

## JOB DESCRIPTION

<b>Job Title:</b>	Medical HR Manager
<b>Base:</b>	Wycombe Hospital with cross-site working
<b>Agenda for Change banding:</b>	Band 8a
<b>Hours of Work:</b>	Full time
<b>Details of Special Conditions:</b>	
<b>Managerial Accountability &amp; Professional Accountability</b>	Accountable to Assistant Director of HR

### MAIN PURPOSE OF THE POST

The Medical HR Manager will report directly to the Assistant Director of HR and will be responsible for the provision and delivery of a high quality professional and responsive Medical Staffing and HR function in the Trust, providing strategic advice and guidance on the full range of workforce issues, including employee relations, recruitment and retention, attendance, change management, workforce planning, talent management, terms and conditions of employment and policies and procedures.

### RESPONSIBILITIES

#### Operational Responsibility

1. As part of the Divisional and Corporate area(s) management team, lead the local implementation of the human resources aspects of the business plans, 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 and the delivery of patient care.
2. To proactively develop and implement a Medical HR service to the Clinical Care Groups and 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 Divisional/Corporate business plans and HR strategy.
3. To line manage the medical staffing team.

## HR Strategy

1. As part of the Divisional workforce planning and business planning process, work with the Chief Medical Officer, Care Group Chairs, Care Group Directors of Operations and SDU leads to identify changes to the workforce that will achieve future service needs and cost reduction targets, for example, through reduction in agency usage.
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 Care Group and Corporate area(s). 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 / OD colleagues to develop an action plan to improve staff engagement and staff survey outcomes within the Care Groups 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 interpret and analyse the monthly HR performance statistics to inform strategic workforce decision making. Identify areas of concern and liaise with departmental managers to develop and implement action plans and producing and presenting reports for consideration by the Care Group Boards and/or Executive Team, where appropriate.
6. To support managers in re-designing jobs roles and functions to improve service delivery and financial stability.
7. Work with Care Group and Corporate managers to plan the future workforce requirements and talent management strategies to meet business and workforce plans, including associated staff training needs to support improved service delivery.

## **Medical Workforce**

1. To be responsible for the provision of a comprehensive, specialized, professional service which includes the recruitment of all grades of medical and dental staff in line with all current and closed terms and conditions of service for medical and dental staff (all grades).
2. To ensure that robust systems and processes are in place to manage the recruitment processes and to develop criteria to monitor the effectiveness of these processes.
3. To ensure that the Medical HR team is fully competent and able to advise Care Group Chairs, Care Group Directors of Operations, SDU leads, consultants, managers and other HR staff on medical staffing issues.
4. To ensure that robust systems and processes are in place to manage the doctor's induction processes and to develop criteria to monitor the effectiveness of these processes in support of wider Trust requirements.
5. Act as a focal point / source of expertise when liaising with the NHS England Education.
6. Provide a focal point for Care Group, Care Group Directors of Operations, SDU leads and individual Consultant practitioners for all matters relating to terms and conditions of employment for medical staff.
7. Develop appropriate KPIs to monitor and measure the performance of the medical HR function.
8. To liaise with the Chief Medical Officer and the Chief People Officer in relation to the ongoing administration of Clinical Excellence Awards and organize processes as appropriate.

## **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 Groups and Corporate areas and, through that, the Trust.
3. To be responsible with the other People Directorate colleagues for progressing the Trust's Equality and Diversity (employment) strategy, with the aim of embedding a positive approach to equality and diversity.

## **Employee Relations**

1. To be responsible for the provision of an effective day-to-day advisory

service to the Clinical Care Groups, whilst supporting the Medical HR Assistant Managers and 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. conduct, capability, ill health and appeals policies and procedures for practitioners, grievance, sickness absence, performance management, appeals and harassment/bullying issues) including representing the Trust.
3. To attend and administer the meetings of the JCNC with the Chief People Officer, Assistant Director of HR and Chief medical Officer.
4. To be fully cognisant of employee legislation and to manage the medical employee relations cases arising within the Trust and to also work in conjunction with the wider HR team and the Assistant Director of HR.
5. In partnership with the Assistant Director of HR ensure that the interests of medical staff are fully considered in relation to policy development, amendment and approval.
6. 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.
7. 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.
8. To foster and maintain effective relationships with managers through the use of highly developed and effective communication skills.
9. To work with other members of the senior team ensuring that the employee relations service supports the overall achievement of the Trust HR strategy.

