NEW VICTORIA HOSPITAL

**JOB DESCRIPTION**

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| **POSITION INFORMATION** |
| 1. **Job Details**
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| Post/Title: **HR Manager (On-Site)**Responsible To: **HR Director**Accountable To: **Chief Executive** |
| 1. **Job Summary**

 (A brief description of the main purpose of the post) |
| The HR Manager is a generalist HR role and will be responsible, in close collaboration with the HR Director and relevant senior management, for dealing with the full range of HR work streams at New Victoria Hospital. The HR Manager will act as an employee champion and change agent, assessing and anticipating the HR related needs of the Hospital.The role will have line management responsibilities of the HR team. |
| 1. **Role of the Department**

(The function of the department in which the post holder works) |
| The on-site HR team consists of the following positions;* x 1 HR Director
* x 1 HR Manager
* x 2 HR Assistants
* x 1 Training Coordinator

The team is responsible for the full Human Resources provision at New Victoria Hospital, which is a charity owned private hospital, one of the few remaining independent hospitals in the country. The HR team supports circa 340 employees, managers, and workers.  |
| 1. **Key Working Relationships**

(The range of individuals and organisations the post holder has contact with, how regularly and for what purpose) |
| The HR Manager will have key working relationship with the following:* Management
* Finance/Payroll
* All employees/workers

The post holder will establish good working relationships with external stakeholders, for example and not limited to: * Occupational Health Provider
* HR System Provider
* Recruitment Agencies
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| 1. **Duties and Responsibilities of the Post**
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| **Recruitment & Selection*** Identify and support the hospital to successfully deliver credible, customer focused, cost-effective and innovative recruitment solutions using a range of techniques.
* Coaching/advising managers in the implementation of robust recruitment and selection processes and legislative requirements, to facilitate shared responsibility for the recruitment of people and ensuring that HR matters are effectively dealt with.
* To support the HR Director with the management of the recruitment budget, ensuring maximum effectiveness of expenditure within the constraints of the budget.
* Support the HR Assistants in the recruitment, selection, pre-employment clearance, on-boarding, and induction processes.

**Employee Relations**To advise on all ER issues including:* Advising managers on how to deal with performance management/sickness absence issues.
* To manage complex and senior ER casework, including long-term absence cases, incapability, and misconduct.
* Support the carrying out of investigations in compiling data and recommending the way forward.
* Supporting managers at disciplinary hearings and helping them to present information.
* To advise the HR Director of any ER cases that are likely to go to final written warning or above before the hearing to clarify steps taken.
* To sit on disciplinary and grievance hearing panels as required and to assist the HR Director in preparing correspondence for Employment Tribunals.
* To provide expert input and advice on change management/redundancy management exercises.

**Training & Development*** To deliver people management training, including appraisal, induction, performance management, disciplinary and sickness absence management as required.
* To research and write new people management training packages, making managers aware of their own responsibilities and giving them new knowledge and skills.
* Ensure new employees are inducted to the hospital and their department in a timely and professional manner.
* Support the training coordinator in ensuring that all employees within the Hospital complete their annual mandatory training and competencies as per policy.
* Support the training coordinator in researching and recommending specialist training to meet the needs of the Hospital.

**Administration**Support the HR Assistants with key administration processes, responsibilities including:* To ensure data is collected and appropriately distributed.
* To use and manage HR System for all employee records.
* To make changes to HR records, ensure records are up to date and all relevant checks are made to comply with legislation.
* To provide intelligence, statistics and reports for any HR metric used by the Hospital when requested.
* To assist in the processing of payroll documentation when required.
* To extend and amend employment contracts.
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| **INDIVIDUAL RESONSIBILITIES** |
| 1. **General**
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| The post holder is expected to:* Adhere to Hospital policies and procedures and relevant legislation including the requirements of any professional bodies
* Understand and incorporate the organisational values into daily working practice:
	+ Compassionate
	+ Exceptional
	+ Ethical
	+ Charitable
* Attend mandatory training as identified by the Hospital
* Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning
* Work as part of a team and collaborate with colleagues
* Ensure good communication links are established with all other departments within the hospital
* Maintain a high level of security awareness
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| 1. **Health and Safety**
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| Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors. |
| 1. **Risk Management**
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| All staff has a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly via Datix and to co-operate with any necessary investigations undertaken. |
| 1. **Confidentiality and Information Governance**
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| The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow the Hospital policies and procedures to ensure that hospital information is dealt with legally, securely, efficiently and effectively.It is important that the post holder processes personal identifiable information only in accordance with the Hospital’s Information Security policy. The post holder must manage the records they create or hold during the course of their employment with the Hospital in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant.  |
| 1. **Equality and Diversity**
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| Employees are responsible for ensuring that they assist in the implementation of this the Hospital’s Equality and Diversity policy by:* Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact.
* Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management.
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| 1. **Infection Control**
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| It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas. |
| 1. **Safeguarding Children and Adults**
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| It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding children and adults at risk. |

**PERSON SPECIFICATION**

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| **Factor** | **Essential** | **Desirable** |
| Qualifications | * CIPD Qualified
 | * Educated to degree level or equivalent experience
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| Knowledge | * Best practice in employee relation management.
* Employment legislation
* Knowledge of HR systems
* Key HR workstreams
 | * Knowledge of private healthcare.
* Knowledge of social media recruitment.
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| Experience | * 3 - 5 years working as senior HR adviser
* Employee relations experience: advising & guiding managers on disciplinary & capability matters; sickness absence management; investigations etc.
* Previous experience of using a HR information systems
* Experience of working with managers to achieve organisational change i.e. restructuring, job design, redundancies.
* Experience of amending/drafting employment policies and procedures
* Working knowledge and experience of Microsoft Office Suite
 | * Experience of working

in a private healthcare environment* Some previous supervisory responsibility
* Familiar with ADP HR systems
* Involved in TUPE processes.
* Evidence of continuous personal development
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| Skills and Aptitude | * The ability to analyse and advise on a range of day-to-day HR issues.
* Can understand, analyse and report on HR data.
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| Personal Qualities | * Ability to work flexibly and cope with the ambiguity of an organisation going through significant change.
* Strong communication and interpersonal skills.
* Strong partnership skills including the ability to champion new approaches and influence others to participate in new projects.
* Able to organise, prioritise own workload and take responsibility for meeting deadlines.
* Self-confidence, self-awareness and personal drive to achieve results and deliver continuous improvement.
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