



St Joseph's
Hospice

St Joseph's Hospice, Hackney
Job description

Job title: Assistant HR Business Partner

Responsible to: Director of Human Resources

Responsible for: supervising the HR Coordinators and HR Assistant in the absence of the HR Services Manager. To work closely with and support both the HR Services Manager and Director of Human Resources.

Basic function

To assist in the ongoing development and provision of an effective and efficient HR service as part of the HR Department ensuring a high standard of customer service is provided. To partner the managers within the organisation in their execution of their people duties and to ensure the HR department takes ownership of its own processes thus ensuring that HR Policies, procedures and standards are applied in line with the Hospice's values.

The Assistant HR Business Partner, partners managers within their constituency and covers for the HR Coordinators whilst on leave. The Assistant HR Business Partner also has pan Hospice responsibilities and is expected to use a business partnering approach to their work with managers

Organisational context

St Joseph's Hospice was founded in 1905 by the Religious Sisters of Charity who retain an interest in the oversight of the Hospice. The Hospice is working to achieve Vision 2024, which has five key strands: patients, enterprise, estates, funding and fundraising, and human resources. The Hospice seeks to be an outstanding provider of palliative and end of life care. Each employee is critical to delivering and maintain those standards in accordance with the Hospice's core values.

Discretion to act

The Assistant HR Business Partner is free to act in the execution of their duties referring to the line manager for advice and guidance and acting as the first point of guidance to the HR Coordinators and HR Assistant.

Scale and impact

Management supervision responsibility for the HR Coordinator and HR Assistant in the absence of the HR Services Manager.

Budget £0 however the stewardship of the organizations resources is key to this role in terms of ensuring expenditure is within budget.

Principle Accountabilities

All principle accountabilities are to be delivered within laid down response timescales

1. Service Delivery

- 1.1. To build effective working relationships with managers across the Hospice by partnering with them to provide credible and timely advice in line with policy and the staff handbook.
- 1.2. To ensure all personnel filing is kept up-to-date and filed accurately in line with the hospices file management procedures and GDPR.
- 1.3. To support the audit process ensuring we are always compliant with the CQC standards.
- 1.4. To develop and maintain our HR systems including supporting the HR team with payroll processing and absence management whilst providing generalist employee relations support.
- 1.5. To provide cover on all aspects of HR.
- 1.6. Review processes and look for improvements in order to support the HR team's efficiency.
- 1.7. To ensure the timely and accurate processing of the payroll.

2. Recruitment and Selection

- 2.1. To be the on-going point of contact for recruiting managers and candidates throughout the recruitment process, advising on timescales, interview panels and process.
- 2.2. To ensure managers feel supported whilst completing recruitment related tasks.
- 2.3. Draft and strategically publish effective and attractive adverts to relevant boards.
- 2.4. Ensure a smooth recruitment process is followed by the HR team on Irecruit.
- 2.5. To manage the on boarding process by ensuring the relevant paperwork and information is complete for all new starters, including references and other clearances including DBS, medical clearance, offer letters and contracts of employment.
- 2.6. To Ensure a proactive approach to recruitment ensuring all avenues are explored in for difficult to recruit to roles.

3. Absence Management and Employee Relations

- 3.1. To provide information and evidence relating to absence management and to work with the HR Services Manager to support the administration of the absence management policy and procedure.
- 3.2. To proactively work with line managers and employees to ensure the long-term sickness procedure is applied and each key stage is correctly administered and managed.
- 3.3. To assist managers with absence related administration and to keep accurate records of cases relating to absence.
- 3.4. To administer, advise and manage the occupational health referrals ensuring HR takes ownership of the process.
- 3.5. To support and administer the maternity and other family leave ensuring HR takes ownership of the process.
- 3.6. To advise and support during probation planning and probation meetings.
- 3.7. Take notes and minutes of meetings including absence, disciplinary and grievances.
- 3.8. To pick up ER cases ensuring that sensitive cases are escalated to the HR Services Manager as appropriate.

4. HR Systems / Support

- 4.1. To contribute to the development and maintenance of the HR Portal and Deputy Rota management system by ensuring information is updated in accordance with stated deadlines.
- 4.2. Be the point of contact for difficult escalated queries on the HR Portal and Deputy.
- 4.3. Ensure the HR team are processing all changes and updates correctly on the HR Portal and on Deputy.
- 4.4. To manage all HR systems to ensure issues are resolved efficiently as they arise.
- 4.5. To maintain the pool of bank staff ensuring the HR Portal and Deputy are updated.
- 4.6. To provide support during hospice wide and HR projects.
- 4.7. To run reports from the HR portal and provide data as requested.

5. Personal development

- 5.1. Identify your own learning and development needs in order to meet the key requirements of the post.
- 5.2. Take responsibility for linking your own development needs with the Hospice appraisal and objective setting process.
- 5.3. Take responsibility for your own continuing development by undertaking specific areas of work/projects to develop new skills.
- 5.4. Take responsibility for your own professional development, including keeping up-to-date with relevant professional and other developments in HR at local and national levels
- 5.5. Engage in supervision to support your personal and professional development.

6. Equality, diversity and inclusion

- 6.1 Comply with and promote St Joseph's Hospice Equal Opportunity Policy and avoid any behaviour which discriminates against colleagues, potential employees, patients/clients or their families on the grounds of sex, marital status, race, age, belief, colour, nationality, ethnic or national origins, religion, disability, creed, class, gender, sexual orientation.

7. Mission & core values

- 7.1 All Hospice staff are expected to work in line with St Joseph's Mission & Core Values as these precepts act as a value base which directly influence how all work activities are undertaken. The ethos of the Hospice should be apparent in the behaviours and attitudes of all employees as the work they undertake, whether it is direct or indirect, care is ultimately for the benefit of patients. The Mission and Core Values are an integral part of all job descriptions, the probationary period and performance and development reviews. (Full details attached).

