

JOB DESCRIPTION

Job Title : HUMAN RESOURCES ADVISOR

Accountable to : HR Business Partner for Employee Relations

Responsible to : HR Advisory Team Manager

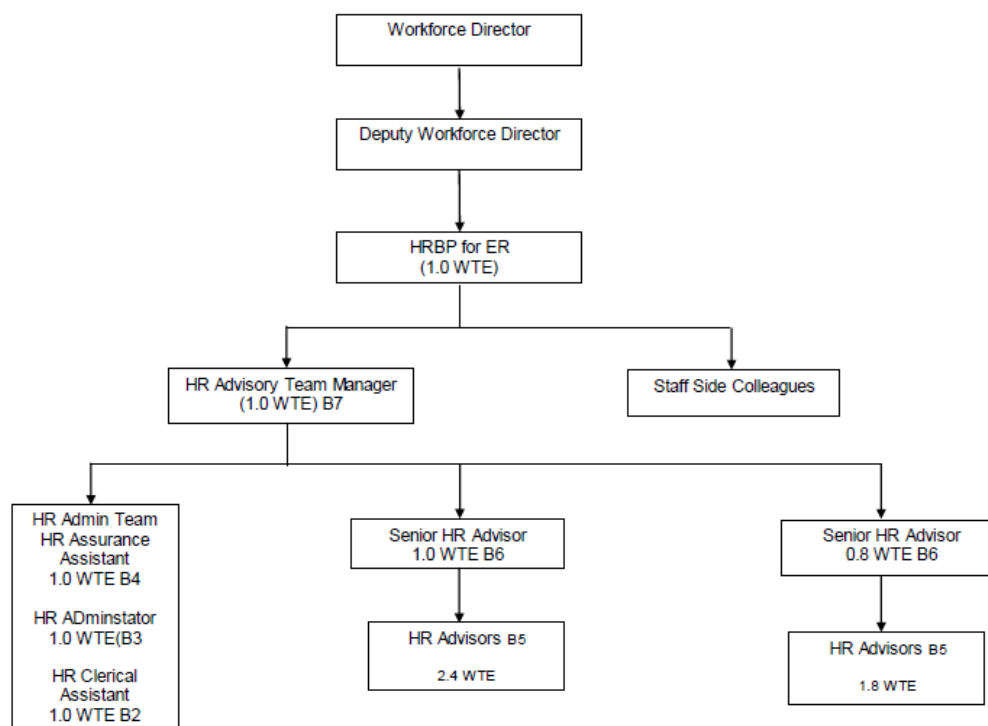
Department : Workforce Directorate – Human Resources Team

Base : The Princess Royal Hospital, with frequent working at The Royal Shrewsbury Hospital

1. JOB PURPOSE

- 1.1 To provide professional support in the provision of an operational Human Resources service to Clinical Centres and Corporate Services within the Trust. To take responsibility for specific areas of work within Clinical Centres and for the delivery of objectives within the HR or Clinical Centres and Corporate Services operational/business plans.
- 1.2 To provide support in the development and delivery of corporate HR initiatives.

