

JOB DESCRIPTION

- Job Title:** • HR Business Partner
- Directorate:** • Corporate Services
- Department:** • HR
- Initial Terms:** • Permanent, Full time
- Salary:** • £50,000 per annum plus generous benefits
- Reporting to:** • Assistant Director (HR)
- Direct Reports:** • None
- Location:** • Victoria, London – hybrid (working one to three days in the office each week)
- Website** • www.nhsproviders.org

About NHS Providers

NHS Providers is the membership organisation for the NHS hospital, mental health, community and ambulance services that treat patients and service users in the NHS. We help those NHS foundation trusts and trusts to deliver high-quality, patient-focused care by enabling them to learn from each other, acting as their public voice and helping shape the system in which they operate.

NHS Providers has all trusts in England in voluntary membership, collectively accounting for £124bn of annual expenditure and employing 1.5 million people.

We are highly regarded for our effectiveness and impact. We are the 'go to' organisation for comment and debate on the issues facing public providers of NHS services, and we believe that the work we do makes a real difference to our members, their staff, and patients.

We are a busy, high performing team of around 100 staff, based in central London, although we are flexible and work in a hybrid format, with both office and homeworking.

Our values are at the centre of who we are, what we do, and how we behave:



Background

Over the past few years, NHS Providers has gone through massive growth from a small organisation to an organisation of about 100. The HR team has supported the organisation through this growth but has struggled to keep pace with the growth as a team. There are four members in the HR department however, one of these roles is vacant and is the role we are recruiting for.

The role and structure of the HR team has been reviewed alongside the HR strategy and approval has been given to recruit a HR business partner. This role will replace the previously titled senior HR advisor role with more responsibilities across the whole of the organisation. We are not looking at this role as a development opportunity for someone. We are looking for someone who has extensive experience in this area and working in an environment which is developing and does not yet understand the full benefits of the business partner model. Together with the senior HR manager, the HR business partner will play a part in turning the HR team from a re-active one, to one that works closely with the business adding real value.

This is an excellent time to be joining NHS Providers and joining the HR team as it embarks on the next phase of its development. This is a great and real opportunity to define the look and feel of the HR team moving forward.

The role and Job Purpose

As a HR business partner, you'll be working with a specific functional or departmental area. Partnering up to executive director level. You will play an integral part of taking the people strategy and translating it into a plan for your area. Working together, you'll help them drive high performance and engagement within their teams. Reporting into the assistant director (HR) you'll be the visible and independent professional face of HR working with autonomy within the organisation acting as a professional and

trusted people adviser. You'll also be our lead for recruitment/resources and talent, advising senior managers on strategy and overseeing our processes and providing meaningful data to support the business make effective people decisions.

How we'll measure your success

- Feedback from your customers, colleagues and manager.
- Your ability to work in a team and help in achieving department objectives.
- Delivery of the people plan for your area.
- Improved engagement levels in your area.
- Your ability to implement contemporary resourcing practises.
- Lead on recruitment, resourcing and talent practises.
- Delivery of your own objectives (which you'll agree with your manager) – and your contribution to our values.

Accountabilities and duties

Business partnering

- Gaining a deep understanding of the business areas you support and providing HR advice, guidance, and support to drive forward business needs.
- Building excellent relationships with managers at all levels in your assigned business partnering areas.
- Supporting the implementation of the strategic people plans for your business areas.
- Supporting the implementation of the race action plan for your business and for HR.
- Providing sound professional advice to managers, including Executive directors, across the whole range of HR issues using a pragmatic and risk-based approach.
- Supporting senior managers in managing change initiatives across NHS Providers.
- Supporting on recruitment process in your business areas, including supporting managers with the design and content of job descriptions, getting recruitment campaigns approved and designing selection processes.
- Using people analytics to provide senior leaders with insights to the people in their departments and making recommendations on people interventions.
- Conducting exit interviews and providing insight on trends.
- Influencing and challenging senior managers to role-model organisational values and expected behaviours.
- Supporting employee relations processes ensuring that any risk to the organisation is minimised.
- Resolving workplace issues through the effective use of mediation.
- Leading on responding to ACAS early conciliation and employment tribunal responses.

- Keeping our policies and processes up to date with changes to UK employment legislation changes.
- Driving a culture of service excellence, customer care and value for money.
- Delivery of the HR strategic and operational plans.
- Delivering projects effectively across the whole of HR.
- Working in collaboration with the learning and development and organisational function to drive forward a range of activities to support learning, organisational development, and wellbeing.
- Embed and promote diversity and inclusion at all times.

