

## Job Description and Person Specification

### Job Title: HR Business Partner



*respect ♦ open ♦ accountable ♦ working together ♦ innovative ♦ excellence*

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## Job Description

<b>JOB TITLE:</b>	<b>HR Business Partner</b>
<b>BAND:</b>	<b>8a</b>
<b>CARE GROUP:</b>	<b>North Kent</b>
<b>DEPARTMENT:</b>	<b>Workforce OD</b>
<b>HOURS OF WORK:</b>	<b>22.5</b>
<b>RESPONSIBLE TO:</b>	<b>Deputy Chief People Officer - HR Operations</b>
<b>ACCOUNTABLE TO:</b>	<b>Chief People Officer</b>
<b>BASE:</b>	<b>TBC</b>

### JOB PURPOSE:

You will be an integral part of the senior leadership team within your care group/ area, developing effective working relationships, negotiating and influencing in order to support the achievement of the People Strategy and Trust Objectives. The HR Team is responsible for supporting all our workforce to achieve the Trust vision and values.

As a senior HR Professional, the HR Business Partner is expected to be able to work on their own initiative. The post holder will need to develop a thorough understanding of the services within their care group/area including finance and governance and will act as an integral member of the senior leadership team. You will also work collaboratively and support the wider workforce OD teams ensuring the success of any change projects that are put in place.

### KEY RESULT AREAS:

Supporting the trust with driving the People Strategy within assigned care group/ area, ensuring that we put our people first to drive greater engagement and belonging.

The post holder will work alongside the senior leadership team and provide day to day support and coaching to the team they work alongside. They will also be the subject matter expert for HR Operations being the voice and main point of contact for the centre of the area of expertise or where there is a specific development need for the individual.

## RESPONSIBILITY:

### Workforce Planning and Recruitment

- Support the places to plan their workforce requirements in a timely manner, working with HR Shared Services to ensure that recruitment is appropriate, budgeted, job evaluated and implemented in the most effective way.
- Use data from pulse surveys, annual staff surveys and leavers questionnaires to create good feedback mechanisms within the places to ensure they review staff experience of new, existing, and departing employees to support recruitment and retention.
- Participate as an active panel member of selection panels for senior appointments, ensuring that selection decisions follow robust processes and address the trusts diversity and inclusion commitments.
- To support the care group towards drawing up of annual budget by contributing to workforce planning for that area, advising on attraction of new staff, minimising unnecessary staffing costs and also supporting with reducing attrition rates for the care group.

### Improving Leadership Capability

- Identify and coach current and future leaders in the trust with support from the Learning and development team.
- Support the development and implementation of talent management processes within the places
- Identify appropriate support, and assist in the delivery of actions aimed at improving management capability within the places.
- Develop briefing sessions/ training interventions in HR related matters to place leaders and wider staff.

### Talent and Succession Planning

- Work with the places to ensure that workforce plans and talent mapping processes are in place, with clear talent pipelines for key roles identified.
- Support managers to ensure that regular supervision and appraisal takes place.
- Facilitate career conversations/stay questionnaires/ individual coaching as required.
- Work with the senior management team to ensure that support is given to managers and employees to develop their skills at work.

### Project and Change Management

- Work with place leaders to identify change initiatives that will improve operational performance, in line with service requirements and budget availability. Ensure that the impact on people (both employees and patients) is considered in any proposed changes.
- Work with place managers to ensure that changes are communicated in a timely, clear, and effective way.

- Provide expert advice on areas of workforce policy, role redesign, effective workforce utilisation, restructuring, skill mixing and change management.
- Support managers who need to implement formal consultation arrangements to facilitate an organisational change, guiding them through the legal process and liaising with our recognised trade unions.
- Lead specific projects to support the delivery of the workforce and other HR and wider trust strategies, both within place and across the organisation.

#### Employee Relations

- Provide professional advice to place managers around the management of local employee relations issues including disciplinary, grievance, suspension, and bullying and harassment issues, ensuring that trust policy is followed, and the principles of fairness and restorative justice are maintained at all times.
- Participate in complex employee relations hearings as the HR representative.
- Work with place senior leaders to identify and training and development needs within team to support positive behaviour within the workplace

#### Staff Experience

- Ensure there are robust mechanisms in place within the places to drive improvement in the annual appraisal process providing guidance on the setting of clear development plans to support talent management, career development and retention.
- Work with the places to implement their annual staff survey action plans to ensure that areas of improvement are identified and communicated, progress is achieved, and regular feedback is given to staff.
- Support the promotion of the Trusts wellbeing and engagement strategies at place level, signposting employees and leaders to available opportunities for support.

#### Line Manager Responsibility

- Provide line manager support to the Senior HR advisor including appraisal, performance management and roster management.

#### **JOB SUMMARY:**

- Provide strong, visible within the care group/ area. Contribute to the strategic leadership of the Trust, as a member of the Senior Management Team. This includes personally demonstrating values based, compassionate, inclusive and innovative leadership.
- Play a pivotal role in creating the People Strategy so it makes a real difference to our staff and our patients.
- Build the capability of the Employee Relations team and support to drive improved performance and satisfaction for this service
- Deliver a service lead approach to the Trust and be an ambassador for HR
- Work collaboratively with the Integrated Care Board on projects that will make a difference for our people and our patients.



**COMMUNICATIONS AND WORKING RELATIONSHIPS:**

Working in collaboration with all Workforce OD Teams and in partnership with service providers.

Maintaining good relationships with all 3<sup>rd</sup> party relationships that are relevant to the People Operation of the Trust

Ensuring that HR is represented at respective Health Care Partnership meeting to support collaboration and ways of working that will benefit our staff and patients

**STANDARDS OF BUSINESS CONDUCT:**

The post holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions and at all times, deal honestly with the Trust, with colleagues and all those who have dealings with the Trust including patients, relatives and suppliers.

