

SINGLE CORPORATE SERVICES

PEOPLE SERVICES

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| Job title: | HR & OD Business Partner | <i>To be completed by HR</i> <i>Job Reference Number</i> |
| Reporting to: | Director of People – Planning and Transformation | |
| Accountable to: | Director of People – Planning and Transformation | |
| Pay Band: | 8a | |

As part of the Single Corporate Service, this role is a designated site-based role however the post holder will be part of the Corporate Service team which 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 HR & OD Business Partner role represents a senior, high profile and influential post, which is an integral part of the divisional senior management team. The purpose of the role is to provide a strategic organisation development (OD) and workforce focus and direction for the division, with the aim of supporting the delivery of compassionate and affordable patient care of the highest quality.

Job summary

Working closely with the Divisional Director, Divisional Manager, Divisional Nurse and other key individuals, the post holder will lead on all aspects of work associated with the forward planning, modernisation, engagement, motivation and performance of the workforce. In addition, at an operational level, they will embed excellent OD and HR practice and standards, and increase HR management capability within the division.

The HR Business Partner will develop and implement initiatives which directly support the delivery of the Trust's OD and Workforce Strategy and add value to the overall performance of the Trust. A key component of the role is the development of excellent working relationship with senior and multi-professional staff that are built highly credible and knowledgeable expert in the application of strategic OD and HR.

Organisational Structure



Specific Core Functions

Workforce Modernisation and Organisational Development

1. Act as an advocate for change, in identifying the need for delivering productivity and efficiency improvements through working practices.
2. Actively lead and support the implementation of OD and workforce improvement initiatives.
3. Coach managers in the process of implementing change and supporting those involved in and affected by it.
4. Regularly review and assess established working practices and staff management practices to ensure they continue to support efficient operational delivery.

Workforce Planning

1. Consider and plan for emerging trends and uncertainties in workforce demand and supply within the multi-disciplinary team.
2. Explore and apply novel approaches to overcome identifiable difficulties.
3. Lead, develop and evaluate an effective and deliverable workforce plan that fully supports the delivery of divisional and Trust key business objectives.
4. Establish and oversee the delivery of an affordable divisional recruitment and retention plan, based on the corporate recruitment and retention plan.
5. Increase workforce planning awareness and capability across the division, and commission appropriate associated training and development interventions.
6. Proactively support the Divisional Director, clinical leads and operational managers in the effective application of the annual consultant job planning process, ensuring programmed and other activities are aligned to the business needs of the Division.

Employee Engagement

1. Work with clinical leaders, managers and staff representatives to develop and prioritise a culture of effective employee relations and partnership working across all areas of the Division.
2. Coach line managers and other key individuals in the effective management and motivation of 'self' and others.

3. Encourage and enable staff to feel empowered to change and improve the workplace through, for example, the application of the Delivering Excellence Every Day approach methodology, focus groups and regular local surveys.
4. Develop and implement a divisional staff engagement strategy which aims to improve staff involvement, motivation and contribution, while also supporting personal and career development, and the health and wellbeing of staff, based on corporate plans.
5. Research 'reasons for leaving' in order to inform retention initiatives and share learning across and between divisions.

Workforce Performance

1. Lead the workforce components of the Division's cost improvement plans to ensure effective delivery to agreed timescales.
2. Analyse divisional workforce data to identify priorities and plan future actions through regular review of workforce metrics.
3. Ensure the efficient supply of relevant workforce 'intelligence' for managers, in order to inform management decision-making and to improve the divisions' performance in relation to workforce key performance indicators.
4. Account for outturn at regular divisional performance review meetings.
5. Benchmark against other NHS organisations to seek best practice.

Increasing Management Capability

1. Establish a mechanism by which awareness of good people management practices are understood and applied by line managers at every level of the Division.
2. Ensure line managers have a good level of understanding of the provisions of key workforce and HR policies and procedures and how these are applied in practice.
3. Consistently strive to ensure 'best practice' workforce and HR interventions are applied within teams and departments.
4. Advise, coach and support local leaders and managers in the development of people management skills and competence within their teams.

Key Responsibilities

Communication and Working Relationships

The post holder will be providing and receiving highly complex, highly sensitive or highly contentious information, where developed persuasive, motivational, negotiating, training, empathic or re-assurance skills are required. This may be because agreement or co-operation is required or because there are barriers to understanding and/or presenting complex, sensitive, or contentious information to a large group of staff.

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 broad range of complex activities or programmes, some of which are ongoing, which require the formulation and adjustment of plans or strategies.

Physical Skills

The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

Patient Client Care

Assists patients/clients/relatives during incidental contacts.

Policy and Service Development

The post holder is responsible for a range of policy implementation and policy or service development for a directorate or equivalent.

Financial Management

The post holder will observe a personal duty of care in relation to equipment and resources used in the course of their work. They will advise on matters relating to budgets for staff.

Management/Leadership

The post holder manages a discreet area of the HR function e.g. a Division

Information Resources

The post holder is responsible for adapting / designing information systems to meet the specifications of others.

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

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

Working conditions

Exposure to unpleasant working conditions or hazards is rare.

Person Specification

| Criteria | Essential | Desirable | <i>How criteria will be assessed</i> |
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| <p>Qualifications</p> | <p>Post-Graduate Diploma in Personnel Management or equivalent HR or OD management qualification. Member of Chartered Institute of Personnel and Development Evidence of Continuing Professional Development</p> | | |
| <p>Experience</p> | <p>Extensive senior workforce experience in advising senior managers on best practice HR approaches, particularly relating to change management Experience in successful leading and delivering OD projects. Experience in developing and implementing OD and Workforce strategy. Experience in developing and implementing HR policies and practices Experience in implementing significant changes to pay systems and other terms and conditions. Experience in managing complex and sensitive employment relations issues Experience in coaching and training managers in OD and HR issues. Demonstrable knowledge of current thinking on good HR practice on all aspects of HR management Knowledge of current workforce and HR agenda in the NHS. Demonstrable understanding of different models of HR service provision.</p> | | |
| <p>Knowledge</p> | <p>Highly specialist knowledge of one or more HR topics acquired through degree and professional HR qualification plus additional training or</p> | | |

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| | equivalent experience to masters level or equivalent | | |
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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.