

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DETAILS

JOB TITLE:	Senior People Advisor
BAND:	6
LOCATION:	Birmingham Women's and Children's NHS Foundation Trust
DEPARTMENT:	Human Resources
HOURS OF WORK:	37.5 hours per week (Full time)
ON CALL/OUT OF HOURS:	No
ACCOUNTABLE TO:	Deputy Chief People Officer
RESPONSIBLE TO:	People Consultant
DIRECTORATE:	People and Education

We know that organisations which have strong values and behaviours do well and that employees are engaged, happy and motivated in their work. We've worked closely with staff to develop and embed our values and we will continue to ensure that they underpin the way we care for our patients and each other.

Our mission:

To provide outstanding care and treatment, to share and spread new knowledge and practice, and to always be at the forefront of what is possible.

Our vision:

To be a world-leading team providing world-leading care.

Our goal:

To be the best place to work and be cared for, where research and innovation thrive, creating a global impact.

Our values:

- Ambitious
- Brave
- Compassionate

JOB PURPOSE

The post holder will be

- Responsible for delivering a high-quality HR advisory service to managers and staff, adding value, and supporting the People Consultants in carrying out their professional and operational responsibilities.
- Embed the Trust values through ensuring strong employee relations, business focused HR policies and procedures.
- Work closely with line managers across the Clinical Groups/Corporate Services providing appropriate guidance and advice on all aspects of HR in line with the Trust's HR Policies and Procedures.

JOB INFORMATION

The post holder will be working across all Birmingham Women's and Children's NHS Foundation Trust (BWC) sites.

CORE KEY RESPONSIBILITIES

PROFESSIONAL

- Provision of high-quality advice and support to managers that supports the effective interpretation and application of HR policies and procedures and enables the effective management of the workforce.
- Under the direction of People Consultants review HR policies and procedures – including equality impact assessments; support implementation and measure effectiveness.
- Provide advice and support to managers to undertake investigations in accordance with policies and within relevant timescales.
- Providing at all times professional, HR expert advice, guidance, and support to managers on the range of employment issues include redeployment, absence management, disciplinary, capability and grievance, bullying and harassment and general employee relations seeking guidance and support where appropriate from People Consultants in more complex and high risk cases.
- Assist the People Consultants in guiding managers, and employees, through organisational change and TUPE related issues.
- Assist in the provision of a comprehensive and timely recruitment, selection, and retention service to designated Clinical Groups/Corporate areas ensuring adherence to employment law and best practice at all times whilst promoting innovation.

- Provide expert advice on job evaluation panels and assist in the redesign of job roles to ensure that they are commensurate with service requirements and are correctly banded.
- Undertake specific HR Projects under the direction of the People Consultant as and when required.
- Identify any processes, procedures or policies that require changing in order to better meet customer and business needs, making suggestions on the appropriate actions to be taken.

CLINICAL:

Not Applicable

PEOPLE MANAGEMENT

- Provides line management to HR support staff as appropriate.
- Provide advice, guidance and support to Managers across all BWC sites on achieving Workforce Key Performance Indicators and intervention.
- Identify, develop and delivery of training and coaching interventions to support managers in fulfilling their responsibilities in effective management of people and resources.

