



**University Hospitals
of North Midlands**
NHS Trust

Job Description and Person Specification

**PROUD
TO
CARE**



Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

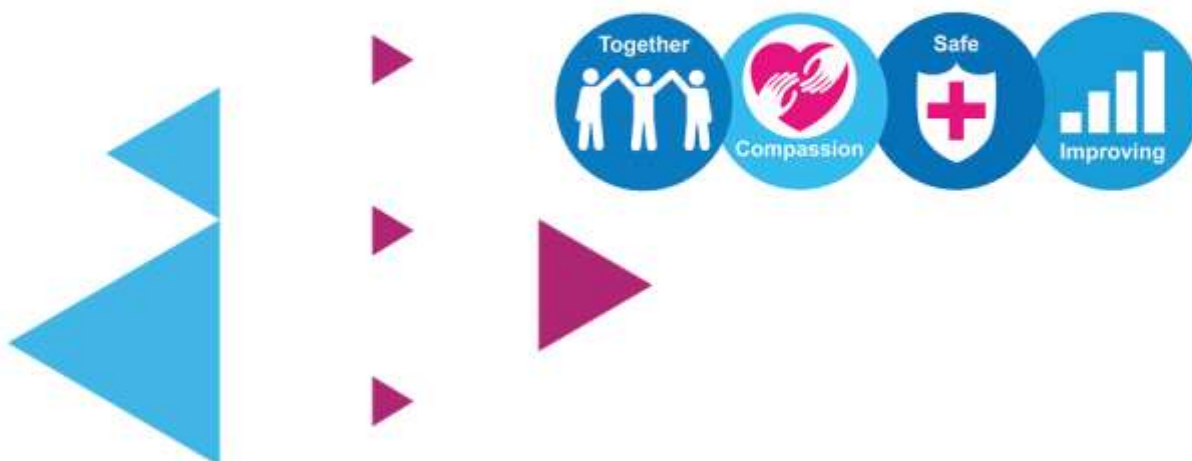
The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone at the Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at www.uhnmcharity.org.uk



Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is



Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

| | |
|---------------------------------------|--|
| Division: | Central Functions |
| Job Title: | Deputy People Business Partner |
| Band: | 6 |
| Location: | Royal Stoke University Hospital |
| Hours: | 37.5 |
| Managerially accountable to: | People Business Partner |
| Professionally accountable to: | Chief People Officer |

Role Summary

To assist the People Business Partner in taking a lead role in driving forward the Trust's agreed People agenda specifically with regard to employee relations for medical and non-medical personnel. The Deputy Human Resources People Partner will also be given lead responsibility for specific corporate and strategic Human Resources objectives.

To work with People Directorate colleagues to contribute to the delivery and implementation of operational Employee Relations objectives outlined within the People Strategy and Annual Delivery Plan.

Key Areas/Tasks

1. HR People Partnering

1.1 To work with the Divisional HR Teams, Clinicians and Ward / Department Managers on operational Human Resource and general management issues, taking the lead responsibility as appropriate. This includes the following:

- To provide operational delivery of strategic change programmes
- To ensure that divisional specific HR service reports cover all relevant activity including ER cases, recruitment volumes, formal raising concerns, high level HR metrics.
- To provide operational management of TUPE transfers
- To design and deliver staff experience and staff engagement activities and OD interventions
- To support operational workforce planning including supply, retention, redeployment and attraction.
- To engage with operational managers to identify key business and workforce issues and potential HR interventions and solutions to support the required business aims.

