

## JOB DESCRIPTION

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### JOB DETAILS

<b>Job Title:</b>	Head of HR
<b>Location/Base:</b>	Silver Street, Bury
<b>Grade:</b>	8b

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### ORGANISATIONAL ARRANGEMENTS

<b>Accountable to:</b>	1. Associate Director of OD.
<b>Responsible for:</b>	1. Operational Human Resources Team

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### JOB PURPOSE

The Head of Human Resources will be responsible for the management of the HR function ensuring that workforce and core HR are effectively contributing to the HR Agenda.

To manage the day-to-day provision of a professional, high quality HR Service to the PCT supporting the Associate Director of Human Resources and Organisational Development in providing strategic direction and leadership in moving forward the PCT's HR agenda, continually reviewing the PCT's approach to employment and contractual issues as legislation changes.

To be a member of Community Service Bury's Executive Management Team, providing strategic support on workforce issues.

Deputise for the Associate Director of Human Resources and Organisational Development across the full spectrum of Human Resources matters, providing professional leadership and strategic focus to all members of the HR function ensuring the delivery of the PCT's objectives, by the provision of a customer focused service.

In partnership with other HR colleagues lead the implementation of national and local HR initiatives contributing to the development and implementation of an integrated HR Strategy.

Leading the Operational HR Team in the contribution to the development and implementation of operational and strategic decisions to achieve objectives contained within the PCT's Strategic Vision. Ensure achievement of a range of strategic and trust-wide projects by the HR Team.

Lead the development of local HR policies to reflect national and local imperatives ensuring these are integral to the culture and strategic direction of the PCT. Maintain, develop and ensure regular and appropriate communication of all PCT's employment and HR operating policies and procedures, including legal compliance.

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## **1 MAIN DUTIES AND RESPONSIBILITIES**

### **1.1 Operational Human Resources**

- To support the development and implementation of the PCT's HR Strategy and Workforce Plan.
- To manage and provide support to the Operational HR Teams on human resource/general management issues making a full contribution and taking the lead responsibility where appropriate.
- To provide a high quality, customer focused professional HR service in line with Business Partner approach.
- To develop, implement and monitor effective and relevant Employment Policies that foster good employee relations and which comply with employment legislation, codes of practice etc.
- Provide comprehensive and professional HR advice and support to managers and staff across the PCT's, investigating and advising on very complex employment issues.
- To support the Directorate Management Teams by ensuring effective performance management processes are in place and implemented.
- To support and actively promote a culture of equality, diversity, continuous learning, development and improvement.
- Represent the PCT and HR function through attendance at internal and external meetings.
- To provide professional leadership to the Human Resources team, providing coaching, mentoring, support and advice on all aspects of the Human Resources activity relating to service delivery, ensuring the highest standards are consistently monitored.
- Develop and maintain effective business partner relationships with PCT senior managers, clinicians and other key stakeholders.
- To support the effective integration and local implementation of Risk Management and Governance agendas.

- To support the PCT in Modernisation of services to ensure high quality and value for money.
- To ensure the continued delivery and implementation of pay modernisation ensuring integration of systems and processes into day to day operational management.
- Undertake projects on a variety of topics as and when required and appropriate to achieve the delivery of an efficient, proactive and high profile HR function.
- Develop and promote new ways of working, to support modernisation and productivity.
- To oversee and monitor All Service Level Agreements i.e. Community Services Bury , Occupational Health, Payroll etc.

## **1.2 Staff Involvement/Communication**

- To support the positive employee relations climate through the promotion of effective partnership working with staff side colleagues, ensuring effective mechanisms for staff representation, communication and consultation, developing an environment of trust, co-operation and involvement.
- To identify opportunities for advancement in HR practice and to utilise developments to the best interests of the service, facilitating the ongoing development of HR capability across the PCT.
- Support the PCT's participation in the annual national NHS staff survey, ensuring appropriate communication of results and action plans are agreed to address findings.
- Support the Associate Director of Human Resources and Organisational Development in the development and maintenance of effective and diverse internal communications.
- To develop and maintain effective working relationships with colleagues.
- Establish links with partner organisations to enable and facilitate joint initiatives where appropriate.
- Share best practice.

## **1.3 Management and Development of Staff**

- To provide day-to-day leadership and supervision to staff employed within the HR function, recognising and developing their potential, and utilise the strengths of others to build organisational capability for the future.