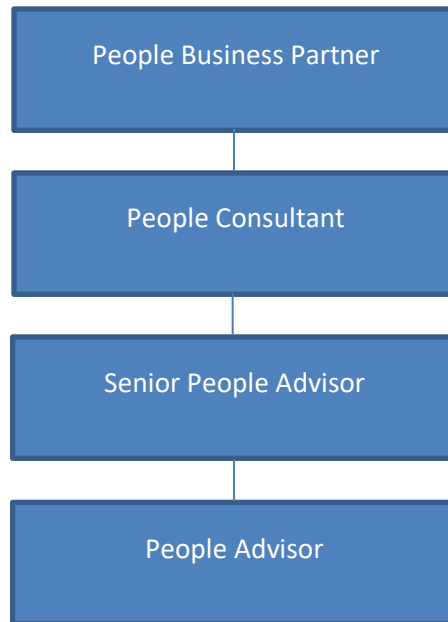
SPECIFIC KEY RESPONSIBILITIES

Support to People Consultants

- Contribute to the development of HR strategies and policies and ensuring that the Trusts Human Resources priorities are delivered within designated service areas. Manage implementation programmes under the guidance of People Business Partner.
- Support the People Consultant to identify, plan and address current and future workforce planning needs and priorities.
- Take lead on specific recruitment campaigns to enable the successful employment of high calibre staff using appropriate media, networks, and selection processes.
- Support change programmes and other key HR initiatives to ensure that these are delivered in accordance with agreed plans and that benefits are realised and measured.

- Assist in the provision of accurate and timely workforce information for Clinical Groups/ Corporate Areas as required, liaising with colleagues in Workforce Information Team and Finance and working with managers to appropriately interpret, present and use information to target and improve performance.
- Support complex change processes requiring leading edge HR advice and intervention – TUPE, mergers / acquisitions; redesign of workforce / job and organisational design.
- Support to Deputy Chief People Officer and People Business Partner on workforce matters as and when required.
- Provide a high quality and flexible HR advisory service across a range of employee relations matters such as, discipline, grievance, or absence management. Providing at all times professional, expert advice, guidance, and support.
- Provide specialist HR advice to investigations and hearings as required and in accordance with relevant policies.
- Track and monitoring formal cases and proactively seek solutions to blockages and complications.
- Devise systems and process that support consistent application of HR policy and practice.
- Prepare casework and support case managers dealing with Employment Tribunal cases.
- Interpret and effectively apply current employment legislation, producing and amending policies and management guidelines in line with evolving employment legislation and national NHS guidance.
- Work closely with management and trade union representatives to develop effective policies and management guidance for the Trust and to facilitate change management processes.
- Participate in Staff Side meetings and other general Trust working parties, or committees as appropriate and contribute to managing effective employee relations for the Trust.
- Support the planning and implementation of new policies and guidance including organisation and provision of training programmes to ensure management awareness and competence.
- Undertake informal coaching sessions to managers and their teams as required.

ORGANISATIONAL CHART



COMMUNICATION AND WORKING RELATIONSHIPS

- The post holder will have excellent communication skills and have the ability to deal with complex/sensitive situations and information which will require negotiation and persuasive skills.
- Provision of high quality advice and support to managers that supports the effective interpretation and application of HR policies and procedures and enables the effective management of the workforce, requiring exceptional communication skills.

ANALYTICAL AND JUDGEMENT RESPONSIBILITIES

- The post holder will possess good analytical skills for assessing and interpreting intricate facts/data from a variety of sources.
- Analyse workforce information relating to sickness absence and provide guidance to line Managers regarding resolution in order to reduce sickness absence including providing pro-active support in the management of sickness absence.

PLANNING AND ORGANISATIONAL SKILLS

- Support the planning and implementation of new policies and guidance including organisation and provision of training programmes to ensure management awareness and competence
- Assist with the design, review and monitoring of workforce plans to achieve service objectives and business plans.

TRUST LEADERSHIP AND MANAGEMENT RESPONSIBILITIES

Provide effective leadership and management to staff which promotes the Trust's values and high-performance standards both individually and as a team, in the achievement of the Trust's objectives and priorities. The Trust's success will be dependent on all managers playing an active role to make sure the existing areas of good employment practice are universally embedded within the organisation. Managers will be expected to:

- Understand the Trust's key priorities and those of your department and how these translate within your area/team.
- Ensure clarity and effectiveness in developing and designing roles.
- Ensure management of staff is consistent with Trust's Values to the achievement of equality, equity, and optimum performance.
- Complete annual Appraisals for all staff which reflect these priorities and ensure staff have access to appropriate training and development.
- Communicate regularly through meetings with teams and individuals and provide opportunity for two-way feedback.
- Promote an effective team ethos.
- Promote equality, diversity, and rights, and treat others with dignity and respect ensuring services are developed, managed, and delivered to meet the specific needs of those belonging to protected characteristics.
- Promote equality, diversity, and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity and outcomes in working practices.