- To lead on dignity at work case management support and mediation
 - To support on medical productivity and job planning.
- 1.2 To provide advice and support to Managers and staff regarding performance management and capability issues while monitoring adherence to Trust policy and good practice.
 - 1.3 To establish and foster sound working relationships with staff side representatives ensuring a healthy and productive IR climate.
 - 1.4 To advise managers on disciplinary matters and where appropriate or necessary, participate in disciplinary investigations and hearings.
 - 1.5 To assist managers in job redesign and recruitment and selection, ensuring compliance with Trust's Recruitment and Selection Procedure and Equal Opportunities Policy.
 - 1.6 To carry out banding reviews as required.
 - 1.7 To ensure all Managers / Clinicians comply with all HR policies and procedures and highlight non-compliance as appropriate to the Human Resources Manager while supporting policy development across the Trust.
 - 1.8 To respond promptly to general HR queries and where appropriate referring enquiries on

2. EMPLOYMENT RELATIONS

- 2.1 To support Employee Relations team in maintaining a positive employee relations climate through best Human Resources practice producing an environment of trust, co-operation, partnership and involvement.
- 2.2 To assist representing the Trust with regard to involvement in MHPS matters and HR advisor to panels, Employment Tribunal Claims, as required, responding on behalf of the Trust, liaising with external agencies such as employment lawyers, regional union officers, ACAS and organisations such as the BMA, where appropriate co-ordinating cases, attending the employment tribunal on behalf of the Trust and giving evidence as required.
- 2.3 To work with the Employee Relations team to take forward issues arising from the TJNCC/LNC/Policy Review/Bi-monthly meetings with the Unions.
- 2.4 To assist with the delivering of training programmes / workshops in accordance with identified corporate or departmental needs.
- 2.5 To audit as requested of HR systems and standards across the

divisions, suggesting improvements and good practice where necessary to support the devolution of Human Resources Management to line managers.

2.6 To help maintain a central system for managing Employee Relations case work across the Divisions.

2.7 To manage own case work load as requested.

3. POLICY DEVELOPMENT

3.1 To assist with the development of modern employment policies and practices across the Trust, responding to developments in employment law and NHS or other regulations. Through involving other parties where relevant, produce revised or new policies and present to the TJNCC/LNC for approval.

3.2 To ensure employment policies are effectively implemented within the Divisions.

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Equality and Diversity

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services.

It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their

potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas all staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the “rights and freedom” of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role.

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNH) work. The Trust has developed a Sustainable Development Management Plan (SDMP): '*Our 2020 Vision: Our Sustainable Future*' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate

all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNM is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee _____ Print _____ Date _____

Signed Manager _____ Print _____ Date _____

Deputy People Business Partner

Person Specification

| Requirements | Essential | Desirable |
|--------------------------------------|---|---|
| Education and qualifications | Evidence of personal professional development Post graduate CIPD qualification or equivalent. | |
| Experience | Demonstrable experience at Advisor / Deputy HR Manager level, with a track record of dealing with issues in a complex environment Awareness and experience with organisational policies and procedures Good working knowledge of Employment Legislation. | Demonstrated experience of co-ordinating projects in complex and challenging environments Understanding/experience of the NHS and PFI environment Experience of working with TUPE and the RoE model |
| Skills, ability and knowledge | Effective interpersonal, written and verbal communication skills Highly developed organisational skills Awareness of current NHS issues Able to work to tight deadlines within a demanding environment Ability to provide a proactive client centred service Ability to work as part of a team Ability to use own initiative and imagination Ability to recognise and act upon the implications of actions and decisions Working knowledge of employment legislation Effective presentation skills Accuracy and attention to detail IT Skills including Microsoft Office and Outlook Ability to present and communicate complex data in a way that aids | |

| | | |
|---------------------------|---|--|
| | decision-making. | |
| Personal Qualities | <p>Commitment to own personal development</p> <p>Sets high standards and motivated to achieve these</p> <p>Able to work autonomously</p> <p>Aware of own limitations</p> <p>Sensitivity to the needs of colleagues, managers / clinicians and employees</p> <p>Ability to establish rapport and credibility with line managers</p> <p>Diplomatic and approachable</p> <p>Flexible and willing to commit to achieve results and meet deadlines</p> <p>Enthusiastic and determined</p> <p>Holds a genuine interest in Human Resources</p> | |