

JOB DESCRIPTION

Post:	Associate Director - Human Resources Operations
Band:	AfC Band 8c
Reports To:	Director of Human Resources
Accountable To:	Director of Human Resources
Responsible For:	HR Transactional Services, Medical Staffing, Resourcing, Employee Relations and Employee Wellbeing and Occupational Health.

JOB SUMMARY/PURPOSE

The Associate Director is a member of the senior management team and is accountable to the Director of Human Resources. The post holder will be the nominated deputy for the Director on relevant areas of the portfolios.

Ensure that modern, up to date and focused workforce and HR practices are in place to provide the very best support to management and clinical leads and to enable the delivery of highest quality care to patients and their families and carers – whilst ensuring that legal and statutory requirements are met and that resources are used effectively.

The Associate Director will provide strategic direction and leadership on workforce issues to ensure the provision and direction of effective HR services within the Trust. The post holder will identify, investigate and advise on highly complex, contentious and sensitive strategic HR issues providing advice and guidance to all levels within organisation up to and including Directors and the Trust Board and with external partners.

ORGANISATIONAL CHART:

See attached.

KEY RELATIONSHIPS:

Director of HR
Human Resources Team
Occupational Health & Wellbeing Service
Corporate Directors
Directorate Managers/Head of Department
Finance
Payroll
Staff Side Colleagues
Regional Staff Side Officers
Contract Managers
Purchasing

External Networks

KEY DUTIES:

- The post holder has managerial responsibility and accountability, including the associated budgets for the following HR workstreams/services:
 - Medical Staffing
 - Legal services and employee relations
 - Transactional Services including workforce information, recruitment and temporary staffing
 - Advisory Services
- Supports development and implementation of HR strategy, in line with registration, Trust and national priorities and initiatives, and leading HR practice.
- Leads on specific initiatives or policy developments, including negotiating, consultation, implementation and monitoring across the Trust, eg. Trust wide HR policies and procedures.
- Supports the strategic development of the organisation through providing professional advice and expertise on a range of issues.
- Initiates and produces reports for a range of Trust wide committees, including Executive Board, Trust Board, and staff side forums.
- Develops and progresses relations with external stakeholders and other local Trusts, developing shared practices where appropriate and considering the implications of internal decisions on other regional stakeholders.
- Establishes and implements new policies, procedures or practices across the Trust in response to a range of drivers, including new legislation, Department of Health requirements or local Trust needs. This often includes interpretation of highly complex guidance/legislation.

KEY RESPONSIBILITIES:

Operational Management

- Ensures that HR transactional and advisory services provide a prompt, efficient and high quality service to directorates which continues to develop in line with evaluation.
- Identifies any changes required within the HR team, including structural or role changes, new ways of working, or a change in focus, and ensures the team's contribution to the Trust remains relevant, timely and responsive to the needs of the organisation.

- Works with Medical Director and Head of Medical staffing to ensure consistency in application and management of MHPS, job planning, revalidation, rota management and recruitment of medical staff.
- Ensures that effective Workforce Information processes are in place within HR in order that performance issues within directorates and Trust wide are identified, monitored and actioned.
- Oversees the generation, validation and interpretation of Workforce Information, maintaining a meaningful link between this analysis and its use in discussion and wise decision-making.
- Ensures the efficiency, effectiveness, integrity and business focus of the Trust's systems and processes, ensuring the continued review, development and improvement of these.
- Leads and directs strategic change projects.
- Takes the lead on the development and implementation of a Performance Framework for HR Trust-wide.
- To report to the Director of HR on functions, systems and policies ensuring that they are relevant, fit for purpose, compliant with law and regulation and provide efficient support to the Trust business and assurance on relevant productivity and quality measures within the HR function and across the Trust.
- To lead the HR audit process to ensure HR practice is regularly renewed in line with best procedures.

Employee Relations

- Provide leadership, direction and development to the HR teams involved in employee relations, and ensure the proactive support for the increased productivity and efficiency of the business by encouraging pro-active ER inventions.
- Undertakes highly complex operational HR activities and manages a caseload that requires Director level management.
- In conjunction with legal services to provide professional support and direction to reduce employment disputes, but when appropriate, provide professional guidance at disciplinary, grievance and ET hearings.

Development and the HR Service

- To additionally ensure the availability of high quality employee relations advice through the development of competent HR professionals and systems to enable a positive employee relations culture to develop.

- In conjunction with the Director of HR, Associate Director for Learning and Development and the Head of HR and OD facilitate the personal and professional development of the team. This involves identifying training and development needs, providing suitable development opportunities and evaluating development actions in accordance with the Trust's appraisal and training procedures.
- Monitor the level and standard of work undertaken by the team and guide, coach advise them as appropriate. Provide briefing prior to and debriefing after all training and development activities.

