures that foster good employee relations and which comply with employment legislation and relevant codes of practice.
- To provide comprehensive and professional employment advice and support for managers, clinicians and other staff across the Trust, investigating and advising on very complex employment issues.
- To develop human resource capacity and capability to provide dedicated HR support to each Directorate, and to ensure that HR staff are skilled in the most up-to-date tools and techniques to support strategic change management.
- To ensure that the Trust maintains a comprehensive recruitment service and to lead in the development of competency based recruitment methods, linking in with the Knowledge and Skills Framework, and equivalent for medical staff and very senior managers.
- To be responsible for the implementation and monitoring of service standards and agreements, for the provision of employment services within the Trust.
- To lead on employee relations matters, ensuring effective communication with all staff groups and all staff representatives within the Trust, including liaison with trade union representatives.
- To maintain the standards of Improving Working Lives Practice Plus across the Trust and embed these in the organisation.

- To be responsible for the provision of occupational health services and workplace counselling across the Trust, including negotiation, monitoring and review of service level agreements.
- To be responsible for budget management for staffing and other resources of all departments reporting to this post.
- To be responsible for the further development of the Electronic Staff Record within the Trust.
- To advise Executive Directors and Trust managers in the application of available reward and recognition systems.

Workforce Development, Planning and Information

- To lead on the development and implementation of the Trust's workforce strategy 2007-2011, focussing specifically on the Trust's strategic objectives (see job summary).
- To develop a workforce across all professions and at all levels which reflects the communities which the Trust serves, and to ensure that opportunities are offered to people with existing or previous mental health problems.
- To facilitate new ways of working and to ensure that Agenda for Change is used to support the capacity of the Trust's workforce to work more flexibly and to develop new roles.
- To advise on examples of best practice in workforce redesign.
- To develop a robust and effective workforce design and development programme using the NIHME Workforce Design and Development Best Practice Guidance published in March 2003.
- To lead on the development of the workforce planning capability of the Trust to ensure that the organisation has the workforce information systems in place to support effective management reporting, performance management and workforce modelling.

Education and Training

- To lead on the development and implementation of the Trust's Education, Training and Development strategy.
- To ensure that employees have the necessary skills, knowledge and understanding to provide the highest quality healthcare to the population served by the Trust.
- To ensure that the education and training programme is closely aligned to the delivery of the Trust's strategic objectives.
- To ensure that the Knowledge and Skills Framework (KSF), including pay gateways, is fully implemented and is the key driver for personal and professional development.

- To develop clinical leaders and multi-disciplinary team working.
- To develop a programme of cultural competence training for all staff.
- To develop staff at all levels in line with the Career Framework for Health.

Other

- To represent the Deputy Chief Executive and to provide direct support to the Chief Executive as required.
- To attend meetings with external parties as requested by the Deputy Chief Executive and to represent the Trust, as required.
- Such other duties within the scope of the role as may be determined from time to time.

STATEMENT ON EMPLOYMENT POLICIES

In addition to the requirement of all employees to co-operate in the implementation of Employment related Policies, your attention is draw to the following individual employee responsibilities:

<p>Health and Safety</p>	<p>Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.</p>
<p>Equal Opportunities</p>	<p>To comply with and promote the Trust's Equal Opportunities Policy and to avoid any behaviour which discriminates against your colleagues or potential employees and clients on the grounds of sex, marital status, race, age, colour nationality, ethnic or national origins, religion or disability.</p> <p>For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.</p>
<p>Confidentiality</p>	<p>As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&T Security Policy.</p>
<p>Clinical Governance</p>	<p>As an employee of the trust you are expected to support the Trust's clinical governance framework for monitoring and improving standards of care. You must do this by:-</p> <ul style="list-style-type: none"> • taking part in activities for improving quality • identifying and managing risks • maintaining your continuous professional development

