

## **JOB DESCRIPTION**

### **Job Details:**

<b>Job Title:</b>	Medical Workforce Advisor
<b>Band:</b>	Band 4
<b>Location:</b>	Norfolk and Norwich University Hospital
<b>Department:</b>	Medical Workforce
<b>Managerially Accountable to:</b>	Assistant Medical Workforce Manager
<b>Professionally Accountable to:</b>	Medical Workforce Manager

### **Job Purpose:**

To provide specialist recruitment and HR administrative services for all grades of medical staff in accordance with the National Guidelines, Deanery and Trust Policies.

To provide specialist support and advice to divisions and directorates within portfolio and liaise with clinical and management staff to ensure a high quality Medical Recruitment service is delivered.

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 and demonstrate behaviours that support and encourage an inclusive culture.

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

1. Training Grade, Non-Consultant Career Grade and Trust Grade equivalent recruitment (via NHS Jobs) and administration for all specialties within portfolio (which may be subject to change following consultation to reflect the needs of the department)
2. To liaise with the East of England Local Education Training Board (LETB) in respect of posts recruited through regional/national processes. To administer the employment checks and contractual requirements for all posts recruited to via this route.
3. Administer, support and co-ordinate interview panels for all posts to be recruited to directly by the Trust with the aim of recruiting high calibre medical staff in the appropriate manner, dependent upon the post to be recruited to. For recruitment to junior doctors in training posts to adhere to any LETB requirements in respect of qualifications, competencies and interview panel.

Provide LETB with necessary information on the outcome of recruitment process

4. Completion of administrative work and post appointment care for all posts appointed to and within portfolio. Process claims and associated expenses 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 and organise locum bookings
6. Management of the Electronic Staff Record system as applicable for requirements of post.
7. Maintain accurate records of status of all posts within remit. To understand how each respective rotation works for posts/grades within remit.
8. Attend and participate in divisional / directorate / specialty and department meetings where appropriate.
9. Cover for other members of Medical Recruitment as appropriate.
10. Understand, support and communicate any rota changes as required by the departments
11. Any other duties as required by the Deputy Director of Workforce or designated deputy.

**Specific Additional Responsibilities:**

1. Cover for other department members as required.
2. Other non-specific duties as required by the Deputy Director of Workforce, Medical Staff or designated deputy.
3. To attend mandatory, in-service and staff development training.
4. Assist with the induction of new staff and act as a mentor, supporting and teaching other members of staff as required.
5. 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
Managing a team who hold professional registrations	No	Prevention and management of aggression	No
Exposure prone procedures (EPP)	No	Crouching/stooping or kneeling	No
Manual handling	No	Frequent hand washing/wearing gloves	No
Night working/shift work	No	Chemical sensitisers	No
VDU user	Yes	Noise	No
Driving patients	No	Other (please state)	

**Job Specification:**

	Means of Assessment	
	Essential/ Desirable	Application Form/ Interview/Test
<b>Qualifications/training and professional development</b>		
CIPD Intermediate Diploma in HR Management or equivalent experience	Essential	Application Form
Degree level qualification or equivalent experience	Desirable	Application Form
<b>Experience</b>		
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>		
Knowledge of a range of administrative and HR practices acquired through relevant training and experience	Essential	Application Form / Interview
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
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>		
Assertiveness	Essential	Application Form / Interview

Desire to develop self and others	Essential	Application Form / Interview
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	Essential	Application Form / Interview
Demonstrates understanding and commitment to Equality, Diversity and Inclusion	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.