

SHEFFIELD CHILDREN'S NHS FOUNDATION TRUST
JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Human Resources Advisor
Department: Human Resources
Responsible to: HR Business Partner
Accountable to: Head of People and Business Partnering
Band: 5

2. JOB PURPOSE

- To support the HR Business Partners in providing a professional and effective day to day human resource advisory service for colleagues and managers at Sheffield Children's NHS Foundation Trust and thereby contribute to supporting the Trust strategy and objectives of outstanding patient care, brilliant place to work and leader in child health.
- To work closely with Resourcing team and wider People and OD Directorate to support the delivery of Trust objectives and People Plan.

3. MAIN DUTIES/RESPONSIBILITIES

The post-holder will have a lead responsibility as a HR Advisor for designated Care Groups/Directorates or HR Advisor for Lead Unit/Medical Staffing and it is anticipated that over time these roles may be fully integrated into one HR Advisor role.

HR Advisor for Care Groups/Directorates:

- This will involve providing an operational HR advisory service to managers and colleagues (including Medical), ensuring a consistent approach is taken across a range of employment matters including employee relations, recruitment, terms and conditions, HR policy and project work linked to local, regional and national initiatives.
- To act as the designated HR Advisor for designated Care Groups/Directorates providing effective advice and support in a timely and proactive manner, in conjunction with Human HR Business Partners, to ensure delivery of a professional and consistent HR advisory service.
- Provide professional HR advice and guidance in relation to a broad range of complex employee relations cases, including attendance management, grievance, disciplinary and performance management ensuring adherence to Trust policies and legislation, seeking advice from the HR Business Partner when appropriate. This will involve managing a busy caseload of complex employee relations matters.

HR Advisor for Lead Unit/Medical Staffing

- To provide advice, support and guidance to Trust managers and colleagues and colleagues within the Lead Employer system on all aspects of employee relations and terms and conditions of service taking into account NHS requirements/guidelines and employment law.
- To co-ordinate junior doctor recruitment/rotations in conjunction with Care Group rota co-ordinators and PGME department ensuring that junior doctor contracts and rotas/LTFT rotas are compliant with national terms and conditions. This will involve complex interpretation and analysis of a wide ranging number of datasets.
- To support HR Business Partner Lead Unit/Medical Staffing with Medical matters like implementation of national medical terms and conditions e.g. SAS contract, revisions to junior doctor contract

The following responsibilities apply to HR Advisor; Care Groups and Lead Unit/Medical Staffing;

- To proactively advise and coach managers on how to apply HR policies to ensure they act in accordance with Trust agreed policies, good employment practice and employment law and act in a way that promotes a fair working environment for colleagues and ensures consistency in approach.
- To support and provide guidance to managers during the investigation of employee relations cases, which would include the preparation of relevant documentation to a high standard and attendance at meetings/hearings, note taking as appropriate. This may include the arrangements of appropriately constituted panels.
- To develop and maintain good working relationships with Staff Side and Trade Union representatives to foster a positive employee relations climate.
- To maintain and update the central record of cases within the HR department in a timely manner in line with internal diversity monitoring requirements, providing information for reporting purposes as required.
- To provide advice, support and guidance to Trust managers and colleagues on all aspects of terms and conditions of service taking into account NHS requirements/guidelines and employment law. Complex queries will usually be discussed with the HR Business Partners, for example where there is an absence of guidelines.
- To work with HR Business Partners and colleagues in the Resourcing team to ensure the provision of a responsive, high quality recruitment service; this will include resolving queries escalated by managers and colleagues and advising recruiting managers on aspects of employment law and best practice in the selection and appointment of candidates.
- To provide advice, support and guidance to managers on agenda for change job evaluation process; this includes providing advice on writing, reviewing, amending job descriptions in line with national profiles and the Trust agenda for change guidance and participation in job evaluation panels and to support Resourcing Team colleagues on completion of assimilations and re-banding job roles.
- To participate in the development and delivery of training initiatives within designated areas and Trust wide, for example to support the implementation and embedding of Human Resources policies, procedures and guidance across the Trust e.g. supportive


conversations training.

- To contribute to the development/review of HR policies and procedures and to be proactive in suggesting improvements to existing policies and practices within the HR department. To contribute to the review and/or implement agreed process and system changes within the HR department with support from the HR Business Partners. This may include writing guidelines, user guides or process/flowcharts for HR colleagues, colleagues and managers to support policy changes.
- To analyse monthly reports and management information as required, such as fixed-term and sickness reports, and liaise with managers with regards to actions required from these. Access ESR and other HR systems to review divisional workforce information in order to support Care Group managers with workforce agendas
- To administer the Trust redeployment register to ensure redeployment opportunities are optimised in line with the Trust redeployment policy to ensure job opportunities are identified for colleague at risk of redundancy.
- To administer the fast track physio referral service to ensure timely referrals are made to optimise colleague attendance levels at work and to support colleagues to returning to work from long-term sickness in a timely and supportive manner.
- To actively participate in Trust wide colleague engagement, wellbeing or inclusion groups and undertake designated work/projects as required.
- To undertake delegated pieces of work and projects as allocated by the HR Business Partners, with occasional guidance when required.
- To work with direction from the HR Business Partners to support the implementation and embedding of national HR or NHS initiatives, local projects and relevant legislative requirements throughout the Trust.
- To keep up to date with employment legislation and NHS initiatives/guidelines and to share knowledge with colleagues and internal customers.
- To monitor the contractual position of colleagues on fixed term contracts, work permits and leave to remain to ensure continued employment or termination, as appropriate.
- To be a point of contact for the HR Administration team and Medical HR Administration team in relation to routine queries, for instance regarding payroll, recruitment, terms and conditions and Trust policies and procedures.
- To liaise effectively with the Payroll department, HR colleagues and ESR Workforce Planning and Information team as required, to resolve queries and address any issues.
- To ensure the HR Department demonstrates a professional service delivery to service users, including undertaking training and development where relevant, providing support and cover to colleagues in the department and maintaining effective working relationships within the Care Group/Directorate and with HR service users.