Functional specialism

- Advising senior managers, including the executive team, on recruitment/resourcing and talent strategies, identifying issues and recommending improvements to our offering.
- Managing the recruitment/resourcing and talent practise across NHS Providers.
- Managing the entire function operationally to include website updates, ATS processes and related policy in line with UK legislation.
- Ensure function delivery plan is fully integrated and accountabilities are clear to all service users.
- To support HR to ensure ED&I underpins all activities within the function whilst attracting and retaining the best talent.
- To develop, maintain and report on KPI's for functional area that feed into people dashboard.

Experience and understanding

PERSON SPECIFICATION

Attributes	Essential criteria	Desirable criteria
Experience	<ul style="list-style-type: none"> ✓ Engaging at all levels to provide value-add pro-active business partnering. ✓ Managing complex employee relations issues. ✓ Researching and writing policies and procedures and engaging employee feedback. ✓ Leading and managing projects with the ability to plan monitor and evaluate activities to achieve objectives. ✓ Managing resourcing and recruiting from inception to onboarding. ✓ Generating engaging and relevant reports on employee data for senior managers, analysing and providing insight to support HR initiatives. ✓ Using job evaluation process to grade roles. ✓ Benchmarking salaries for jobs at all levels. ✓ Liaising and negotiating with external providers – recruitment agencies. ✓ Preparing and managing a budget. 	<ul style="list-style-type: none"> ✓ Experience of job evaluation would be an advantage. ✓ Working in a multi-sited organisation. ✓ Experience of medical or healthcare organisations. ✓ Experience of, or qualification in, workplace mediation. ✓ Experience of executive reward. ✓ Experience or using PeopleHR or similar HRIS.
Knowledge	<ul style="list-style-type: none"> ✓ CIPD qualified level 7 (post -degree level) or equivalent, relevant experience and the ability to demonstrate the level of skills and knowledge required for the role. ✓ Extensive knowledge of UK employment legislation and experience of interpreting legislation to managers and employees. 	

Skills	<ul style="list-style-type: none"> ✓ Being able to negotiate and influence managers at all levels. ✓ Excellent verbal, written, analytical and presentation skills. ✓ Ability to understand, interpret and analyse complex quantitative and qualitative information and technical detail. ✓ Ability to work under pressure, manage a full workload and prioritise to meet deadlines. ✓ Excellent relationship building and influencing skills, and the credibility to work directly with senior stakeholders. ✓ Ability to contribute to the work and priorities of the wider organisation. 	
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Job descriptions cannot be exhaustive and so the post-holder may be required to undertake other duties which are broadly in line with the above key responsibilities.

NHS Providers is committed to equality of opportunity and of eliminating discrimination. All employees are expected to adhere to the principles set out in its Equal Opportunities Policy and all other relevant guidance/practice frameworks.

Equality and diversity

We're working hard to ensure that we are diverse and inclusive in all we do. This runs from how we gather, author and share the thought leadership that the organisation puts out to how we engage with our members and the wider public. It includes how we recruit staff and procure partners and services, through to how we give people opportunities to develop, grow and advance their careers.

We are committed to the development of positive policies to promote equal opportunities in employment, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy, and maternity. This commitment will apply to recruitment and selection practices, learning, and development and internal promotions.

Place of work and hours

NHS Providers' office is located in Victoria, London. We are working in a hybrid format, where staff work between one and three days a week in the office. Staff can apply to work permanently at home,

and this will be considered on a case-by-case basis, taking into account individual circumstances, the nature of the role and operational needs.

NHS Providers is supportive of flexible working and will give reasonable consideration to requests for reduced hours/part time working, compressed hours, staggered hours (early start/late finish etc), annualised hours, and job sharing.

Staff benefits and groups

We offer a wide range of benefits:

- 25 days holiday plus two additional days off at Christmas.
- Personal development training and memberships to professional bodies.
- Study leave, help another leave day, service-related leave and the potential to purchase up to five days extra off per year.
- Enhanced maternity and paternity leave pay.
- Season ticket loan for travel.
- Access to life insurance and dental plan.
- Enhanced pension scheme.
- Flu jabs.
- Eye test.
- Cycle to work scheme.
- Health and wellbeing initiatives.
- Access to the employee assistance programme, a confidential counselling service.

For more information, please contact HR by emailing HR@nhsproviders.org.

We also run a number of staff groups to provide support and a safe space to discuss issues that matter to staff:

- The Race Equality and Cultural Inclusion group (RECI).
- Mental Health group.
- LGBTQ+ group (Proud Providers).

How to apply

Please send a CV and covering letter setting out why you are interested in the role and how you meet the person specification to recruitment@nhsproviders.org by 12 noon, on Wednesday 31 July 2024. Interviews will take place in the **week commencing 12 August 2024**.

For an informal conversation about the role, please contact Linda Asamoah, Assistant Director (HR) (linda.asamoah@nhsproviders.org).