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***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| **JOB DETAILS** | |
| **Job Title** | Human Resources Business Partner |
| **Reports to** | Lead People BP & Head of HR Programmes |
| **Band** | Band 8a |
| **Department/Directorate** | People Directorate |

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| **JOB PURPOSE** | |
| To lead and embed the strategic HR agenda within the divisional structure, interpreting policies and working in partnership with the divisional senior management team to create a competent, flexible, safe workforce in sufficient numbers, that meets the needs for safe and efficient patient care now and in the future.  To lead and embed the HR strategic agenda within a specific staff group across the Trust.  To lead transformation and OD projects or programmes of work as directed by the Director of People and Lead People Business Partner  The post-holder will be a member of the senior divisional management team, linking into HR for transactional and expert HR support where required. This role reports to the Lead People Business Partner & Head of HR Programmes for professional development, line management and accountability, with day to day supervision to the Divisional Director. | |
| **KEY WORKING RELATIONSHIPS** |  |
| **Key working relationships**   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Senior teams within the Division * Senior Leadership Team * HR functions – transactional / expert * Other HR Business Partners * Trust Executive * Workforce Strategy Group * Support Functions (e.g. Service Development, Stakeholder Communication & Engagement | * External Stakeholders for that division | | |
| **ORGANISATIONAL CHART** | |
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| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | |
| These duties and responsibilities pertain to 6 main areas: on behalf of their Division - Workforce planning and resourcing; workforce performance; HR practice; organisational change; workforce development and for the Trust - leadership of a Workforce Group, aligned to the Trusts Workforce Strategy, focused on a specific staff group (eg: Medics).   * On behalf of the divisional management team lead the development and implementation of the HR/OD plan by providing a range of expertise on strategic workforce planning and development enabling divisional staff are competent, engaged and motivated to deliver the required standards of patient care safely and efficiently * Act as a strategic Human Resources Business Partner to the Division, senior management and their teams by challenging and developing a thorough understanding of the strategic and operational business plans and HR issues to ensure the divisional workforce requirements are identified, planned and delivered on a timely basis * To work with managers within the division to ensure the divisions workforce plans are produced annually, fed into the corporate workforce plans and fully integrated with the clinical and service strategies * To monitor trends in relation to workforce resourcing and take proactive action to reduce risks to the Division / Trust. * Deliver training in HR practice and allied specialisms to divisional managers and staff * Lead and manage the HR interface with divisional management team, providing strategic direction on the workforce and HR issues and providing coaching to improve performance and behaviour enabling Trust values to be embedded * Input to divisional organisational design and cost management through facilitating / advising the divisional senior management team in planning organisational change, including leading change management and workforce redesign, negotiating if required with staff representatives which could be contentious whilst maintaining harmonious employee relations, succession planning, talent management, managing retention risks and effective resourcing. * To ensure the effective utilisation of accurate and timely divisional workforce data and support managers within the division to analyse and interpret the data, policies and procedures to enable effective service provision. Interpreting data and providing management information across all aspects of people performance (e.g. absence, turnover, performance, training and development) * To strategically lead on the co-ordination of divisional workforce management activities in relation to KPIs e.g. staff sickness, staff turnover, PDRs including being the gatekeeper of HR data from HR sources to the division * Prepare reports / plans and present these to the divisional senior management team and Trust Executives as required (e.g. workforce plans, staff survey plans) * Ensure effective mechanisms are in place to meet the divisions’ responsibilities in relation to health and safety issues linked to HR practice, and to support embedding the human factors principles * To support the divisional management team in planning for significant organisational change e.g. TUPE, service reconfiguration * To provide strategic advice on complex workforce matters, division workforce decisions / solutions to clinical strategies * To attend the monthly Performance Assurance Framework (PAF) meetings within the Division providing strategic HR advice and guidance in relation to the divisional clinical and service plans * Embed the health and well-being strategy within the Division * Build management capability within the Division, through coaching and mentoring, to equip them with the knowledge and skills to handle staff management responsibilities in line with the trust strategic direction and expectation * Provide input into divisional internal audit reports on recommendations linked to HR practices * Predict and raise visibility of future HR issues affecting the Division and co-ordinate expert input to drill down and seek solution * Drive cultural change within the division to ensure organisational development and service strategies are met. * The postholder may manage a small budget or authorise purchases for sundry items used during the course of undertaking the role. | |