- Take primary responsibility for all aspects of staff management including recruitment and selection, discipline and grievance handling, attendance management, planning and prioritising the work of the department, etc.
  - Assess staff performance against agreed performance standards/objectives and/or competencies at least annually and develop meaningful and achievable Personal Development Plans in conjunction with the KSF.
  - To support the development of continuous learning in creating a culture that enables HR staff to maximise their development, and implementation of organisational development initiatives and structures, which support innovation, flexibility, responsiveness and high performance.
  - To be responsible for the self-development of skills and competencies through participation in learning and development activities and to maintain up to date technical and professional knowledge relevant to the post.
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## **2 SUB HEADINGS**

The following are sub headings relating to different areas of responsibilities, which may be applicable to some posts.

### **2.1 Financial Physical Resources Management**

- Manage departmental budgets and resources as agreed with the Associate Director of Human Resources and Organisational Development in line with standing financial instructions.
- Ensure physical assets and resources are used effectively.

### **2.2 Safeguarding Children and Vulnerable Adults**

All staff are responsible for ensuring that they are familiar with and adhere to the PCT's safeguarding procedures and guidelines in conjunction with the Bury Safeguarding Children's Board and Bury Safeguarding Adult Board Policies, procedures and guidelines.

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

## **2.3 Prevention of Infection**

All staff have a responsibility to comply with the PCT's policies for personal and patient safety and for the prevention of healthcare associated infections (HCAI). This includes a requirement for rigorous and consistent compliance with the PCT's policies for such prevention measures as hand hygiene, the use of personal protective equipment and the safe disposal of sharps.

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## **3. RISK MANAGEMENT**

It is a standard element of the role and responsibility of all staff of the PCT that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards

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## **4. RECORDS MANAGEMENT/DATA PROTECTION ACT**

As an employee of the PCT, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work within the PCT. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

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## **5. HEALTH AND SAFETY REQUIREMENTS**

All employees of the PCT have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the PCT to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the PCT undertakings.

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## **6. CONFIDENTIALITY AND INFORMATION SECURITY**

As a Trust employee you are required to uphold the confidentiality of all records held by the PCT, whether patient records or PCT information. This duty lasts indefinitely and will continue after you leave the PCT employment.

All information which identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation.

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## 7. PCT POLICIES

The PCT operates a range of policies e.g. Human Resources, Clinical Practice. All PCT employees must observe and adhere to the provisions outlined in these policies.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Chartered MCIPD</li> <li>• Degree and/or Masters or Equivalent Experience</li> <li>• Evidence of continued Professional Development</li> </ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Extensive knowledge of employment law</li> <li>• Broad knowledge of NHS Modernisation Agenda</li> <li>• Understanding of Agenda for Change</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Learning &amp; Development Interventions and Agenda</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• A minimum of 5years experience working as a Senior HR Manager</li> <li>• Experience of developing and producing workforce plans and strategies and have knowledge of the requisite Department of Health NHS North West returns</li> <li>• Experience of Managing and motivating professionally qualified HR staff</li> <li>• Experience of working in a complex unionised environment/organisation</li> <li>• A successful track record of managing change and</li> </ul>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
	<p>service reconfiguration at a senior level</p> <ul style="list-style-type: none"> <li>• Extensive experience of managing complex employment relations, including negotiation and consultation processes</li> <li>• Experience of Project Management</li> </ul>	
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal, persuasion and influencing skills. Able to establish collaborative working relationships with a wide range of internal and external stakeholders</li> <li>• Able to think strategically and to analyse complex issues, including the ability to develop and implement appropriate strategies and policies</li> <li>• Proven Management skills, including the ability to lead, empower and motivate others</li> <li>• Project Management skills, including well developed planning and organisational skills and the ability to work under pressure and meet deadlines</li> <li>• Decision-making skills, including the ability to delegate and make recommendations based on an analysis of options</li> <li>• Highly developed communications and presentation skills. Able to present ideas and proposals</li> </ul>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
	<p>effectively, including the ability to communicate effectively in writing, and verbally, with individuals on a one-to one basis and with groups</p> <ul style="list-style-type: none"> <li>• Able to deal with conflict proactively</li> <li>• Able to provide and receive highly complex, sensitive or continuous information</li> <li>• IT Skills</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Able to work autonomously</li> <li>• Able to adapt of the needs of a changing diverse environment</li> <li>• Proactive rather than reactive approach</li> <li>• Team Player</li> <li>• Car owner/Driver</li> </ul>	