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| **JOB DESCRIPTION AND PERSON SPECIFICATION FOR** | **HR Business Partner** |
| **AGENDA FOR CHANGE BAND** | 7 |
| **HOURS AND DURATION** | As specified in the job advertisement and the Contract of Employment |
| **AGENDA FOR CHANGE REFERENCE NUMBER** | **2014** |
| **DBS LEVEL** | None Required |
| **REPORTS TO** | Head of Operational HR |
| **ACCOUNTABLE TO** | Director of Workforce and OD |
| **LOCATION** | The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements. |
| **JOB SUMMARY** | |
| Provide a comprehensive, high quality human resources advisory service to managers and staff within the Trust.  Assist in shaping and implementing the strategic direction of the Trust through the development, introduction, implementation and maintenance of leading edge human resources practices. Provide high level employee relations or other professional advice within the Trust as required.  To be a member of the appropriate Division/Directorate local management team.  Develop excellent working relationships with divisional/directorate managers supporting them to achieve their key Human Resources Indicators.  Train, develop and coach managers in dealing with people management and organisational development issues.  Responsible for day to day management of Senior HRAs and HR Officers. Ensuring that HR advice provided is legally compliant and organisational change adheres to the relevant policies, procedures and protocols. | |

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| **MAIN DUTIES AND RESPONSIBILITIES:**  **Employee Relations**     1. Provide a full range of Human Resources advice, guidance and support in a timely manner to managers and staff. Provide advice and support on a range of highly complex HR issues including but not confined to employee relations matters such as disciplinaries, grievances, performance management, organisational change, sickness management, and TUPE ensuring that organisational and legislative requirements are met and standards of good practice are maintained. 2. Manage a range of highly complex employee relations cases. 3. Actively work with divisional/directorate teams, regularly attending team meetings and   one-to one meetings with managers as appropriate. Proactively working with managers to find solutions to people management issues, utilising and embedding best HR practice.   1. Provide high quality, consistent professional advice to managers on all HR issues ensuring practical solutions are identified and implemented. 2. Develop and maintain good working relationships with partners e.g. payroll provider, Occupational Health etc to support delivery of contracts. 3. Ensure that equality and diversity issues are taken into account and integrated into all work programmes and policy initiatives. 4. Sit on panels to consider issues being dealt with under disciplinary, grievance and performance procedures.   **Recruitment and Retention**     1. Lead the development of recruitment and retention initiatives, including job design and pay relativities within teams, advising managers on the application of the AFC job matching and job evaluation processes. Participate in AFC job matching and Job Evaluation panels.      1. Promote new ways of working that support innovation and providing expertise advice and support on management of change processes needed to introduce these.      1. Deal with any highly complex escalated payroll queries which require sensitive handling   **Workforce Planning and Information**     1. Work with the Workforce Information team to ensure that appropriate workforce data is available for managers, and is used to inform management decision-making and improve the Division/Directorate’s performance, in relation to HR key performance indicators. 2. Work with managers to develop robust workforce plans for the short term, medium term and long term needs of the Division/Directorate. Support the Head of HR/ Director in developing a comprehensive workforce plan for the Division, ensuring that the workforce implications of all departments are incorporated      1. Analyse HR data, producing reports to assist the delivery of the people management agenda within the Trust.   **HR Policies and Procedures**   1. Lead on the development and implementation of HR policies and procedures taking into account legislation, good practice and NHS guidance, working in partnership with Staff Side      1. Monitor and review existing polices and procedures ensuring their effectiveness and recommending any appropriate changes where necessary.      1. Advise managers and staff on the effective implementation of HR policies and procedures within the organisation, ensuring that policies and procedures are consistently and appropriately applied      1. Participate in ‘due regard’ Assessment of policies and procedures.      1. Advise and assist HR Managers Partner and Heads of HR in the implementation of local and national HR priorities and objectives, contributing to Trust performance compliance with national and local targets.      1. Design, implement and evaluate HR processes, systems and procedures which improve HR practice.   **Staff involvement and engagement**     1. Proactively work with managers and Staff Side representatives to develop and promote a culture of healthy employee relations, staff involvement and engagement.      1. Foster and promote good working relationships with staff side representatives in order to promote effective and partnership working.      1. Assisting managers to engage with staff promoting the benefits to be gained from open, honest and timely staff engagement.   **Health and Wellbeing**   1. Lead on the local implementation of the Trust’s Health and Wellbeing agenda including development of actions plans to address staff survey results within the division/directorate.   **Training and Development**     1. Actively identify the need for training in HR related issues. 2. Design, develop and deliver training programmes on relevant HR issues.      1. Coach Managers to develop their people management skills and improve their confidence in dealing with complex HR Issues.     **Line Management**     1. Effectively manage Senior HR Advisors and HR Officers supporting them to deliver their individual and corporate objectives. Setting objectives, monitoring performance, appraising and performance managing.      1. Mentor and coach Senior HR Advisors and HR Officers to develop their expertise and support their continuing professional development.   **Other**   1. Be an authorised signatory for signing payroll form, travel and other claims.      1. Fully participate in the Trust's performance review and personal development planning process on an annual basis.      1. Work collaboratively with the wider HR team to ensure better integration of the team, sharing of information and knowledge to deliver a seamless service.      1. Represent the HR department and organisation at internal and external meetings/ events.      1. Acquire and maintain a full knowledge of terms and conditions of service, Trust policies and procedures, employment law and human resources best practice.      1. Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.      1. Contribute positively to the effectiveness and efficiency of the HR team.      1. Ensure confidentiality of all Trust information, following security procedures including individual passwords, referring to the Trust's Confidentiality statement where appropriate.      1. Actively promote the Trust's Equal Opportunities policy and procedures. 2. Contribute to a healthy and safe working environment by adhering to health and safety regulations and Trust policies 3. Take the lead on speciality HR roles as and when required.      1. To undertake any other duties including projects, specified by the Head of HR and undertake any other duties which are commensurate with the role.      1. To deputise for the HR Managers and Head of HR as appropriate. On occasion, attending meetings on behalf of the Human Resources and Organisational Development Directorate as directed by them.      1. The post holder may be required to be a counter signatory which will involve application to and assessment by the DBS. 2. Due to the Trust’s commitment to continuous improvement, it is likely that the post will evolve over time. These duties will be subject to regular appraisal and any amendments will be made in consultation and agreement with the post holder. |
| 1. To demonstrate the Trust’s values in everything you do in the work environment and live up to LPT’s Leadership Behaviours. 2. To be responsible in the use and expenditure of the Trust’s resources that you utilise 3. Delivery of Effective Healthcare within the organisation. 4. Establishing Effective Leadership and Communication. 5. Continuing Education, Professional and Personal Development    1. Undertake the Trust’s corporate and local induction, and maintain your learning and compliance with training requirements for your role.    2. Participate in supervision via agreed review and appraisal mechanisms.    3. It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development. 6. Clinical Governance, Reduction of Risk, Audit and Research 7. Management and use of Resources and Information    1. All records that the role is responsible for or modifies must be kept up to date and maintained in an accurate and diligent manner. 8. Operating with Quality in everything you do and Maintaining a Safe Environment. |
| **COMMUNICATION AND WORKING RELATIONSHIPS** |
| The post holder is required to communicate with staff and managers at all levels. Due to the nature of ER issues, the information they are required to communicate requires high level of tact and diplomacy.    The post holder is required to communicate highly sensitive, highly complex and contentious employee relations issues relating to sickness management, disciplinary issues, grievances, harassment and bullying, redundancy etc. this requires communication with sensitivity, persuasion, negotiation, empathy, tact and diplomacy at a high level.    **As part of their job, the post holder will need to develop key relationships with the following:**  Other members of the HR Directorate  Heads of Services/Line Managers  Staff side  Academy  Other Departments in LPT  Payroll  HR colleagues from other Trusts  Job Centre/Employment Officer  NHS Pensions Agency  Occupational Health |
| **ENVIRONMENTAL FACTORS**  **Physical Effort**  Combination of sitting, standing and walking. Will need to attend meetings throughout the organisation  **Mental Effort**  Frequent concentration, work pattern unpredictable    Mental resilience to manage conflicting priorities and work to tight deadlines. May be required to switch tasks at short notice to respond to pressing demands.    Occasional requirement to concentrate for long periods eg when analysing complex workforce data, statistic, participating in disciplinary or appeal panels etc  **Emotional Effort**  Occasional exposure to highly distressing or highly emotional circumstances, managing personal emotional responses eg through involvement in change management and negotiation issues, and individual employee casework relating, for example, to highly complex disciplinary, grievance and harassment cases  **Working Conditions**  Generally office and meeting room based.  Frequent use of keyboard and VDU.  **Freedom to Act**  The post holder will work within established policies, procedures and protocols. They will be required to use their initiative and work independently and within reason will have freedom to decide how the objectives will be achieved. |
| The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post. |

