

JOB DESCRIPTION

JOB DETAILS	
Job Title	Associate People Business Partner
Reports to	People Business Partner
Band	Band 7
Department/Directorate	People Directorate

JOB PURPOSE
To work with and support the People Business Partner to lead and embed the strategic People agenda within the Care Group structure, implementing change, interpreting policies and working in partnership with the Care Group Senior Management Team and People colleagues 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. Working closely with the service, the role will provide proactive HR solution-focused advice and develop interventions and strategies for designated services, including the development of strategic workforce plans, developing people solutions to meet service's needs, using people metrics to evidence required activity, provide and oversee provision of specialist advice on the full range of People (HR) policies, processes and procedures, establishing strong working relationships with key stakeholders across the Trust built on trust, confidence and mutual respect and which underpin a reputation for being credible and providing knowledgeable interventions. Act as an advocate of change and transformation in support of business and People strategies and champion best practice People management, influencing key business decisions to ensure the effective management of staff through the fair, efficient and pragmatic application of best practice. Undertake specific projects to support delivery of the workforce and organisational development / improvement strategy, across all service areas, and within People and across the Trust as appropriate.

KEY RESULT AREAS, PRINCIPAL DUTIES AND RESPONSIBILITIES
People Strategy To enable the implementation of the RDUH People Strategy supporting the delivery of a great place to work, working with the Care Group management teams to address key areas for people development. Developing action plans with service leads to address staff engagement, strategic resourcing, workforce planning, health & wellbeing etc Management of Change Input to wider Care Group organisational design including working with the People Business Partner and service leads to plan and lead change management and workforce redesign within the Care Group. For allocated services, responsibility for providing HR leadership for management of organisational change and consultation processes. This will include supporting and advising on a variety of management of change processes, such as TUPE transfers, implementation of new structures, changes in working patterns, re-locations etc. Engaging and consulting with Staffside representatives on matters which could be contentious, whilst maintaining harmonious employee relations.

Advice and Guidance

Directly and in partnership with other People teams provide the Care Group with a high quality, customer focussed professional HR service. This will include providing advice and guidance on highly complex, sensitive and contentious HR issues e.g. complex management of change processes, redundancy programmes, strategic resourcing and “Hard to Fill”, TUPE, employee relations matters with minimal supervision, ensuring that organisational and legislative requirements are met and standards of good practice are maintained

Workforce Planning and Information

For allocated services, work with SWP Lead and Service Managers to enable development of the strategic workforce plans for each service.

To work with the People Business Partner to develop strategies and interventions to address workforce challenges in relation to Health & Wellbeing, Employee experience, Performance, Training & Development.

Health & Wellbeing, Inclusion and Employee Experience

Ensure effective mechanisms are in place to meet the Care Group’s responsibilities in relation to health and safety issues linked to People practice, and to support embedding Trust Values and behaviours and Just Learning Culture.

Support the Care Group on the Diversity and Inclusion agenda within the Trust with developed action plans to enable the improvements required.

Management Development

Build management capability within the Care Group, 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.

Recruitment and Retention

Work with Service leads to identify and manage the resourcing of “Hard to Fill” posts, working with the Marketing and Executive & Specialist recruitment teams to develop marketing and recruitment campaigns to support building awareness and attracting candidates.

Support the planning, organising and attendance at recruitment career events.

KEY WORKING RELATIONSHIPS

Areas of Responsibility: People business partnering for allocated services within a Care Group or Directorate

No. of Staff reporting to this role: 0

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
• Senior teams within the Care Group • Senior Leadership Team • People functions – transactional / expert • People Business Partners across the Care Groups/ Corporate Division • Trust Executive • Staffside • Workforce Strategy Group • Occupational Health • ESR / Payroll Services • Support Functions (e.g. Transformation, Service Development, Stakeholder Communication & Engagement)	• Trade Union Representatives • Senior colleagues from other NHS organisations • External stakeholders to the Care Group • Devon System HR representatives

ORGANISATIONAL CHART



FREEDOM TO ACT

Guided by broad HR and People policies, strategies and procedures. Significant discretion to work autonomously and with discretion within broad parameters. Expected results are defined.

Deputise for People Business Partners as required, taking delegated responsibility at internal and external meetings and events where appropriate.

COMMUNICATION / RELATIONSHIP SKILLS

Communicate highly complex / sensitive and at times contentious information e.g. redundancy and other redeployment issues, TUPE programmes that involve contentious “intended measures”, workforce development strategies, employee relations, giving presentations on complex HR issues and providing coaching & mentoring on complex HR issues.

Foster positive relationships to engage and negotiate with unions and professional associations.

Handle highly complex change management employee issues professionally and sometimes in hostile or adversarial situations (e.g. group meetings, Employment Tribunals, hearings).

Develop and maintain good working relationships with key stakeholders e.g. Staffside payroll provider,

Occupational Health, to support delivery and in instances will require negotiation and influencing skills.

Liaise with internal and external agencies as appropriate in dealing with queries and issues relating to staff.

ANALYTICAL / JUDGEMENTAL SKILLS

Analyse complex People issues (e.g. team relationships and effective working practices, changes to skill mix and working patterns to maximise productivity) and data (e.g. workforce trends, productivity metrics). and make decisions in relation to interpretation of policies.

Ensure that any changes or developments are managed sensitively and appropriately, identifying risks to the organisation and managing them effectively or escalating through the People Business Partner to the People Lead when appropriate.

To ensure the effective utilisation of accurate and timely Care Group workforce data and support managers within the Care Group to analyse and interpret the data, policies and procedures to enable effective service provision. Interpretation and analysis of management information across all aspects of people performance (e.g. absence, turnover, performance, training and development).