2. ORGANISATION CHART



3. MAIN DUTIES AND RESPONSIBILITIES

Operational Human Resources

- 3.1 To act as an Advisor to Managers on a range of operational Human Resource issues, ensuring that Trust policies and standards are adhered to. Key areas of activity will be:
- Advising line managers and staff on the interpretation of terms and conditions of employment and Trust policy (see 3.2)
 - Supporting line managers in the recruitment and selection of staff (see 3.3)
 - Advising and supporting line managers on the less complex employee relations issues (see 3.4)
 - Advising and supporting line managers in the management of sickness absence (see 3.5)
 - Advising and supporting line managers in non-complex disciplinary cases (see 3.6)
 - Advising managers in the early stages of the employee grievances (see 3.7)
 - Provision of workforce information to Managers (see 3.8)
- 3.2 To interpret terms and conditions of employment and Trust policy and to provide detailed information and guidance both orally and in writing to Line Managers and Staff Representatives on such matters. A key objective in this is the development of increased competency in line management and ensuring appropriate consistency across the Trust. Examples of areas covered include: annual leave, special leave, maternity leave, Agenda for Change issues.
- 3.3 To advise Managers on the recruitment and selection of staff, including job advertisement design, e-recruitment, job descriptions and person specifications, assessment methods and selection procedure. To act as best practice Advisor to panels, particularly if other members are not trained. In addition, the post holder will advise and support Managers in the redeployment of staff displaced through organisational change or other cause.
- 3.4 To advise Managers on employee relations issues in accordance with the Trust's HR policies; such issues may be sensitive or contentious and the jobholder will require influencing and persuasion skills to overcome resistance from employees and managers. Complex cases will normally be managed by a more senior member of the team.
- 3.5 To assist Managers in the management of attendance to support their achievement of targets for the reduction of sickness absence rates. This will include the provision of statistical information and assisting with sickness absence reviews up to and including Stage 3 action under the Trust's policy. In addition, the post holder will advise and support Managers in ill-health retirement or redeployment situations and the management of staff who are classed as disabled under the terms of the Equality Act.
- 3.6 To advise and support managers in handling disciplinary cases, including participation in the investigation of cases as allocated by the HR Manager. To participate in hearing first stage minor offence disciplinary cases in accordance with Trust procedure.
- 3.7 To support managers in the resolution of grievances and to participate in hearing the first stages of the procedure.
- 3.8 To provide Managers with timely, accurate and relevant workforce information as required, including the extraction and manipulation of data from the ESR system.
- 3.9 To undertake a variety of case work as allocated by the HR Advisory Team Manager / Senior HR Advisor (or other senior manager within the Workforce Team as appropriate)

Corporate Human Resources

- 3.10 To support the HR team in the development and achievement of corporate objectives. To participate in project groups and to develop aspects of corporate HR initiatives under the guidance of the HR Advisory Team Manager, or other senior manager within the Workforce Team as deemed appropriate.
- 3.11 To undertake simple surveys as necessary to gain information in order to review policies, employee services and benefits provided by the Trust.
- 3.12 To comment on and suggest improvement to corporate HR policy and to departmental procedures and ways of working. Under the guidance of the HR Advisory Team Manager, to draft amendments to or develop the more straightforward HR policies, and to support the implementation of all agreed policies throughout the Trust.
- 3.13 To undertake ad hoc project work as directed.
- 3.14 To work with Managers and staff-side representatives to achieve a positive employee relations environment and to resolve issues constructively.
- 3.15 To support the administration of the annual staff attitude and opinion survey and to participate in reviewing results and developing appropriate action plans.
- 3.16 To be a trained Agenda For Change Job Evaluator, participating in panels and JAQ completion and analysis as and when this training is available.

Training

- 3.18 To contribute to the development of training packages under the guidance of the HR management team and to deliver training to managers and staff on subjects such as:
 - New or existing HR Policies
 - Equality and Diversity
 - Recruitment & Selection
- 3.20 To contribute to the development and continual improvement of the HR service.

4. LIMITS OF AUTHORITY – DECISIONS, JUDGEMENTS AND FREEDOM TO ACT

- 4.1 Whilst working with a significant degree of independence, the jobholder will work under the general guidance and supervision of the HR Advisory Team Manager and Senior HR Advisor. The jobholder will use their professional judgement to ensure the principles of good employment practice are adhered to at all times, referring to the HR Advisory Team Manager or Senior HR Advisor for support and guidance as appropriate. Issues for referral before action is taken include:
 - Issues outside normal Trust policy
 - Issues not encountered before
 - Issues involving senior managers
 - Cases of gross misconduct
 - Medical staff disciplinary issues
 - Grievances and Disciplinary cases beyond the first stage
 - Collective disputes and collective grievances
 - Issues which have a wider impact and for which there is no policy or recent precedent