### **Budget Management**

1. Manage the budgets devolved by the organisation for Medical HR.
2. Work closely with Management Accounts so that systems are in place to record and monitor expenditure.
3. To identify opportunities to meet income generation targets (as set by the Trust), and to monitor and audit the appropriate use of funds.
4. Act in accordance with the organisation's standing financial instructions.

## Recruitment

1. To work closely with the NHS England Education – Thames Valley to ensure Junior Doctor Recruitment and all aspects of contractual obligations are fulfilled and are dealt with in a timely and effective way.
2. To manage the recruitment of Consultants, SAS doctors, Junior Doctors in training and Locally employed doctors in a professional and timely manner.
3. To manage appointment committees and assessment centres to ensure that they are organised to meet the requirements of the Clinical Care Groups and attend appointments committees as and when required.
4. To ensure the recruitment of junior medical and dental staff up to the agreed establishment for the Clinical Care Groups
5. To ensure the preparation of the planned recruitment of junior medical and dental staff to the agreed timescales following discussions with SDU leads.
6. To review/advise on preparation of advertisements and job descriptions in consultation with relevant Clinical colleagues.
7. To liaise with Care Group Chairs and SDU leads on all Medical recruitment issues within the Care Groups.
8. To manage the medical recruitment team to ensure that all pre-employment checks are carried out appropriately in line with Trust policies and procedures, including immigration and appropriate liaison with the Home Office.
9. To check and ensure prompt issue of contracts of employment and update as required by new legislation etc.
10. To liaise with the Medical Education, Clinical Tutor and Director of Medical Education in respect of the Junior Dr induction programme, ensuring all new Drs within the Care Groups receive appropriate induction.
11. To keep up to date with changes in employment legislation and ensure that practices reflect the changes.
12. To ensure that information provided to new medical and dental staff on appointment is updated on a regular basis and includes all new policies as appropriate.
13. Where appropriate, to ensure that advertising costs for Medical Posts are within budget constraints.

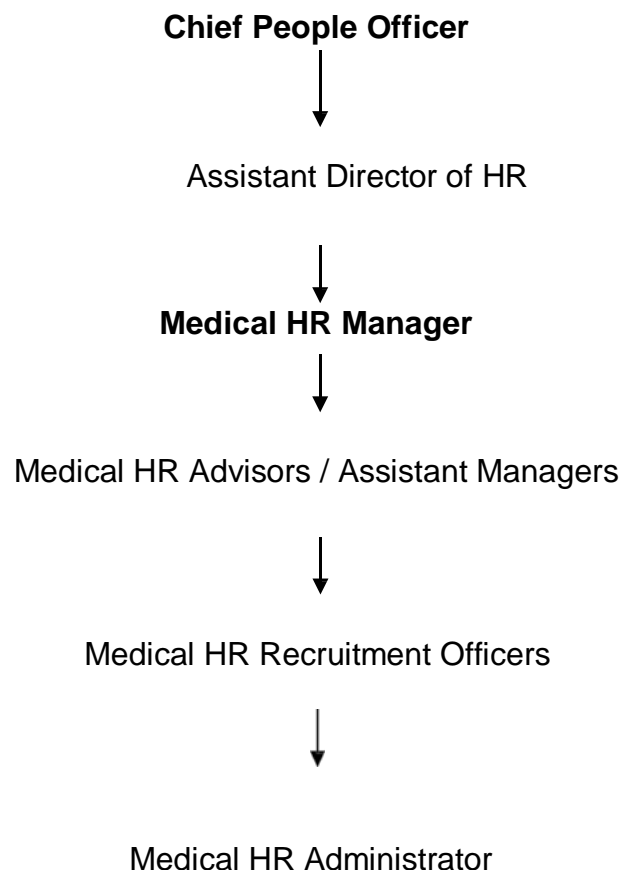
## Management Training

1. Act as a link between the Clinical Care Groups and the education and training function to ensure that training needs inform the provision of training, and that

Clinical Care Groups 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 support and deliver targeted management briefings on issues such as sickness absence management, harassment, equality and diversity etc. as agreed with the Assistant Director of HR and where appropriate in liaison with the wider education and training department.

### ORGANISATION CHART



## 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.