Medical Workforce

- Ensure the provision of a high quality, efficient and effective Medical HR service for the Trust which supports EWDT, MMC, Deanery, Workforce revalidation and service modernisation strategies and requirements.
- Provide leadership and direction to the Head of Medical Staffing to ensure the ongoing development of the medical workforce.

General

As a senior leader of the HR Department, the post holder will have full autonomy and the freedom to act within the responsibility and accountability required within the role

As a key member of the senior leadership team, there are considerable demands within the role in relation to unpredictable work patterns, conflicting demands and expectations and high levels of mental effort and concentration required.

To manage and set HR budgets under the postholder's own responsibility, ensuring effective and value for money expenditure within financial controls and limits.

Disclaimer

This job description outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and this job description may, therefore be amended in consultation with the post holder.

PERSON SPECIFICATION

Factors	Essential	Desirable
Educational/Qualification	<ul style="list-style-type: none"> ● Degree Level Education or equivalent experience ● Post graduate Diploma or MSC in HR or equivalent experience ● Chartered Member of the CIPD ● Evidence of Continuing Professional Development 	<ul style="list-style-type: none"> ●
Experience	<ul style="list-style-type: none"> ● An in-depth understanding of health care provision and awareness of current NHS policies and priorities ● Experience of leading, coaching and building capability in an HR business partner model. ● Working in progressively more responsible positions in human resources, preferably in a similar sector. ● Experience of Medical HR ● Experience of working alongside trade unions and professional organisation in change management, negotiation and mediation situations. ● Experience of formalised workforce planning approaches ● In-depth knowledge of employment legislation, HR policies and procedures 	
Knowledge/Skills	<ul style="list-style-type: none"> ● Strong effective communicator in writing, business presentations and in interpersonal communication. ● Highly developed, demonstrated teamwork skills. ● Good line management and delegation skills with the ability to assign work at the correct level ● Results oriented with clear customer focus. ● Able to direct the efforts of a team of diverse human resources professionals. ● Demonstrated ability to increase productivity and continuously improve methods, approaches, and departmental contribution while being cost-sensitive. ● Demonstrated ability to see the big picture and provide useful and provide strategic advice and input across the Trust. ● Ability to lead in an environment of constant change. ● Excellent organisational, prioritisation, 	<ul style="list-style-type: none"> ● Knowledge of compliance and regulatory frameworks such as CQC, Monitor

	<p>analytical and planning skills with a high attention to detail and process.</p> <ul style="list-style-type: none"> ● Good understanding of HR Information Systems ● A strong communicator who can build relationships across all levels and other countries and has the ability to influence key stakeholders. Full range of operational and strategic skills at a senior HR level ● Highly developed self awareness ● Experience of workforce planning ● Knowledge of best practice facilitation and negotiating skills ● Ability to analyse and interpret complex data ● Working knowledge of NHS pay and reward systems ● Builds productive working relationships and strategic partnerships with a range of stakeholders, demonstrating self-awareness, perception and a collaborative approach ● Embraces accountability, demonstrates on going resilience and the highest levels of integrity and professionalism ● Establishes a culture of continuous improvement, initiating ideas, responding to change opportunities ● Delegates clearly and monitors progress regularly and giving timely support where necessary ● Demonstrate a strong and practical commitment to equal opportunities, equal access and cultural sensitivity ● Strong effective communicator in writing, business presentations and in interpersonal communication. ● Highly developed, demonstrated teamwork skills. ● Able to direct the efforts of a team of diverse human resources professionals 	
Other	<ul style="list-style-type: none"> ● Willing to travel to other locations within the Trust ● Willing to work outside of normal hours as necessary 	

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 drawn to the following individual employee responsibilities:-

Health and Safety

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.

Equal Opportunities

ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.

For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.

Dealing With Harassment / Bullying In The Workplace

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.

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.

Disciplinary action will be taken against any member of staff found to be transgressing the Harassment and Bullying Policy.

No Smoking

To refrain from smoking in any of the organisations premises not designated as a smoking area.

Alcohol

To recognise that even small amounts of alcohol can impair work performance and affect one's ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours is not permitted.

Confidentiality

As an employee of the Trust the post-holder may have access to confidential information. The post holder 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.

	To safeguard at all times, the confidentiality of information relating to patients/clients and staff.
Data Protection Act	To maintain the confidentiality of all electronically stored personal data in line with the provision of the Data Protection Act.
	To carry out as per Data Protection Act responsibilities with regard to the access and Health Records Act 1990.
Safeguarding children	To carry out responsibilities in such a way as to minimise risk of harm to children or young people and promote their welfare in accordance with the Children Act 2004 and Working Together to Safeguard Children, HM Government 2006.
Service User and Carer Involvement	ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.
Personal Development	Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.
Clinical Governance	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:- <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.