

## SINGLE CORPORATE SERVICES

### Rostering Team

<b>Job title:</b>	Deputy Rostering Systems Manager	<b>To be completed by HR</b>  <i>Job Reference Number</i>
<b>Reporting to:</b>	Rostering Systems Manager	
<b>Accountable to:</b>	Rostering Systems Manager	
<b>Pay Band:</b>	7	

As part of the Single Corporate Service, the role provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

#### Job purpose

The Deputy Rostering Systems Manager will provide day to day management and leadership to the Rostering team and support them in providing an effective, efficient and customer focused service.

#### Job summary

Support clinical and functional leads in the provision of quality rosters that drive efficiencies in better and safer staffing with timely and accurate payroll and workforce reporting.

Rolling out delivery of health roster to all occupational groups across the Trusts.

Responsible for maintaining business as usual service for rostersing system delivery

#### Organisational Chart

See main consultation document organisation charts

#### Specific Core Functions

1. In conjunction with the Workforce Information team, plan, produce and disseminate workforce and other reports as appropriate specially from the Rostering systems.
2. Ensure the team is appropriately deployed to support Nursing, AHP and Medical teams with their rostersing usage, this will involve day-to-day maintenance as well as roll out of new functionality or new teams.
3. Support the Rostering Systems Manager with the set up and running of a rostersing systems group to ensure the team is close to the voice of its customers and services users across both sites.

4. Provide information to a wide range of stakeholders internally and externally, enabling more effective workforce management.
5. Support the Nursing, AHP and Medical workforce teams through providing data and reports taken from the E-Rostering suite which impact on safe and effective staffing in clinical areas.
6. Close collaboration working with colleagues within the wider People Services Team to ensure smooth management and timely pay for employees and bank workers.
7. Develop training needs analysis to promote user skills and engagement to better plan an appropriate roster using the system to its full advantage.
8. With functional leads, challenge historic rostering practices by empowering Ward Managers, Matrons, and rostering leads, to maximise use of resources through effective rostering and adhering to the roster policy.
9. To generate, analyse and translate complex information/reports across the two organisations.
10. Plan and schedule implementation of Rostering upgrades and system developments. This will require adjustment and reprioritising where needed to meet multiple objectives.
11. Working closely with the Workforce Information Team lead on improvements for workforce data quality and seek regular feedback from service users to help focus on areas requiring improvement.
12. Ensure compliance of own and others practice to internal information governance policy, data protection laws and NHS data management regulations.
13. Responsible for the Easy Pay and E-pay systems, liaison with People Services Manager as required (intention to move to one system in the future)
14. Deputise for the Rostering Systems Manager as required.

## **Key Responsibilities**

### ***Communication and Working Relationships***

- The post holder will be providing and receiving complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or re-assurance skills are required. This may be because agreement or cooperation is required or because there are barriers to understanding and/or providing and receiving highly complex information.

### **Analytical and Judgement**

- Judgements involving complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.

### ***Planning and organising***

- Planning and organisation of a number of complex activities or programmes, which require the formulation and adjustment of plans.

### **Physical Skills**

- The post requires developed physical skills to fulfil duties where there is a specific requirement for speed or accuracy. This level of skill may be required for advanced or high-speed driving; advanced keyboard use; advanced sensory skills or manipulation of objects or people with narrow margins for error, or the post requires highly developed physical skills, where accuracy is important, but there is no specific requirement for speed. This level of skill may be required for manipulation of fine tools or materials.

### ***Patient Client Care***

- Assists patients/clients/relatives during incidental contacts.

### ***Policy and Service Development***

- The post holder is responsible for implementing policies within a team/department and proposes changes to working practices or procedures for own work area.

### ***Financial Management***

- The post holder will be an authorised signatory for small cash/financial payments.

### ***Management/Leadership***

- The post holder is the line manager for INSERT DEPARTMENT NAME, responsible for appraisals, managing sickness absence, dealing with disciplinary and grievance issues, leading on recruitment and selection, staff development and succession planning and managing all aspects of people management.

### ***Information Resources***

- The post holder will regularly use computer software to develop or create statistical reports requiring formulae, query reports or detailed drawings /diagrams using desktop publishing (DTP) or computer aided design (CAD), or (c) responsible for maintaining one or more information systems where this is a significant job responsibility.

### ***Research and development***

- Undertakes surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

### ***Freedom to Act***

- Expected results are defined but the post holder decides how they are best achieved and is guided by principles and broad occupational policies or regulations. Guidance may be provided by peers or external reference points.

### ***Physical effort***

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

### ***Mental effort***

- There is a frequent requirement for concentration where the work pattern is unpredictable, or there is an occasional requirement for prolonged concentration.

### ***Emotional Effort***

- Occasional exposure to distressing or emotional circumstances, or frequent indirect exposure to distressing or emotional circumstances, or occasional indirect exposure to highly distressing or highly emotional circumstances.

### ***Working conditions***

- Occasional exposure to unpleasant working conditions, or occasional requirement to use road transportation in emergency situations, or frequent requirement to use road transportation, or frequent requirement to work outdoors, or requirement to use Visual Display Unit equipment more or less continuously on most days.

## Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
<b>Qualifications</b>	Degree level qualification	Allocate Academy Specialist HR generalist experience (preferably in the NHS) Project management qualification (PRINCE2) Data Analytics qualification/certification	CV/ Application Form
<b>Experience</b>	<p>Experience of managing teams</p> <p>In depth experience of complex rostering</p> <p>Highly developed specialist knowledge underpinned by theory and experience</p> <p>Experience of rostering systems across a range of environments</p> <p>Experience of NHS Terms &amp; Conditions of staff for all staff groups</p> <p>Experience of HR in an NHS setting</p> <p>Experience of dealing with Data and provision of data</p> <p>Additional specialist knowledge acquired through post graduate diploma level / or equivalent relevant experience</p> <p>Evidence of continued personal development</p> <p>Understanding of data structures within HR workforce systems</p> <p>Experience of information governance and data protection</p> <p>Experience of training and developing others</p> <p>Problem solving skills, able to trace a story back to the original problem.</p>		CV/ Application / Interview

<b>Knowledge</b>	<p>Advanced IT skills – Microsoft Word, Outlook, PowerPoint, and Excel to an advanced level including manipulation and present data in user friendly formats.</p> <p>Ability to communicate effectively, verbally and in writing, to differing audiences, using negotiation skills</p> <p>Ability to interpret complex information and formulate responses</p> <p>Ability to plan and manage time effectively</p> <p>Ability to prioritise tasks, and to manage conflicting demands on time and resources</p> <p>Ability to develop effective working relationships</p> <p>Knowledge of rostering in NHS</p> <p>Knowledge or rostering across complex organisations.</p>		CV/ Application Form / Interview

**Compliance statement to expected organisational standards.**

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.

- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.