**OUR LEADERSHIP BEHAVIOURS: IT STARTS WITH ME**

Our leadership behaviours framework set the standards of expectation we aspire to in our daily work. Meeting these standards and developing the capability to exceed them, will not only ensure that we continue to improve and respond flexibly to changing needs as an organisation, but will also help our staff to fulfil their potential, both in terms of personal achievement and career advancement.

The behaviours we expect to see at LPT are:



## ADDITIONAL INFORMATION

## The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

## MOBILITY

## The person specification for the role will detail the mobility requirements of the post.

## However, employees may be required to work at any of the other sites within the organisation subject to consultation.

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| POLICIES AND PROCEDURES All staff should comply with the Trust’s Policies and Procedures. It is the employee’s responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements |
| **SAFEGUARDING CHILDREN AND ADULTS**  The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust’s requirements under relevant legislation. |
| **MENTAL CAPACITY ACT**  All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment. |
| **MAKING EVERY CONTACT COUNT** All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust’s Making Every Contact Count programme has further information. |
| **HEALTH AND SAFETY**  It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description.  All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.   * To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work. * To co-operate with their employer as far as is necessary to meet the requirement of the legislation. * Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare   These duties apply to all staff whenever and wherever they are engaged on Trust business. |
| DATA PROTECTION In line with national legislation, and the Trust’s policies, you must process all personal data fairly and lawfully and in a transparent way, for the specific, explicit and legitimate purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.  The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.  The post holder must be familiar with and comply with the General Data Protection Regulation and Data Protection Act 2018.  Personal Data must be:   * Processed lawfully, fairly and in a transparent manner * Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes * Adequate, relevant and limited to what is necessary * Accurate and where necessary, kept up-to-date * Kept in a form which permits identification of data subjects for no longer that is necessary for the purposes which it is processed * Processed in manner that ensures appropriate security, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage |
| **CONFIDENTIALITY**  The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust.  All data should be treated as confidential and should only be disclosed on a need-to-know basis.  Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records.  Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data.  In addition, staff must not access personal information unless authorised to do so as part of their role.  Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality.  All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.  With the increased use of information technology and e-communications, staff should also be aware that safe guards are in place to protect the privacy of individuals when using these mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.  All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.   1. Justify the purposes of using confidential information 2. Only use it when absolutely necessary 3. Use the minimum that is required 4. Access should be on a strict need to know basis 5. Everyone must understand his or her responsibilities 6. Understand and comply with the law 7. The duty to share information can be as important as the duty to protect patient confidentiality   If there is any doubt whether or not someone has legitimate access to information, always check before you disclose. |
| EQUALITY AND DIVERSITY We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must to act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.  In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area. |
| **INFECTION CONTROL**  All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control. |
| **COUNTER FRAUD**  Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60. |
| SMOKING AT WORK The Trust has a “Smoke Free Policy”, which applies to:   * All persons present in or on any of the Trust grounds and premises * All persons travelling in Trust owned vehicles (including lease cars) whilst on official business. * Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business. * When wearing an NHS uniform. |
| **ELECTRONIC ROSTERING**  ‘Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role’. |