Professional Standards	To maintain standards as set by professional regulatory bodies as appropriate.
No Smoking	To refrain from smoking in any of the Trust's premises not designated as a smoking area.
Alcohol	To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.
Dealing With Harassment / Bullying In The Workplace	<p>The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.</p> <p>The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Harassment and Bullying Policy.</p>
Race Equality Scheme	<p>The Trust is committed to providing high quality services which are open, equally accessible and culturally competent to all sections of the local communities. We wish to be pro diversity and anti discrimination, where everyone's diversity is valued and appreciated and this diversity is visible at all levels of the organisation. Race equality is an integral part of this agenda and our Race Equality Scheme aims to consolidate our existing work and meet our duties under the Race Relations (Amendment) Act. As part of your employment with us you will be required to undertake training to gain an understanding of what your role is in relation to "promoting race equality" and ensuring good relations between persons of different racial groups.</p>

PERSON SPECIFICATION

POST: DIRECTOR OF HUMAN RESOURCES

BAND: AfC BAND 9

HOURS: 37.5

RESPONSIBLE TO: DEPUTY CHIEF EXECUTIVE/ EXECUTIVE DIRECTOR OF NURSING AND PARTNERSHIPS

ACCOUNTABLE TO: DEPUTY CHIEF EXECUTIVE/ EXECUTIVE DIRECTOR OF NURSING AND PARTNERSHIPS

LOCATION: TRUST HEADQUARTERS, EAST ONE

CRB CHECK REQUIRED (LEVEL OF DISCLOSURE): ENHANCED

	ESSENTIAL CRITERIA	DESIRABLE	TO BE TESTED*
Qualifications	<ul style="list-style-type: none"> • Member of CIPD • Evidence of CPD including employment law • Masters or equivalent experience 	<ul style="list-style-type: none"> • Masters degree in HRM, employment law or related management qualification • Prince 2 	A
Knowledge/ Skills	<ul style="list-style-type: none"> • Able to demonstrate an absolute customer focus with a genuine commitment to the continuous improvement of quality care for service users and carers • Strong understanding of all aspects of operational human resources management, including workforce planning, learning and development, recruitment and retention, pay and reward systems, personal development and performance management systems, development of employment policies and procedures, staff health and well being issues. • Strong knowledge of employment law and human resources management best practice. • Able to establish effective working relationships – internal and 	<ul style="list-style-type: none"> • Knowledge of Agenda for Change, Knowledge & Skills Framework, Improving Working Lives and Electronic Staff Record. • Knowledge of the NHS environment, including Foundation Trusts 	A, I

	<ul style="list-style-type: none"> external • Excellent leadership, negotiation, empowerment and advocacy skills • Ability and political acumen to network and influence effectively, internally and externally at a senior level. • Proven ability to analyse complex problems and to develop and successfully implement practical and workable solutions to address them 		
Interpersonal/ Communication Skills	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Effective interpersonal skills: persuasiveness, diplomacy, tact, ability to listen effectively • An ability to communicate with staff and managers at all levels of the organisation • Ability to present complex information to a mixed audience • Strategic influencing skills • Ability to demonstrate sound judgement, political awareness and sensitivity 		A, I
Management Ability	<ul style="list-style-type: none"> • Strong and competent management skills • The ability to motivate staff and improve individual performance • Contribute to a clear vision and sense of direction for the Trust and its employees • Ability to select, train and develop teams as well as leading them 		A, I
Experience	<ul style="list-style-type: none"> • 10 years experience at senior management level • Demonstrable experience of project planning and management • Successful track record at a senior level in the field of HR with recent experience of working in a large and complex organisation • Experience of operating at Board level • Evidence of experience in strategy development and implementation • Successful track record in the leadership of people and teams including line management • Recent experience of contributing to organisational change and development 		A, I

	<ul style="list-style-type: none"> • Track record of delivery of high standards of quality against difficult objectives and timescales • Budget management experience 		
Personal Qualities	<ul style="list-style-type: none"> • Drive, enthusiasm and energy • Can build professional and personal credibility to gain support • Genuine commitment to ensuring that services meet the needs of service users and their carers • Confidence in ability to deliver • Ability to work under pressure • Can do approach to providing innovative solutions • Commitment to and understanding of equalities and diversity 		A, I

A: Application

I: Interview

T: Test

