

## JOB DESCRIPTION

<b>Job Title:</b> Human Resources Business Partner
<b>Base:</b> Stoke Mandeville Hospital, Aylesbury
<b>Agenda for Change banding:</b> Band 8a
<b>Hours of Work:</b> Part time 30 hours per week
<b>Details of Special Conditions:</b> Permanent
<b>Managerial Accountability &amp; Professional Accountability:</b> Accountable to Head of HR Best Practice, and professionally accountable to the Assistant Director of HR

<b>MAIN PURPOSE OF THE POST</b>
<p>To work with the Head Of HR Best Practice and other HR Business Partners and Advisors in the delivery of a professional and responsive HR service for a designated area and other areas in the Trust where needed, providing advice and guidance to service managers on all operational Human Resources issues.</p>

<b>RESPONSIBILITIES</b>
<p><b>Operational Responsibility</b></p> <ol style="list-style-type: none"> <li>1. As part of the Care Group management team, lead the local implementation of the human resources aspects of the divisional business plan, assisting managers in developing and implementing their service strategy, offering specialist advice and support to identify the workforce implications that flow from the strategy and develop initiatives to implement changes that improve performance.</li> <li>2. To proactively develop and implement an HR service to a designated Care Group which supports the work of the Trust through establishing, maintaining and improving people management practices and skills within the Trust, and addresses the issues outlined in the Trust and Care Group/Directorate Business Plan and Human Resources Strategy.</li> </ol> <p><b>HR Strategy</b></p> <ol style="list-style-type: none"> <li>1. As part of the Care Group workforce planning and business planning process, work with managers to identify changes to the workforce that will achieve future service needs and cost reduction targets, for example, through reduction in agency usage.</li> <li>2. Contribute to the formulation and implementation of the Trust's HR Strategy to ensure interdependency between the Trust's strategic objectives and the local requirements of the</li> </ol>

Care Group. Ensure that the Trust's workforce is used effectively and developed appropriately to meet service needs and in support of the Trust's values.

3. Work with managers and HR colleagues to develop an action plan to improve staff engagement in the Care Group and across the Trust.
4. Provide expert change management advice ensuring effective consultation processes are followed in line with employment law and best practice.
5. To be familiar with the Trust's computerised HR information system and input, retrieve and report information as required.
6. To interpret and analyse the monthly HR performance statistics, identifying areas of concern, liaising with departmental managers to implement action plans and to produce reports for consideration by the Directorate performance reviews, identifying areas of concerns and developing action plans for future interventions.
7. To support managers in re-designing jobs roles and functions to improve service delivery and financial stability.
8. Work with Care Group managers and finance managers to plan the future workforce requirements identified in the business and workforce plans including associated staff training needs to support improved service delivery.
9. Facilitate coaching and development support for managers to improve their skills in managing staff.

### **Professional HR Service**

1. Take responsibility for the initial review or development of employment policies, including researching changes in legislation & case law, national and local HR initiatives and service improvements.
2. Work with managers and attend specific steering groups and committees, providing specialist HR input and guidance to the various groups to ensure HR issues are addressed as part of the strategic and operational work of the Care Group and, through that, the Trust.
3. To be responsible with the other HR Business Partners for progressing the Trust's Equality and Diversity (employment) strategy, with the aim of embedding a positive approach to equality and diversity.
4. Carry out job matching and job evaluation using the NHS Job Evaluation system, ensuring the system is operated correctly and consistently across the Care Group and Trust and that AfC arrangements support the effective recruitment, retention and staffing requirements of the Trust.

### **Employee Relations**

1. To be responsible for the provision of an effective day-to-day advisory service to a designated Care Group, supporting the HR Advisors to improve people management skills in the Trust and ultimately improve the overall performance of the Trust through better managed staff.
2. To act as a specialist resource to managers providing advice on highly complex employee relations issues (e.g. disciplinary, grievance, sickness absence, performance management, appeals and harassment/bullying issues)

3. To coach and support managers on adopting good HR practice by offering effective HR advice through the interpretation of current employment & case law, best practice and Trust's policies.
4. To develop and maintain effective communication and consultation with staff and their trade union representatives both formally and informally, in order to foster positive working relationships with staff side to achieve the organisation's goals.
5. To foster and maintain effective relationships with managers through the use of highly developed and effective communication skills.
6. To work with other members of the senior team ensuring that the employee relations service supports the overall achievement of the HR Trust strategy.

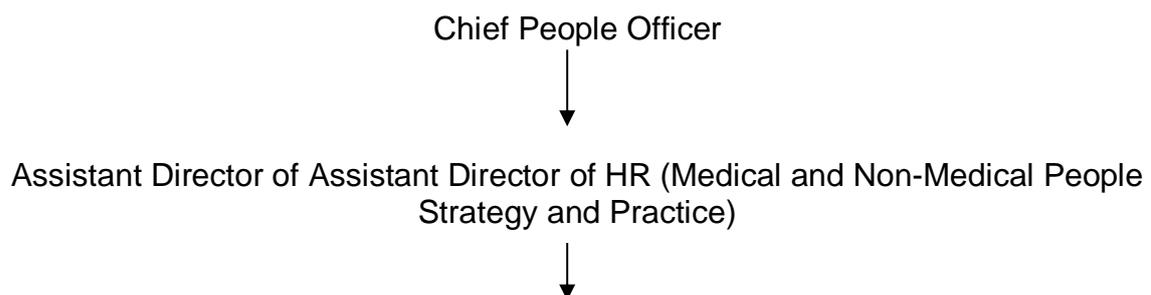
### **Recruitment**

1. To work with the Recruitment Manager to ensure the provision of a responsive, high quality recruitment service
2. Act as the liaison point between the Recruitment Service and the Care Group to ensure high levels of customer care
3. To work with managers and the Recruitment Manager to identify particular areas of recruitment and retention difficulties and develop and implement targeted strategies for recruitment.

### **Training**

1. Act as a link between the Care Group and the education and training function to ensure that training needs inform the provision of training, and that divisions discharge their responsibilities in respect of training management
2. Develop and deliver, in conjunction with HR colleagues, training for Trust line managers to improve people management skills amongst managers and compliance with the Trust's employment policies.
3. To devise and deliver targeted Care Group management briefing sessions and workshops on issues such as sickness absence management, harassment, equality and diversity etc. as agreed with the Directorates, and where appropriate in liaison with the wider education and training department.

## **ORGANISATION CHART**



Head of HR Best Practice



HR Business Partner

**ADDITIONAL INFORMATION**

**Trust Values**



**Health and Safety at Work Act**

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

**Confidentiality**

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

**Equal Opportunities**

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

**Managing Risk: Maintaining skills and learning from problems**

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

**COVID-19 Vaccinations**

The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, are being rescinded from 15 March 2022.

If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

### **Safeguarding of children and vulnerable adults**

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

### **Governance**

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

### **Information Management/ Data Quality**

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

### **Freedom of Information**

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

### **Travel to other sites**

You may be required to travel to other Trust locations. Please complete travel expenses using the online system. Details of allowances can be obtained from the Human Resources Department.

### **Smoking statement**

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

### **General**

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.