## JOB DESCRIPTION

## JOB TITLE: HR Manager

**REPORTS TO: Chief Executive Officer**

**HOURS: 37 hours per week**

**Key Accountabilities and Responsibilities:**

**Human Resources and Workforce Strategy Development**

* To advise on strategic HR and OD issues, including policies, procedures and Contracts of Employment
* To advise on and implement the  WFHP HR and Workforce Strategy
* To take lead responsibility for implementing an effective reward strategy,
* To ensure that effective change management processes are developed and implemented
* To advise on and deliver effective HR solutions
* To ensure the HR function is an effective value added function

**Recruitment and Resourcing**

* To lead and assist in the recruitment & retention processes for the organisation, acting as a source of recruitment and human resource expertise for senior staff who are recruiting
* To oversee all processes are complied with from the point of interview to the start date of successful applicants
* To help identify solutions which meet the organisation’s recruitment and staffing needs
* To develop and implement effective recruitment practice, policy and procedures
* To ensure recruitment & staffing processes meet legislative and good practice requirements
* To guide and assist in matters relating to performance management of staff
* To guide and assist in matters relating to grievance and ensure the practice acts within appropriate professional and legal frameworks at all times
* To assist in contract negotiations, reviews and additional personnel management matters as required and implement necessary changes
* To collate end of post feedback and assist in leavers’ interviews to inform future practice
* To share knowledge & learning of important Human Resources principles and guidelines with managers
* To continually monitor and review recruitment & induction processes, seeking feedback from new employees and striving to improve the processes
* To ensure all employment related work is in keeping with legal and statutory guidelines including Equality and Diversity legislation
* To assist in CQC and other external inspections as required
* To ensure WFHP has the policies & procedures which are up to date, legally compliant & fit for purpose,

**HR business partnering**

* To develop strong working relationships with the Head Office Team and Site Managers and other leaders within WFHP.
* Develop a good understanding of the business pressures and objectives
* To support the organisation with workforce/succession planning as required
* To support managers in dealing with HR matters and finding effective HR solutions
* To influence, inspire and champion HR issues across the organisation
* To represent WFHP as required in HR matters.

**Learning and development**

* To advise on effective delivery of training so that it meets corporate, operational and individual needs
* To coach and influence managers to develop their people management/leadership skills and constructively challenge inappropriate behaviours
* To advise on leadership development
* To provide and promote training to staff and managers on key HR processes e.g. recruitment, staff performance
* To liaise with county wide providers in order to remain aware of training opportunities.

**Employee relations**

* To provide proactive expertise and advice on employment legislation / employee relations issues to managers
* Manages institutional risk in respect of ER cases
* Implements rewards policies & procedures to meet the needs of WFHP
* Participate in finance committee meetings with respect to pay, pay scales.

**Equality and diversity**

* To advise on diversity and equality issues, and to ensure that equality and diversity are embedded across the organisation

**Workforce information**

* To ensure that HR workforce information, including absences, overtime and skills composition is monitored and analysed. To agree relevant action with managers to address issues highlighted by the data.
* To liaise with payroll to ensure staff are paid in a timely and accurate manner
* To liaise with Finance partners around eligible claims both NHS eg ARRS and external eg Apprenticeship levy.

**Confidentiality and Compliance with the Data Protection Act 1984**

* The post holder must maintain confidentiality regarding information about patients, staff and other WFHP business in accordance with the Data Protection Act 1984.
* All employees of WFHP must not, without prior permission, disclose any information regarding patients or staff.  In circumstances where it is known that a member of staff has communicated information to an unauthorised person, those staff will be liable to dismissal.  Moreover, the Data Protection Act 1984 also renders an individual liable to prosecution in the event of unauthorised disclosure of information.
* In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers.  They may also have access to information relating to the practice as a business organisation.  All such information from any source is to be regarded as strictly confidential.

**Continuous professional development**

* To develop one’s own knowledge to meet the requirements of the role and the Continuing Professional Development requirements of the Chartered Institute of Personnel and Development

**Health and Safety**

* All employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.
* Review and ensure systems are in place for the proactive management of risk registers.
* The post-holder will assist in promoting and maintaining their own and others’ health, safety and security as defined in the practice Health & Safety policy, the practice Health & Safety manual, and the practice Infection Control policy and published procedures.

**Infection Control**

* All employees of are required to contribute to the management of infection control and be proactive in awareness raising and prevention.
* Ensure that all guidelines, protocols and procedures undertaken within the service are in line with evidence based practice for infection control.

**Safeguarding**

* All employees of have a responsibility to protect and safeguard vulnerable people (children and adults).  They must be aware of child and adult safeguarding procedures and must speak to in the first instance for further advice.  All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role

**Equality and Diversity**

* Employees should promote diversity and equality of opportunity within
* Build a culture where everyone is valued and equipped to do their job.
* All employees must carry out all duties and responsibilities of the post in accordance with Equality, Diversity and Human Rights policies, avoiding unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and other stakeholder

**Other**

* To attend mandatory training in line with policy.
* To undertake any additional duties that the organisation may request.
* To ensure that all duties are carried out to the highest standard and in accordance with currently quality initiatives within the work area.
* Any other duties that may be required from time to time.

This job description aims to illustrate the range and nature of responsibilities held by the post holder. The list of duties and responsibilities is not exhaustive and the post holder is expected to be flexible in their approach.  The duties associated with the post will inevitably vary and develop and therefore the role will be reviewed on a regular basis and changes made in consultation with the post-holder.

This post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for any previous criminal convictions.  Wyre Forest Health Partnership are committed to the fair treatment of its staff, potential staff or users in line with its equal opportunities policy and policy statement on the recruitment of ex-offenders.

**Person Specification – HT Manager**

**Essential**

* CIPD level 5 or above
* 5 years minimum experience in a HR role

**Desirable**

* Large organisation HR experience
* Previous NHS experience not necessary