Prepare reports / plans and present these to the Care Group Senior Leadership Team and as required (e.g. workforce plans, staff survey plans, workforce reports for performance assurance framework (PAF meetings)).

PLANNING / ORGANISATIONAL SKILLS

Plan and organise complex programmes, such as change management projects and consultations, recruitment drives for the Care Group, and strategic workforce planning programmes. Work to prescribed timelines.

Plans may require adjustments in line with the wider strategy and Trust priorities that may impact on People activities.

PATIENT / CLIENT CARE

Incidental contact only.

POLICY / SERVICE DEVELOPMENT

Make proposals and contribute to the development of a range of People policies, which impact on other departments.

Provide timely and effective advice and support in the interpretation and application of employment legislation, local and national NHS HR policy and procedures to support delivery.

FINANCIAL / PHYSICAL RESOURCES

The post holder will:

Assist the Care Group in minimising the use of agency staff. Undertaking IR35 assessments as necessary. Supporting "Delivering Best Value" programmes.

HUMAN RESOURCES

Provide coaching to line managers to build capability in applying People policies and processes to their teams. This includes coaching on conducting appraisals, management of sickness absence, performance management, addressing conduct issues and any other reasonable management duties.

Responsible (directly and through liaison with the wider People/HR team) for supporting the People Business Partner in the delivery of a comprehensive People/HR service to the Care Group. This will include supporting workforce planning for the Care Group and ensuring the delivery of the Trust's People Strategy within the Care Group. Providing advice on management of organisation change and consultation processes.

Foster a positive climate of employee relations, supporting and coaching managers to ensure a consistent approach in line with good working practice, current employment law and employee relations. Through Local Consultation Committees work closely with Staffside representatives to identify employment issues and take appropriate action.

Undertake own CPD activity to maintain and develop further leadership and management competencies.

Undertake appropriate coaching, mentoring, training and development activities within the Care Group. Provide specialist People advice and support to managers on emotive and complicated issues including redeployment, change management, workplace grievance / disputes, and employment relations. Review and advise on issues where there are a range of facts that require a comparison of options.

INFORMATION RESOURCES

Occasional requirement to develop or create reports, documents and drawings. Production of strategic workforce planning spreadsheets.

RESEARCH AND DEVELOPMENT

Undertake surveys or audits as necessary to own work and staff surveys on HR issues.

PHYSICAL SKILLS

Keyboard skills (standard).

PHYSICAL EFFORT

Occasional requirement to travel to other sites as required. The Associate People 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.

Office based with occasional requirement for light physical effort.

MENTAL EFFORT

Requirement to concentrate for frequent periods to develop job descriptions, consultation papers, update spread sheets and develop and contribute to programme plans/strategy. The work patterns can be unpredictable.

EMOTIONAL EFFORT

Dealing with welfare issues, long term sickness, redeployment and redundancy, grievance and discipline.

Frequent exposure to distressing or emotional circumstances.

WORKING CONDITIONS

There will be extensive use of VDUs on a daily basis.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are 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.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you. Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

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.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trust's Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Relevant first degree or equivalent qualification, or equivalent demonstrable experience	E	
Graduate member of the CIPD (postgraduate qualification/Level 7) or equivalent specialist HR knowledge to master's level gained through demonstrable experience	E	
KNOWLEDGE/SKILLS		
Able to demonstrate a knowledge and understanding of current employment legislation and the ability to analyse and interpret the legislation	E	
Ability to apply corporately consistent judgement	E	
Able to work with attention to detail	E	
Able to develop and maintain systems to meet service needs	E	
Excellent communication and interpersonal skills, especially in dealing with complex and sensitive situations	E	
Ability to work collaboratively / coach junior member of the team	E	
Highly developed empathetic and reassurance skills	E	
Excellent organisational and planning skills	E	
IT literacy and keyboard skills, including Microsoft Office products; Word, Excel, Outlook, PowerPoint, One Note and MS Teams	E	
Problem solving skills, including ability to achieve delivery against projects whilst balancing operational demands and priorities	E	
Knowledge and experience of NHS Job Matching and evaluation process		D
EXPERIENCE		
Demonstrate a business-focused approach to HR in a large complex organisation	E	
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	E	
Experience of developing and delivering HR related management training and presentations	E	
Demonstrable experience of organisational governance processes and procedures, corporate reporting, drafting or board exception reporting	E	
Experience or knowledge of developing and delivering employee engagement programmes, linked to staff engagement and staff survey	E	
Knowledge of current NHS and employment related Government issues and policy direction		D
In depth knowledge of Human Resource best practice.	E	
Experience of partnership working with employee representatives and trade unions	E	
Experience of advising and implementing organisational change	E	
Thorough understanding of Employment Law and Equality legislation and experience of working with a diverse workforce	E	
Experience of workforce planning, strategy design and facilitation including recruitment/retention and talent management	E	
Experience of formulation, implementation and interpretation of employment policies	E	
NHS Public Sector experience and knowledge		D

PERSONAL ATTRIBUTES		
• Proactive and customer focused to deliver excellence in HR service	E	
• Manage own workload, prioritise effectively and work to deadlines	E	
• A problem solver with a 'can do' attitude	E	
• Energy and enthusiasm	E	
• Personal integrity	E	
• Team player and ability to motivate others	E	
OTHER REQUIREMENTS		
• Be aware of and adhere to the Trust's vision and values	E	
• Ability to drive/independently travel to Trust sites on a regular basis and at short notice	E	
• Full UK driving licence and access to a vehicle with the appropriate business insurances.	E	
• Evidence of Continuing Professional Development	E	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	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				X
Heavy manual handling (>10kg)	N				
Driving	Y		X		
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	N				
Mental Effort	Y				X
Emotional Effort	Y				X
Working in isolation	Y			X	
Challenging behaviour	Y		X		