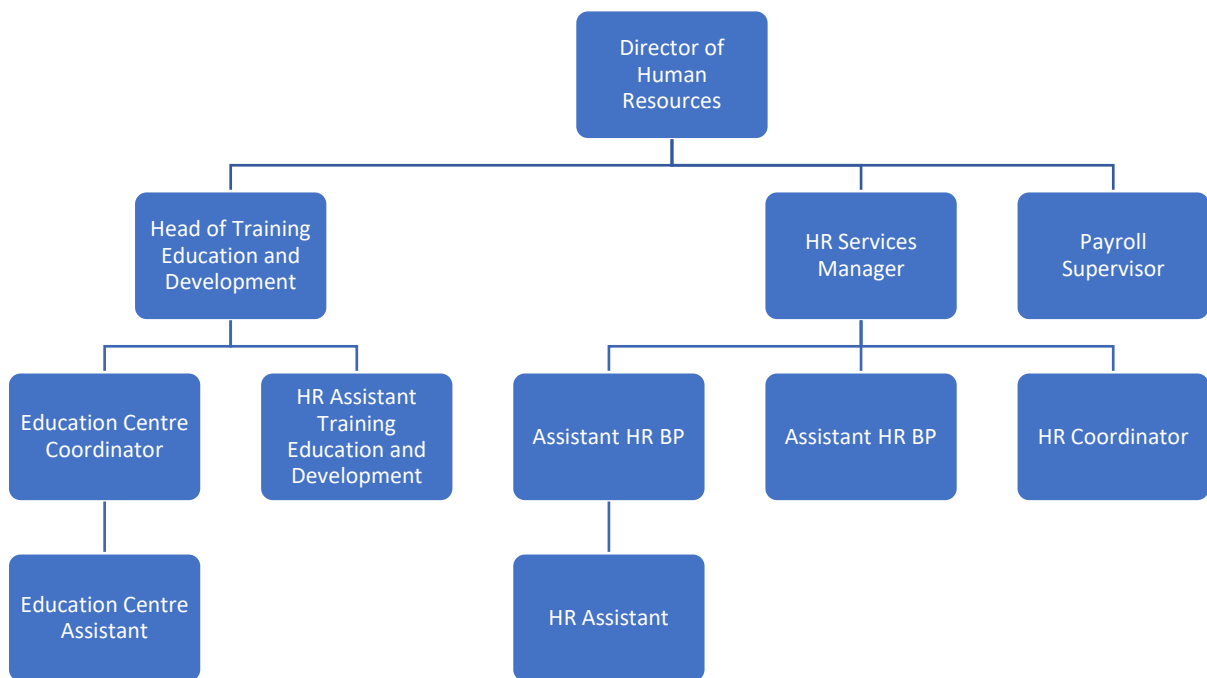
7. Environment and sustainability

- 7.1 Comply with and promote the Hospice's environmental policies, which stem from our core values. Promote environmentally sustainable practice and development and avoid any behaviour, which undermines environmentally sustainable practice and development throughout the Hospice services and departments.

8. Health, safety and welfare

- 8.1 Ensure a safe working environment and be aware of responsibilities under the Health and Safety at Work Act, taking appropriate action in the event of an accident to patients, staff, self or any other person in the work area.

St Joseph's Hospice operates a no smoking policy.



ST JOSEPH'S HOSPICE
PERSON SPECIFICATION - Assistant HR Business Partner

CRITERIA	ESSENTIAL	DESIRABLE	HOW TESTED
QUALIFICATIONS AND KNOWLEDGE			
Q1 CIPD level 7 qualified	✓		Application
Q2 Understanding of the principles of Business Partnering and able to demonstrate application of same	✓		Application form and Interview
Q3 Sufficient experience of responsibility for a constituent group of departments teams or services and supervising the work of others	✓		Application form and Interview
TRAINING AND EXPERIENCE			
E1 Demonstrate evidence of method that is used to keep employment law knowledge up to date	✓		Interview and Test
E2 Successful prior experience in HR at HR Coordinator level or similar	✓		Interview and Test
E3 Prior experience of working in the not for profit sector		✓	Application form
E4 Sound numeracy skills, able to produce statistics and payroll information	✓		Test
E5 Sound experience of using HR IS systems (CIPHR is used at the Hospice) and producing a range of analytical reports and running HR Metric reports	✓		Application form and Interview
E6 Able to maintain confidentiality and act with discretion, sensitivity, diplomacy and tact.	✓		Interview and Test
E7 IT literate and a competent user of MS Office suite of packages and with working knowledge of using databases and experience of accurate data input.	✓		Application form and Interview
E8 Experience of supporting organisational change processes and consultations		✓	Interview
E9 Experience of supporting managers using the business partner model	✓		Application form and Interview
E10 Experience in supporting the disciplinary and grievance process	✓		Application form and Interview
COMMUNICATION AND PEOPLE SKILLS			
C1 Excellent interpersonal and communications skills.	✓		Interview
C2 Able to work cooperatively and collaboratively with people	✓		Interview
C3 To have a working knowledge and experience of what it means to provide partner with managers is the execution of their people management responsibilities	✓		Interview
C4 Experience of supervising a team of at least 1 person		✓	Interview

PLANNING AND ORGANISATIONAL SKILLS			
P1 Flexible and adaptable approach to managing and prioritising a high workload and multiple tasks/ deadlines	✓		Interview and Test
P2 A proactive approach with the ability to work using one's own initiatives	✓		Interview
P3 Demonstrate strong HR administrative skills with the ability to work in a systematic, efficient and organised way	✓		Interview and Test
P4 Close attention to detail and accuracy	✓		Interview and Test
OTHER			
O1 Willing and able to conduct oneself in accordance with the Values and Behaviours Framework of St. Joseph's Hospice	✓		Interview