PERSON SPECIFICATION

JOB TITLE: Senior People Advisor

BAND: 6

LOCATION: Birmingham Women's and Children's NHS Foundation Trust

QUALIFICATIONS	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
• Educated to Degree level or equivalent	Essential	A
• CIPD qualified (or currently working towards CIPD qualification)	Essential	A
• Postgraduate degree or equivalent	Desirable	A

KNOWLEDGE & NATURE OF EXPERIENCE	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
• Significant operational Human Resources experience.	Essential	(A/I/T)
• Evidence of supporting successful organisational and culture change to create high performing culture that places patients at the heart of service delivery	Essential	(A/I)
• Experience of managing broad complex employee relations caseload	Essential	(A/I)
• Developing and implementing employment policies	Essential	(A)
• Strong in-depth knowledge and understanding employment legislation	Essential	(I)
• HR Project experience to achieve an outcome which benefits the Trust	Essential	(A/I)
• NHS HR experience	Desirable	(A)
• Understanding of Agenda for Change terms and conditions	Desirable	(I)
• Implementation and management of organisational change	Desirable	(A/I)

ANALYTICAL AND JUDGEMENT SKILLS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT (A/I/T)
<ul style="list-style-type: none"> Ability to analyse complex data, including high level reports, service data, including good information technology of Microsoft office programs. 	Essential	A/I
<ul style="list-style-type: none"> Ability to produce and maintain good quality written reports, and audits. 	Essential	A/I
<ul style="list-style-type: none"> Good problem-solving skills 	Essential	I

PERSONAL SKILLS / ABILITIES AND ATTRIBUTES	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
<ul style="list-style-type: none"> Effective written and verbal communication skills 	Essential	(A/I)
<ul style="list-style-type: none"> Strong interpersonal and influencing skills 	Essential	(I)
<ul style="list-style-type: none"> Understanding and strong commitment to Trust values 	Essential	(I)
<ul style="list-style-type: none"> Ability to analyse complex issues and provide practical and creative solutions 	Essential	(I/T)
<ul style="list-style-type: none"> Requirement to travel effectively across Trust sites for work purposes 	Essential	(I)
<ul style="list-style-type: none"> Ability to use Microsoft Office applications or equivalent 	Essential	(A)
<ul style="list-style-type: none"> Ability to work within tight deadlines and manage conflicting priorities. 	Essential	(I)
<ul style="list-style-type: none"> Ability to organise and manage workload 	Essential	(I)
<ul style="list-style-type: none"> Ability to always uphold confidentiality and trustworthiness 	Essential	(A/I)
<ul style="list-style-type: none"> Ability to gain understanding of the national agenda influencing Health and to operate effectively within this framework 	Essential	(I)
<ul style="list-style-type: none"> Challenge conventional ways to support business needs 	Essential	(I)
<ul style="list-style-type: none"> Willingness to undertake training as necessary 	Essential	(I)
<ul style="list-style-type: none"> Demonstrable use of tact, diplomacy and understanding around sensitive issues 	Essential	(I)
<ul style="list-style-type: none"> Coaching skills 	Desirable	(A/I/T)
<ul style="list-style-type: none"> Presentation/Training skills 	Desirable	(A/I/T)

OTHER REQUIREMENTS	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
• Pragmatic, proactive and confident with a 'can do' approach	Essential	(I)
• Understanding of diversity issues and a track record of commitment to equalities	Essential	(I)
• Calm, flexible, and tolerant disposition	Essential	(I)
• Ability to establish strong professional credibility with colleagues at all levels	Essential	(A/I)
• Motivated and hard working	Essential	(I)
• Self-starter, able to work on own initiative as well as being a strong team player	Essential	(A/I)
• Ability to work under pressure and think on one's feet	Essential	(A/I)

I understand and accept my accountabilities and responsibilities as outlined in this job description and person specification.

	Designation	Name	Signature
Post Holder			
Manager			

Date of JD/Person Specification:

Date of Review:

Version: