**Job Description**

**NHS Professionals Limited**

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| Job Title: Senior HR Advisor  |
| **Grade:** L2 |
| **Location**: Hemel Hempstead /Tingley |

**Role:**

To support the HR Manager/s by providing a comprehensive, knowledgeable, high quality advisory service on Bank Member HR related issues to NHS Professionals managers, Nurse Leads, Clients and external bodies. Ensuring best practice Human Resources Management techniques are adhered to for bank members and is consistent within the organisation. The proactive management of Non-Clinical and Clinical Complaints/Incidents which require investigation.

**Organisational Structure**

**Responsibilities:**

* Provide advice on the application of and adherence to all statutory and contractual Human Resources legislation, policies and procedures in relation to Bank workers.
* Support the HR Manager in analysing complex HR casework relating to disciplinary action, grievances, assessing and recommending action to ensure effective resolution.
* Organise, schedule and participate in investigation meetings, disciplinary, grievance and appeal hearings.
* Support the Clinical Governance team and Line Managers to prepare for investigations, hearings, appeals and ensure that the documents are robust and appropriate to defend NHSP position seeking guidance and advice from HR Manager as required.
* Provide support and guidance for panel member/s of hearings (including appeals) ensuring adherence to procedure. This will include attending and chairing meetings.
* To advise and provide guidance on Registration terms and conditions and BM policies and procedures seeking support when required.
* Support ET claims, including preparing ET1 etc and liaison with Legal advisors.
* Provide advice on organisational communication to both bank members and Clients ensuring they are in line with Legislation.
* Work with the Trust Services Teams to support Client Trusts, through the application of bespoke BM HR interventions.
* Build and maintain effective working relationships with key stakeholders across the business.
* Contribute to the development of organisational policies and procedures relating to employment law

• Assisting NHS Professionals Managers and supervisors in the analysis and interpretation of key statistical staffing indicators for bank members.

• Undertake research to keep updated of and interpret employment legislation, developing and implementing Human Resources policies and procedures.

* Assist bank members with Occupational Health support and assessing reasonable adjustments with our Client Trusts
* Work closely with HR Assistants, providing support with employee relations administration.
* Identify and support bank members with Occupational Health issues and recommend/make referrals where required to external provider.
* Provide advice to recruitment teams for bank members trying to on-board NHSP with various employment related issues.
* Lead in projects agreed by the HR management team to improve the delivery of service.

**Accountabilities**

* Produce comprehensive factual investigation reports and drafts appropriate response and outcome letters to both bank members and Client Trusts.
* To provide and run training on Employee Relations related issues including classroom training, coaching and bespoke one to one sessions depending on the needs of a manager and the Client Relations Team.
* Accountable for professional judgments and decisions
* Maintain up to date knowledge base pertinent to employment law and BM legislation
* To work with the HR Business Partner –Pay &Reward to effectively manage and implement pay rate requests on behalf of Client Trusts, providing advice and support in line with legislation and polices.
* Maintain HR database systems (Staff Bank, CIM’s) and producing reports to support business activity as and when required.
* To work with HR Projects team to manage change management and TUPE projects providing advice and support in line with legislation and policies.
* Manages portfolio of DBS cases and presents cases file to the Risk Assessment Panel at weekly meetings.
* Prepare Management Investigation reports for complex cases, reviews and provides advice to the Clinical Governance Team on Clinical investigations.
* Identifies and manages complex cases that require formal action that may require disciplinary hearing and referral to relevant statutory bodies i.e. The disclosure and barring service, the Police, LADO etc.

**Key Values:**

In addition to undertaking the duties as outlined above, the job holder will be expected to fully adhere to the following:

* **Equality and Diversity**

To act in accordance with NHS Professional’s Equality and Diversity Policy, this is designed to prevent discrimination of any kind.

* + **Health and Safety**

Ensure that all duties are carried out in line with NHS Professional’s Health and Safety Policy.

* + - **Corporate Image**

Adopt a professional image at all times.

* **Risk Management**

Responsibility for reporting complaints, incidents and near misses through the Complaints and Incidents Management System (CIMS)

Responsibility for attending health and safety training as required.

Responsibility for assisting with risk assessments.

* **Scheme of Delegation**

To comply the Scheme of Delegation this requires any employee to declare an interest, direct or in-direct, with contracts involving the organisation.

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

**Acceptance:**

I agree to undertake the duties of the job in accordance with the above:

###### Signed: .…………………………………………..… (Job Holder) Name: ………………………………………………

Date: ……………….

Signed: …………………………………………… (Line Manager) Name: ……………………………………………...

Date: ………………

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| **PERSON SPECIFICATION** |
| **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)*** | HOW IDENTIFIED**A / C / I / P/ R / T** | 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*)** | HOW IDENTIFIED**A / C / I / P / R / T** |
| Qualifications and Knowledge: | * **Graduate membership of CIPD.**
* **Willingness to attend suitable training courses.**
 | A and I |  | C |
| Experience: | * **Extensive experience in an operational HR role**
* **Experience of providing advice & guidance on employment law & HR issues.**
* **Representation at departmental and external meetings.**
 | A and I | * Experience of working as part of a team to deliver required objectives within specified timescales
* Experience of providing an HR service in the NHS
* Experience within a large complex organisation
* Call Centre HR experience
 | A and I |
| Communication and People Skills: | * **Interpersonal, negotiating, written and verbal communication skills.**
* **Ability to effectively communicate complex detailed information**
* **Ability to negotiate with people using tact and discretion.**
 | I | * Ability to use internal communications channels effectively
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| Organisational Skills: | * **Flexible, excellent time management skills**
* **Strong organizational skills**
* **Able to deal with changing volumes of workloads**
 | I | * Able to work remotely in a team
* Experience of organising HR activities in a national setting
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| Specialist Knowledge/ Skills: | * **Able to present information in a logical & practical manner**
* **Employment Law and best practice in Human Resource Management**
* **Ability to manage a number of projects simultaneously**
* **Research, analysis and interpretation**
* **Proficient in the use of Microsoft Office packages**
* **Able to use own initiative**
* **Articulate and sensitive**
* **Prepared to travel nationally**
* **Confidential and pro-active approach to work**
* **Ability to prepare and report on sensitive and complex information as required**
 | A and I | * Equality and Diversity including Positive Action
 | A, I and T |
| Physical Skills: | * **Must be able to pass pre-employment assessment.**
 | P |  |  |
| Equality: | * **Candidates should indicate an acceptance of and commitment to the principles underlying NHSP’s Equality and Diversity and Health and Safety Policies.**
 | I |  |  |

Key: A = Application Form C = Certificate I = Interview P = Pre-employment health screening R = References T = Tests/presentation