| **Person Specification**  **Selection Criteria**: | **3. Essential/**  **Minimum**  **1. Desirable** | **Stage measured at. You must demonstrate the required criteria at all stages indicated** | | | |
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| **Appli-cation form** | **Intervi-ew** | **Test** | **Prese-ntation** |
| Demonstrates a commitment to the Trust’s Values **1.1** Compassion  **1.2** Trust  **1.3** Respect  **1.4** Integrity | 3  3  3  3 |  | X  X  X  X |  |  |
| **Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated)**  **2.1** Knowledge and expertise gained through in-depth experience to Degree Level equivalent  **2.2** CIPD or equivalent CIPD accredited HR qualification (or equivalent level of knowledge gained through experience).  **2.3** Evidence of continuing personal and professional development | 3  3  3 | X  X  X |  |  |  |
| Knowledge **3.1** Thorough understanding of Agenda for Change Terms and Conditions  **3.2** Significant knowledge of current human resources practice and employment law | 3  3 | X  X | X |  |  |
| **Experience (both work and ‘life’ related)**  **4.1** Substantial experience in an operational generalist role, covering a wide range of ER responsibilities, including sickness management, disciplinaries, grievance, organisational change, redundancy etc.  **4.2** Experience of managing TUPE and advising on TUPE processes  **4.3** Substantial experience of providing advice and support to formal hearings under HR procedures i.e. grievance, disciplinaries, sickness etc  **4.4** Substantial experience of advising on application of terms and conditions of employment  **4.5** Extensive experience of working with Staff Side representatives in the dealing with HR issues  **4.6** Experience in developing and delivering training and development interventions  **4.7** Experience of working with teams / individuals to resolve conflict or facilitate change  **4.8** Substantial experience of working in a complex, changing environment, and in contentious situations  **4.9** Expertise and experience on the Agenda for Change job matching / job evaluation processes, including participation in panels  **4.10** Substantial experience in managing staff | 3  3  3  3  3  3  3  3  1  3 | X  X  X  X  X  X  X  X  X | X  X  X  X  X  X |  |  |
| **Skills, Abilities & Personal Attributes**  **5.1** Highly developed interpersonal skills – able to quickly achieve professional and personal credibility through deployment of influencing, persuasion skills and achieve results.  **5.2** Excellent written, verbal and presentation skills, including the ability to produce reports that are clear, concise and outcome oriented.  **5.3** Strong team player and able to facilitate effective team working for others  **5.4** Strong commitment to the development of a customer focused approach in delivering HR solutions.  **5.5** Strong time management and able to prioritise and meet deadlines  **5.6** Proactive, creative and flexible approach, able to work on own initiative and take responsibility for delegated areas of responsibility  **5.7** Self awareness and understanding of own strengths and limitations and impact of personal style and approach on others  **5.8** Commitment to openness, honesty, inclusiveness and personal integrity in dealing with others  **5.9** IT literate – Microsoft word, outlook, excel, PowerPoint | 3  3  3  3  3  3  3  3  3 | X  X  X  X  X  X  X | X  X  X  X  X  X  X  X |  |  |
| Standard Requirements Commitment to Equality & Valuing Diversity Principles  Understanding of Confidentiality & Data Protection  Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides) | 3  3  3 | X  X  X | X  X  X |  |  |
| **Mobility**  own transport or suitable alternative. Dependence on public transport is not suitable for this role | 3 | You must demonstrate how you would meet the stated mobility requirement on your application form | | | |