**HEALTH AND SAFETY:**

The post holder will be required to observe local Health and Safety arrangements and take reasonable care of him/herself and persons that may be affected by his/her work.

**SAFEGUARDING:**

All staff have a duty to identify, report and record incidents of potential or actual abuse. This statement applies whether the victim is an adult or child. All queries will be addressed by the Trust Safeguarding Team.

**PERFORMANCE REVIEW:**

This job description will be used as a basis for individual performance review between the post holder and the Manager.

The job description covers only the key result areas, and as such does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each April, and may develop to meet the changing needs of the service.

The post holder will need to take due account, in the way they achieve the key result areas of Trust policies and procedures.

The Trust aims to maintain the goodwill and confidence of its own staff service and users and the general public. To assist in achieving the objective it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner.

The post holder will carry out their duties in accordance with the Trust Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.

**CONTINUOUS IMPROVEMENT:**

The Kent and Medway NHS and Social Care Partnership Trust has adopted a strategy for Continuous Improvement and all members of staff employed by the Trust are expected to play an active role in development and improving services to the benefit of patients.

**THE TRUST'S MISSION STATEMENT:**

To put patients first by providing community based, high quality and responsive healthcare services, delivered by well trained and supported staff who work with relatives, carers and other agencies in the best interests of patients.

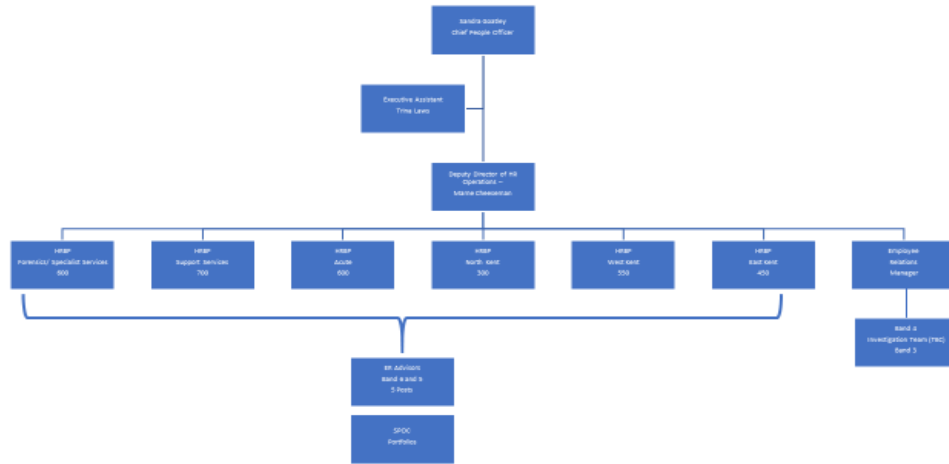
**STATEMENT OF THE TRUST'S AIMS AND VALUES:**

- To remain patient focused at all times by providing high quality and responsive healthcare services in hospitals and the community.
- To work closely with patients, their families, carer groups, local communities and other organisations ensuring care is co-ordinated.
- To respect and develop every member of staff by encouraging and supporting them in their personal and professional development and by valuing their input through recognition and individual reviews.
- To be innovative and proactive by encouraging staff to initiate new ideas in working practices and ensuring a process and continuous improvement in the way services are provided.
- To provide best practice and value-for-money by reviewing and evaluating services and sharing information internally and externally.

**CONFIDENTIALITY:**

The Kent and Medway NHS and Social Care Partnership Trust employees are required to ensure that information about patients is safeguarded to maintain confidentiality and is kept securely in accordance with NHS requirements of 1999. (The Caldicott Committee's Report on the review of patient-identifiable information 1997, & HSC/1999/012). This means that patient information can only be passed to someone else if it contributes to the provision of care or the effective management of health care services within the Trust.

**ORGANISATION CHART:**



**JOB DESCRIPTION AGREEMENT:**

Job Holder's Signature:

Date:

Manager's Signature:

Date:

## Person Specification

### Knowledge, Skills, Training and Experience

- Proven track record of generalist HR management at a senior level
- Demonstrable evidence of ability to diagnose, develop and deliver HR interventions in a variety of situations
- Experience and understanding of dealing with performance management team functioning and development
- Able to work autonomously, dealing with and solving day to day HR operational issues and providing advice
- Able to form relationships and obtain trust easily
- Development and delivery of training programmes
- Track record of operational and some strategic HR achievement
- Evidence of working in fast paced, complex and high performing environments
- Experience of restructuring and managing change
- Experience of writing complex business cases and reports
- Experience of medical staffing issues including recruitment and managing performance

### *Desirable*

- Knowledge of project management principles
- Experience of working in the NHS

### **Skills**

#### *Essential*

- Excellent interpersonal skills that enable positive working relationships with a variety of leaders
- Willingness to take the initiative and to drive forward improved ways of working
- Proven ability to work with and gain the confidence of staff at all levels. Skills in prioritisation and meeting deadlines
- Ability to produce meaningful analysis of complex information
- Ability to build rapport quickly
- Able to manage own workload and to supervise the workload of others
- Able to work on a number of projects simultaneously to meet agreed deadlines



- Able to collaborate with internal and external stakeholders

### **Communication**

#### *Essential*

- Excellent verbal, written and presentation skills with the ability to convey information and ideas effectively to a range of different audiences
- Strong customer focus

### **Personal Attributes**

#### *Essential*

- Ability to work under pressure
- Patient focussed
- Demonstrates enthusiasm and "can do" approach
- Commitment to promote diversity and inclusion

### **Other**

#### *Essential*

- Current valid driving license