



Professionals

Your Compelling Employee Journey

Putting care into your career

PUTTING PEOPLE IN PLACES TO *care*

Your Benefits

- **Generous Annual Leave Allowance**
– 27 days per year, plus bank holidays. This increases to 29 days after 5 years' service.
- **Pension Plan** – After your first 3 months, subject to eligibility criteria, you will be automatically enrolled into our pension scheme at the minimum contribution of 4%. You have the option to increase your contributions, and these will be matched by NHSP up to a maximum of 10% of your salary. This is subject to National Minimum Wage compliance.
- **Life Assurance** – This benefit will pay out a multiple of 4 times your salary in the event of your death, whilst you are employed at NHSP.
- **Employee Referral Scheme** – You could receive up to £500 if you successfully refer a friend or family member to work at NHSP.
- **Buy and Sell Holiday** – NHSP have introduced the option to buy up to 3 or sell up to 5 days annual leave for the following holiday year.
- **Top Employer** – You are part of an organisation which has been named as Top Employer by the Top Employers Institute for another year. This accreditation recognises NHSP as an 'Employer of choice' for our ongoing commitments to putting our people first and making NHSP a great place to work.
- **Employee Discount Schemes:**
 - **Beat** – A reward and recognition engagement platform with employee discounts on electricals, entertainment, travel and much more.
 - **Blue Light Card** – A discount service which provides members with access to over 15,000 discounts online and on the high street.
 - **Health Service Discounts** – Exclusive discounts, cashback, and vouchers for NHS & healthcare workers.
- **Star of The Month!** - Our star of the month award recognises our colleagues or teams that have gone the extra mile, winning £100 worth of shopping vouchers.
- **My Engagement** - You have the opportunity to ensure your input is captured on a monthly basis through employee engagement surveys and a fantastic feedback mechanism that measures input from a variety of areas across all of the business.
- **Helping to grow the country's largest NHS Staff Bank** – Putting people in places to care.
- **Onsite Facilities**
 - **Hemel Hempstead** - Showers, cash machines, coffee shop, restaurant, bike racks, gym, bookable exercise classes at additional cost.
 - **Leeds** – Bike racks, showers, communal lounge, bookable meeting rooms (additional cost), gym in property next door at a reduced rate, coffee shop, sandwich shop, bookable exercise classes for extra cost.
 - **Manchester** – Bike racks, showers, communal lounge, bookable meeting rooms (additional cost), onsite coffee shop, bookable exercise classes for extra cost.



Your Health & Wellbeing

We as an organisation understand the importance of our employees' Health and Wellbeing and our priority is to support you.

- **Health and Wellbeing Strategy and Policy** – These have been put in place to help create a workplace culture that promotes and supports the health and wellbeing of all staff.
- **Wellbeing Hub** – A host of courses available on our Institute of Learning (IoL) on various topics, from dealing with bereavement to mindfulness, providing you with the support you need at the times you need it.
- **My Time** – 30 minutes of protected time each week for you to spend however you wish. For example, you may want to spend this time on the IoL for your personal development, head out for a walk or simply switch off.
- **Mental Health First Aiders** – A network of trained colleagues who are there for whoever needs them, offering support to anyone experiencing a mental health issue or emotional distress.
- **Desk Assessment** - Online, interactive assessment of your workplace, providing recommendations to improve your work environment.
- **Employee Assistance Programme** – Providing free confidential counselling and expert advice when you need it.

- **The Money Advice Service** – Available to support you and help build financial resilience.
- **Group Income Protection** – An insurance policy which may pay out a percentage of your salary in the event you are unable to work due to long-term illness. The policy may pay 50% of your basic salary for up to 24 months, subject to any criteria set by the insurance company.
- **Beat's Wellbeing Centre** – Providing education, support, and tools to help you live a healthier and happier life.
- **Wellbeing Conversations** – My Performance, our online performance management platform, allows you to set up and carry out dedicated wellbeing conversations with your manager or employee.
- **Wellbeing Working Party** – Working to implement our mental health strategy and ensure that any required support is put in place to support your wellbeing.
- **NHSP Strava Club** – Allowing you to share what you're up to with others at NHSP and help motivate one another. Whether you like cycling, running, walking or a gym workout, join and get moving together!

- **Financial Support Webinars** – Ad hoc webinars covering a range of subjects from buying your first home to dealing with debt.
- **Bereavement Leave Policy** – Grants up to 5 days full pay in the event of death in the employee's immediate family.
- **Eye Test Reimbursement** – Claim back the cost of your eye test and up to £70 on corrective eyewear prescribed for work with display screen equipment. Subject to eligibility criteria.