| **OTHER RESPONSIBILITIES** | |
| **Other Responsibilities:**   * The Human Resources Business Partner will be required to travel between various Trust sites within urban and rural Devon. This will often be at short notice. Local transport infrastructure is such that post holder will need to be able to travel independently * To take part in regular performance appraisal * Keep up to date with strategic developments within the NHS and employment law, translating the effect on HR and take personal responsibility for ensuring personal development plan is achieved and update on a regular basis * To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling * To contribute to and work within a safe working environment * The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection * As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal. | |
| **THE TRUST- VISION AND VALUES** | |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:  Honesty, Openness & Integrity  Fairness,  Inclusion & Collaboration  Respect & Dignity  We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.  We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. | |
| **GENERAL** | |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462. | |

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| **POST** | Human Resources Business Partner |
| **BAND** | 8a |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Educated to degree level or equivalent demonstrated experience  Masters degree in HRM or Employment Law, or equivalent relevant experience  CIPD qualified and Chartered member of CIPD  Evidence of Continuing Professional Development | E  D  E  E | E  E  E  E |
| **KNOWLEDGE/SKILLS**  High level interpersonal skills displaying credibility, resilience and influence  Ability to analyse and present information appropriately  Sound judgement and decision making  Ability to review and develop HR systems and processes  Ability to research and interpret legislation, national terms and conditions of employment and other guidance  Influencing and negotiation skills  Investigation and interviewing skills demonstrating expertise with complex cases  Ability to communicate verbally and in writing in a manner which is clear, fluent and persuasive  Presentation and facilitation skills  Able to analyse highly complex and multi-stranded problems and develop innovative solutions including option appraisal  Evidence of ability to act as a role model for staff and advocate HR best practice across the organisation  IT skills i.e. ESR(desirable at recruitment), Word, Excel and PowerPoint and the ability to manipulate complex data/information | E  E  E  E  E  E  E  E  E  E  E  E | E  E  E  E  E  E  E  E  E  E  E  E |
| **EXPERIENCE**  Demonstrate a business-focused approach to HR in a large complex organisation  Extensive experience of delivering advice and guidance to Senior Managers and Directors, advising on complex employee relations issues, delivering change management projects and carrying out investigations  Experience of developing and delivering HR related management training and presentations  Demonstrable experience of organisational governance processes and procedures, corporate reporting, drafting or board exception reporting  Experience or knowledge of developing and delivering employee engagement programmes, linked to staff engagement and staff survey  Knowledge of current NHS and employment related Government issues and policy direction  In depth knowledge of Human Resource best practice.  Experience of partnership working with employee representatives and trade unions  Thorough understanding of Employment Law and Equality legislation and experience of working with a diverse workforce  Experience of workforce planning, strategy design and facilitation including recruitment/retention and talent management  Experience of formulation, implementation and interpretation of employment policies  NHS.Public Sector experience and knowledge | E  E  E  E  E  E  E  E  E  E  E  D | E  E  E  E  E  E  E  E  E  E  E  E |
| **PERSONAL ATTRIBUTES**  Proactive and customer focused to deliver excellence in HR service  Manage own workload, prioritise effectively, and work to deadlines  A problem solver with a ‘can do’ attitude  Energy and enthusiasm  Personal integrity  Team player and ability to motivate others | E  E  E  E  E  E | E  E  E  E  E  E |
| **OTHER REQUIRMENTS**  Be aware of and adhere to the Trust’s vision and values  Ability to independently travel to Trust sites on a regular basis and at short notice | E  D | E  E |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | N |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | N |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
|  | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  | | | | | |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
|  | |  |  |  |  |
| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
|  | | | | | |
| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  |  |
| Heavy manual handling (>10kg) | Y |  |  |  |  |
| Driving | Y |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | N |  |  |  |  |
| Mental Effort | N |  |  |  |  |
| Emotional Effort | N |  |  |  |  |
| Working in isolation | Y |  |  |  |  |
| Challenging behaviour | Y |  |  |  |  |