- 4.2 To operate within the framework of policy and corporate values, but to exercise a degree of professional discretion, in conjunction with the relevant line senior manager, in the practical implementation of HR policies. An equitable and justifiable approach must be maintained across the Trust with consistency of standards.
- 4.3 To participate in recruitment and selection decisions at all levels up to and including senior professionals in conjunction with the relevant managers.
- 4.4 Resolution of local employee relations issues in conjunction with relevant managers, which do not have a wider impact.
- 4.5 Involvement in employee relations issues, including disciplinary action, grievances, harassment cases etc., ensuring consistency across the Trust.
- 4.6 The jobholder has significant discretion in the development of employee benefit, family friendly and work-life balance initiatives and in the allocation of work to administrative staff. All proposals will require the approval of the HRBP for Employee Relations prior to implementation.

5. COMMUNICATION AND CONTACTS

- 5.1 To develop and maintain effective systems of communication, written and verbal, formal and informal, within the HR team and the Clinical Centres.
- 5.2 To present written and verbal reports to managers and staff-side representatives in relation to relevant operational and corporate HR activities.
- 5.3 Internal Contacts
 - All levels of staff throughout the Trust
 - Pay Services re Salary Sacrifice Schemes
 - Staff-side representatives
- 5.4 External Contacts
 - Other NHS Trusts' Human Resources Departments
 - Trade Union Officials
 - Occupational Health provider
 - Other specialist agencies, e.g. Department of Employment, Access to Work
 - Childcare providers
 - General Public

6. SYSTEMS AND EQUIPMENT

- 6.1 To be fully conversant with corporate communication and information technology systems to enable optimum effectiveness of these.
- 6.2 To be fully conversant with department systems, including Electronic Staff Record, E-Recruitment, and other systems and databases as and when introduced. To extract and manipulate data from the ESR system so as to provide meaningful data to divisions or external bodies.
- 6.3 To be proficient in the use of data projectors, OHP projectors, etc., for using in delivering training or briefing sessions.

7. PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE POST

- 7.1 To travel regularly between RSH and PRH sites for attendance at meetings as demanded by service need and to ensure that the profile of the HR function is maintained at both sites.
- 7.2 To work flexibly as appropriate in order to meet critical deadlines.
- 7.3 To frequently support managers and staff in potentially distressing situations resulting from staff welfare issues, redundancy, disciplinary, grievance, absence and redeployment issues and termination of contracts of employment in accordance with sickness absence procedures.
- 7.4 To act sensitively at all times in ensuring that the concerns of staff are dealt with appropriately.
- 7.5 To ensure that confidentiality is maintained at all times.

8. PROFESSIONAL DEVELOPMENT

- 8.1 To take every reasonable opportunity to maintain and improve personal and professional competence.
- 8.2 To participate in personal objective setting and review, including the creation and achievement of a personal development plan

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.
- The Trust commitment to one continuous improvement method TPCS should be reflected in individual's continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.
- As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy

15. GENERAL

- 15.1 To work under the supervision of the HR Advisory Team Manager / Senior HR Advisor, seeking advice and support as required, using professional judgement to ensure the principles of good employment practice are adhered to at all times.
- 15.2 To be responsible for managing and prioritising own workload, and have the ability to respond to frequent and unpredictable requests for support, advice and guidance.
- 15.3 Work in normal office conditions.
- 15.4 This job description provides a summary of the key features of the role. The job description is not intended to be exhaustive and the job holder may be required to perform other duties within their competence for the achievement of the Trust's objectives.
- 15.5 This job description will be periodically reviewed with the jobholder.

16. JOB DESCRIPTION AGREEMENT

I have read and understood the duties that are expected of me in the role of HR Advisor.

Manager Name	Post holder Name
Signature	Signature
Date	Date