Your Career Development

We are committed to the personal growth and development of all our employees at NHSP and provide support throughout your journey to maximise your career potential.

- **The Institute of Learning** – Our in-house learning management platform is filled with flexible and highly engaging blended learning resources to help set you up for success and to excel throughout your Compelling Employee Journey.
- **My Performance** – Our performance management platform which enables you to have balanced discussions about past performance with regular, future-focused conversations looking at skills, agile goals, development areas and competencies.
- **Role Development Plans** – Access to structured Role Development Plans to focus you on your skills and any necessary development.
- **Classroom & Virtual Training Workshops** – Book onto our interactive training courses which include topics such as Presentation Skills, Resilience, Communication Skills, Time Management, and Excel Skills.
- **Apprenticeships** – You have the opportunity to enrol onto apprenticeship programmes in a variety of subjects to help develop your knowledge, skills, and behaviours within the workplace. Our Apprenticeship Hub is full of information and FAQs.

- **Professional Development** – We offer the opportunity to gain CIMA, ACCA, CIPD qualifications in Finance and HR where the role requires it.
- **Management Programmes**
 - **Stepping into Management** - An engaging online digital learning programme aimed to support those ready for the first phase of their leadership journey. The programme covers topics including Career Planning and Development, Self-Management, Communication Skills and Coaching. Designed as a blended learning pathway consisting of e-learning, videos, podcasts, and workbooks for maximum flexibility within your own learning experience.
 - **EPIC Manager** – An internally developed and delivered programme of learning that consists of eight core modules. Over the duration of 12-18 months, managers at various stages of their career are supported with pre and post learning to provide practical application within the workplace.
 - **Transformational Leadership Apprenticeship** - A highly experiential programme offered as a Level 5 and Level 3. Designed to future proof emerging leaders, the content includes e-learning, events, simulations, and interactive webinars and is delivered by our external partner Future Talent.

- **Institute Of Learning Categories and Topics**

- **Personal Growth** - Assertiveness, Building Confidence, Career Planning & Development, Creative Problem Solving, Time Management, Resilience.
- **Professional Skills** - Business Writing, Excel Essentials, Project Management, ACCA, CIMA.
- **Wellbeing** - Financial Wellbeing, Family & Lifestyle, Managing Stress, Mindfulness, Staying Healthy, Women's Health, Men's Health.
- **Leadership & Management** - Stepping into Management, Coaching, Giving & Receiving Feedback, Interview & Selection, Remote Management.
- **Customer Excellence** - Complaint Handling, Vulnerable Customers, Telephone Etiquette, Key Account Management, Customer Service Success.



Our Equality, Diversity & Inclusion Journey

Aims:

- To ensure NHSP becomes an inclusive recruiter of choice, encompassing a fully diverse workforce which truly reflects society.
- For NHSP to proactively embed the EDI agenda, in a meaningful way, in all that it does.
- To ensure NHSP creates a psychologically safe environment in which everyone can bring their 'whole selves to work' and give their best.

NHSP is committed to treating all our employees equally irrespective of protected characteristics and believes in creating an inclusive workplace where everyone is encouraged to thrive at work to the best of their ability.

- **Maternity Policy** - Corporate employees, both full and part time, are entitled to 52 weeks maternity leave paid at a higher rate than statutory maternity pay, subject to qualifying criteria. Shared parental leave is also available.
- **Paternity Policy** - Corporate employees with at least 12 months continuous service are entitled to two weeks full pay for your period of paternity leave, subject to qualifying criteria.
- **Flexible Working Policy** – We offer a range of flexible working options that include working in an agile way or part time hours to balance your work and home life.
- **Menopause Pledge** – NHSP have signed up to this pledge to ensure that all employees should contribute to a respectful working environment and be willing to support colleagues who may be experiencing menopause.

- **Gender Pay Gap** - We continue to monitor our pay approach to ensure that we maintain the principles of equality for all.
- **New Dads Support Group** – A safe space for new dads to connect with other fathers to share support and experience of fatherhood.
- **Our EDI journey will include:**
 - **EDI Data Focus** – Regular surveys to monitor EDI progress.
 - **Chat & Learn sessions** – Webinars for you to hear from external speakers talking about different topics within the EDI arena to widen knowledge and awareness.
 - **Staff Support Networks** – Staff members who take responsibility to celebrate and raise awareness of EDI topics.
 - **EDI Council** – Seeking assurance and giving assurance to staff and Executive Board.
 - **EDI Knowledge Hub** – Filled with resources, topics, and training for staff around the subject of EDI.
 - **Yammer Group** – Sharing celebrations and articles around EDI.



