

## **JOB DESCRIPTION**

### **Job Details:**

<b>Job Title:</b>	Locum Medical Recruitment Officer
<b>Band:</b>	Band 4
<b>Location:</b>	Norfolk and Norwich University Hospital
<b>Department:</b>	Human Resources, Medical Workforce
<b>Managerially Accountable to:</b>	Medical Workforce Manager
<b>Professionally Accountable to:</b>	Director of Workforce

### **Job Purpose:**

To provide specialist recruitment and HR administrative services to locum medical staff in accordance with appropriate National Guidelines and Trust Policies.

To provide specialist support and advice to divisions and directorates to ensure a high quality locum medical recruitment service is delivered.

To create and maintain spreadsheets which provide accurate information as required by internal and external organisations on the locum establishment.

To undertake all responsibilities with a high degree of confidentiality.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Integrity, Dedication and Excellence.

### **Overview of Essential Responsibilities:**

1. To provide an administrative service with the aim of recruiting high calibre locum staff
2. To accurately check CVs to ensure eligibility and investigate any anomalies. Administer, support and co-ordinate recruitment processes including interview panels where required, with the aim of recruiting high calibre locum medical staff in the appropriate manner
3. To include the confirmation of commencement date and preparation and issuing of contract on completion of satisfactory employment checks. Completion of administrative work and post appointment care for all posts appointed to.

4. To Initiate ESR process for payments of additional locum work and expenses. Process in accordance with the Trust's standing financial instructions and Terms and Conditions of Employment for Medical Staff.
5. Co-ordination of vacancies with internal and external partners including agencies from the Government Procurement Service approved framework
6. Preparation of locum status information and financial reports for circulation to the Divisional managers, HR and other relevant committees.
7. Processing invoices and timesheets for payment in association with locum provision using relevant software tools.
8. Cover for other members of Medical Recruitment as appropriate.
9. Filing, data inputting, reception and general office duties, maintain accurate records of status of all posts within remit.
10. Any other duties as required by the Head of HR Business Management or designated deputy.

**Specific Additional Responsibilities:**

11. To provide support as appropriate for specific projects as required by the Director of Human Resources or the Head of HR Business Management.
12. Initiate ESR process for payment of additional work/roles/responsibilities as requested by relevant managers.
13. To respond to general HR enquiries and advise as appropriate.
14. Advise Medical Director or Chief People Officer of possible amendments to relevant policies and procedures to reflect both changes in national guidance and internal requirements.
15. To regularly review process and identify where improvements could be made.
16. Undertake investigative queries on salary irregularities.
17. Liaise with relevant finance manager as required.
18. To keep the Medical Workforce Manager up to date with all relevant issues.
19. Assist with the induction of new staff and act as a mentor, supporting and teaching other members of staff as required.
20. Participate in the process of staff appraisal and develop a personal development plan in conjunction with the Medical Workforce Manager.

<b>Functional Requirements</b>			
Direct face to face patient contact	No	Blood/body fluid exposure	No
Exposure prone procedures (EPP)	No	Prevention and management of aggression	No
Manual handling	No	Crouching/stooping or kneeling	No
Night working/shift work	No	Frequent hand washing/wearing gloves	No
VDU user	Yes	Chemical sensitisers	No
Driving patients	No	Noise	No
Other (please state)	No		

**Job Specification:**

	<b>Means of Assessment</b>	
	<b>Essential/ Desirable</b>	<b>Application Form/ Interview/Test/Ref</b>
<b>Qualifications/training and professional development</b>		
CIPD Intermediate Diploma in HR Management or equivalent	Desirable	Application form
Degree level qualification or equivalent experience.	Desirable	Application form

<b>Experience</b>		
Knowledge of a range of administrative and HR practices acquired through relevant training and experience to diploma level	Essential	Application form/Interview
Experience in an NHS environment.	Essential	Application form/Interview
Understanding and experience of the Recruitment Process.	Essential	Application form/Interview
Evidence of previous role requiring excellent verbal and written communications.	Essential	Application form/Interview
Evidence of using own initiative to solve problems.	Essential	Application form/Interview
Experience of working in a Medical Staffing environment.	Desirable	Application form/Interview
Knowledge of basic employment law.	Desirable	Application form/Interview
Knowledge of equality and diversity issues and associated legislation.	Desirable	Application form/Interview
Human Resources experience within the NHS.	Desirable	Application form/Interview
Knowledge of the HR in the NHS agenda.	Desirable	Application form/Interview
Experience of delivering presentations and training programmes.	Desirable	Application form/Interview

<b>Skills, abilities and knowledge</b>		
Good interpersonal skills.	Essential	Interview
Good organisational skills and the ability to prioritise.	Essential	Interview
Ability to communicate with staff at all levels of the organisation.	Essential	Interview
Ability to work flexibly to respond to changing service priorities.	Essential	Application form/Interview
Excellent IT skills, including Microsoft Office (Outlook, Word, Excel, PowerPoint) and the ability to use other systems as required.	Essential	Application form/Interview
Confidence to take decisions at the appropriate level.	Essential	Interview
Ability to work individually and as part of a team.	Essential	Interview
Assertiveness.	Essential	Application form/Interview
Desire to develop self and others.	Essential	Application form/Interview
Ability to deal with all issues sensitively and in a confidential manner.	Essential	Application form/Interview
Ability to interpret Policies, terms and conditions and analyse situations.	Essential	Application form/Interview
Ability to undertake occasional travel nationally and locally.	Desirable	Application form/Interview
<b>Attitude, aptitude</b>		
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	Essential	Application form/Interview

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.