**Job Description**

**NHS Professionals Limited**

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| Job Title: | People & Development Manager / People & Development Team Manager |
| **Salary Band:** | SME 3 (equivalent to M1) |
| **Location:** | Our working arrangements are hybrid, and you can be based from anywhere in the UK. Some travel will be necessary. |

We run the largest NHS flexible staff bank, placing highly skilled temporary workers in NHS Trusts to meet their short, medium and long-term needs. At NHS Professionals, we are experts at Putting People in Places to Care. Driven by a passion for the NHS and our goal to become its workforce partner of choice, we are continuously improving our services to meet the growing demand for high quality flexible staff right across the healthcare sector.

**Role summary**

The People & Development Manager will be responsible for aligning our Corporate workforce with the company’s goals and objectives. This broad role will be hands-on critical to manage the overall delivery of strategic objectives. The role will oversee: talent management, organisational development, employee engagement, leadership development, talent acquisition, and diversity and inclusion. Focused on the corporate workforce, this role will work closely with the rest of the People team to foster a culture of growth, agility, inclusion and performance within NHSP.

This role sits within Corporate Services in the People Team, reporting to the Director of People – Corporate Services, with additional accountability to Director of People – Business Services.

**Key Relationships and Ways of Working:**

* Providing consultancy expertise to the People Partners supporting Business Services.
* Developing corporate policies, procedures and strategies for Corporate Services.
* Partnering with Shared Services on specific People initiatives.

**Responsibilities:**

Talent Acquisition and Management:

* Collaborate with hiring managers to identify and attract top talent through effective recruitment strategies.
* Design and implement comprehensive talent management strategies that attract, develop and retain top talent

Performance Management:

* Collaborate with People Team colleagues and Business Leaders to integrate robust people and development strategies into business operations
* Design and implement performance management systems, including goal-setting, regular feedback, and performance reviews.
* Provide coaching and support to managers in addressing performance issues and fostering a culture of continuous improvement.

Learning and Development:

* Assess organisational development needs and design training programs to enhance employee skills and capabilities.
* Collaborate with subject matter experts and external providers to develop and deliver effective training sessions, workshops, and seminars.
* Oversee the administration of educational programs, including tracking and reporting on training effectiveness.
* Lead on organisational development initiatives that improve performance, effectiveness and culture.
* Develop and facilitate leadership development programs and workshops to enhance management capabilities.

Succession Planning:

* In conjunction with People Partners, lead on workforce planning and succession planning activity to ensure business continuity and leadership pipeline development.
* Identify and develop high-potential employees for key leadership positions through succession planning initiatives.
* Work with leadership to create career development plans for key individuals to ensure a pipeline of future leaders.

Employee Engagement, Diversity, Equity & Inclusion:

* Develop and implement initiatives to enhance employee engagement, job satisfaction, and overall workplace culture.
* Drive employee engagement initiatives that promote a positive workplace culture and align with the company’s vision and values.
* Utilise data insights from employee surveys and other feedback mechanisms to continuously improve the employee experience.
* Lead on Equality, Diversity, Inclusion & Belonging strategies for the corporate workforce and provide a shared service to Bank Member workforce.

Talent Analytics:

* Utilise data and analytics to assess the impact of talent and development programs and make data-driven recommendations for improvement.
* Monitor and report on key talent metrics to inform strategic decision-making.
* Monitor and analyse HR metrics to inform people strategics and report on performance.
* Apply industry (NHS and Staffing) trends and developments in HR, Talent, Diversity and Inclusion and Organisational Effectiveness

Team Management (People and Development Team Manager role)

* Manage and mentor a team of professionals focusing on their growth and development.
* Ensure that the team's output meets or exceeds quality standards.
* Implement and monitor quality assurance processes to continuously improve deliverables.

**NHSP Values:**

In addition to undertaking the duties as outlined above, the job holder will be expected to fully demonstrate and promote NHSP’s values:

* **We care, it's personal** - for us, this isn’t just a job. We are proud of our purpose in putting people into places to care. We care, because the positive impact we make is good for everyone.
* **Smart solutions expertly delivered** - Our experience and expertise set us apart. With a can-do attitude and a collaborative approach, we make "yes" happen.
* **Be bold, make change** - We seek opportunities to challenge, evolve, improve, and grow. We always find smarter, simpler, and faster ways to deliver.
* **One team, 100% together** - By working collaboratively, we know we can achieve anything. We are committed to being inclusive and authentic in everything we do.

**Note:**

This job description outlines the roles, duties and responsibilities of the post. It is not intended to detail all specific tasks.

**PERSON SPECIFICATION**

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| **Job Title:** | People and Development Manager and People and Development Team Manager | |
| **CRITERIA:** | **ESSENTIAL**  *(When applying for this job it is important you fulfil all these essential requirements. If you do not you are unlikely to be interviewed)* | **DESIRABLE**  *(When applying for this job it is desirable you fulfil these requirements. However, if you do not you may still apply and may be interviewed*) |
| **Qualifications & Knowledge:** | * Degree or equivalent experience in Human Resources, Organisational Development, Business Administration, or a related field. * Strong understanding of talent acquisition, performance management, and employee engagement strategies.   Working knowledge of NHSP policies  Strong knowledge of equality, diversity and inclusion legislation, NHSP policies and best practice.   * Familiarity with applicant tracking systems (ATS), Learning Management Systems (LMS) and other Learning and recruitment tools.   Good working knowledge of Microsoft. | * MCIPD Level 7. * Familiarity with the latest trends and best practices in talent management and development.   Understanding of NHS landscape and challenges.   * Working knowledge of relevant legislation * Experience of leading on Equality, Diversity and Inclusion initiatives |
| **Experience:** | * Proven experience in talent management, organisational development, and learning and development.   Managing projects and setting and working to strategic and operational personal and team deadlines.  Experience of working and influencing at all levels in an organisation.   * Experience in using HRIS and talent management systems. | Strategic planning  Talent Acquisition/recruitment |
| **Skills:** | Effective planning and project management skills.  High level facilitation and presentation skills  Excellent communication and interpersonal skills with the ability to communicate effectively at all levels.   * Ability to think strategically and provide innovative solutions to talent challenges. * Strong negotiating and influencing skills. * Ability to work in a busy environment, prioritising competing demands and delivering to tight deadlines. * Have a confident and positive approach, able to lead and motivate, with the ability to gain credibility with team and others.   Coaching and mentoring skills.  Active listening skills. |  |
| **Physical Skills:** | Must be able to pass pre-employment assessment |  |
|  | Candidates should indicate an acceptance of and commitment to the principles underlying NHSP’s Equality and Diversity and Health & Safety Policies |  |
| In addition to the experience and skills requirements above the **People and Development Team Manager** will have proven experience of building, developing and managing a team. They will have experience of objective setting and managing performance and be skilled in coaching and mentoring individuals. | | |