6. SCOPE AND RANGE

- There is no budgetary responsibility, other than the requirement to be financially aware



<p>of the consequences of action. All payroll and ESR action has prior approval. Authorised signatory for up to £1,000, in accordance with defined departmental procedures.</p> <ul style="list-style-type: none"> • Cross cover for colleagues within the People and OD Directorate. <p>Internal Relationships</p> <ul style="list-style-type: none"> • HR Business Partners – support in ensuring a quality and effective HR service is maintained for Care Group/Directorate customers • HR Resourcing team – support in ensuring a quality and effective HR Resourcing team is maintained for Care Group/Directorate customers • People and OD Directorate – support as team member to ensure effective service to Directorate customers • Finance Directorate – exchange and checking of information • Trust Managers and colleagues – providing information and straightforward advice in line with defined policies and procedures • Staff Side <p>External Relationships</p> <ul style="list-style-type: none"> • External Parties/ General Public • Victoria Pay Services • Occupational Health • Other Trusts and organisations in the regional NHS community <p>Ensure effective liaison and provide information and advice as required</p>	
<p>6. ORGANISATIONAL POSITION</p>	
<p>6. JOB DESCRIPTION AGREEMENT</p> <p>Job Holder's Signature:</p> <p>Head of People and Business Partnering</p>	<p>Date:</p> <p>Date:</p>
<p>TRUST VALUES</p> <p>Our Values express what it is like to work in our organisation and our employees should make these a part of everything we do.</p> <p><i>Keeping children, young people and families at the heart of what we do</i></p> <p>Compassion </p> <ul style="list-style-type: none"> • We are led by kindness for all – for our patients, their families and our colleagues 	

<ul style="list-style-type: none">• We will show empathy and understanding, treating everyone with dignity and courtesy• We will respect each other and those we care for <p>Accountability </p> <ul style="list-style-type: none">• We always strive to do the right thing• We own responsibility for our successes, failures and understand where we need to improve• We will create a supportive working environment where everyone takes responsibility for their own actions <p>Respect </p> <ul style="list-style-type: none">• We value differences and treat everyone fairly and consistently• We will actively tackle inequality and will foster a culture of inclusion <p>Excellence </p> <ul style="list-style-type: none">• We will seek to improve the way we work and deliver a high quality standard of care• We will be open to new ideas, through innovation, partnership, research and education locally, nationally and internationally <p>Together we care</p>	
--	--

SHEFFIELD CHILDREN'S NHS FOUNDATION TRUST

PERSON SPECIFICATION – HR ADVISOR

Assessment Criteria	Essential	Desirable	How assessed
Qualifications/Training	<ul style="list-style-type: none">Degree level qualification or equivalent in HR related subject areaCIPD part qualified/working towards/willing to work towards or equivalent experience.		AF
Experience	<ul style="list-style-type: none">Demonstrable previous recent experience in a HR Advisory roleExperience of working in a unionised environment and dealing with representatives at a local and regional levelAwareness of recent developments within the NHS and ability to evaluate the implications, apply to practice and make recommendations to policy	<ul style="list-style-type: none">Experience of working within the NHS	AF/In
Knowledge	<ul style="list-style-type: none">Understanding of current, relevant employment lawUnderstanding of changes and developments in HR initiatives in the NHSUnderstanding of equality and diversity issuesUnderstanding of the main Employee Relations processes, e.g. sickness absence, disciplinary, performance issues	<ul style="list-style-type: none">Knowledge of best practice recruitment and selection techniques	AF/In

Skills and Abilities	<ul style="list-style-type: none"> • Ability to communicate verbally and in writing in a clear, concise and effective way to colleagues and managers at all levels including accurate note-taking • IT literate across Microsoft suite • Ability to develop personal credibility with managers • Ability to provide a proactive and high quality customer focused service • Strong interpersonal skills, for effective working with colleagues and internal customers • Ability to communicate effectively both verbally and in writing • Ability to manage conflict and sensitive situations • Excellent organisational skills • Ability to prioritise work and meet deadlines • Ability to work on own initiative and effectively as a team member 	<ul style="list-style-type: none"> • Previous experience in the use of HR Information Systems • Skilled in the use of ESR • Presentation skills and experience in assisting with the delivery of training workshops 	AF/In/P
Attributes	<ul style="list-style-type: none"> • Flexible approach to work 		

Key for How Assessed: AF = Application form In = Interview P = Presentation REF= Reference