



**University
Hospitals Sussex**
NHS Foundation Trust

Job Description and Person Specification

Job Description

Job Title	Recruitment and Retention Lead
Band	8A
Hours	37.5 per week - 1 year fixed term – part time/job share considered
Department	Maternity
Division	Women's and Children's
Location / Hospital Site	Cross Site- RSCH and PRH
Responsible to	Head of Midwifery
Accountable to	Director of Midwifery, Head of Midwifery

Role Summary

To have responsibility for and lead on the recruitment for Midwifery and Support Workers at University Hospitals Sussex including open days, assessments centre and provide professional advice and guidance on registration and training.

In conjunction with the Assistant Chief Nurse and Head of Workforce Resourcing, develop and monitor the Recruitment and Retention strategy for the Trust related to Nursing and Midwifery.

In conjunction with the Head of Workforce Resourcing, plan and organise internal and external recruitment events and monitor and track their effectiveness.

To work closely with the education team and external stakeholders to seek new initiatives for nurse/ midwives recruitment and retention projects.

To engage with the divisional Midwifery teams championing involvement, integration and support for the recruitment and retention processes.

To be visible in clinical areas to maintain clinical credibility and maintain NMC registration for revalidation purposes.

To assist in developing an on-going retention plan with the Director of Midwifery and Head of Midwifery.

To implement targeted projects to reduce the initial underlying midwifery vacancy factor.

Key Working Relationships

The post holder will be expected to liaise appropriately with all key members of the recruitment and divisional nursing/midwifery teams as well as communication to teams, educational, external agencies and stakeholders.

Main Duties and Responsibilities

Communication

- Develop a detailed understanding of demands on wards / departments in terms of service pressures and associated recruitment and retention issues and challenges.
- Working with the Assistant Chief Nurse, Workforce Information Manager and Head of Workforce Resourcing to ensure that workforce supply is effectively monitored and develop innovative recruitment approaches to respond to changing demand, address skills shortage; locally, nationally, and internationally where appropriate as part of the long term strategic plan as outlined by NHSE.
- Responsible for reporting back to the Assistant Chief Nurse and Senior Divisional nursing teams on the success of recruitment campaigns including activity data and candidate pipeline reports.
- Work closely with the Clinical Education team and external stakeholders to seek new initiatives for midwifery recruitment and retention projects.
- Feedback concerns raised by Nursing and midwifery staff related to recruitment process and work with Head of Workforce Resourcing to resolve these issues.
- Provide a highly visible, competent, and coaching leadership style, which is consistent with the Trust values, building and maintaining working relationships with managers, staff, and external organisations.
- Develop and maintain relationships using effective and appropriate communications with staff and to establish networks both internal and external to the NHS to assist in the maintenance and development of the Recruitment and retention initiatives.
- Develop and maintain excellent working relationships with recruiting managers and ensuring that customer focused services are delivered in line with the Trust's quality standards.
- Provide advice to line managers on the planning, design, and management of effective nurse recruitment campaigns.
- Lead on the development of a nursing employer brand to promote the Trust as the local employer of choice, working closely with the Communications team and the Trust's Advertising Agency, to attract a diverse workforce that is representative of the local community.
- Working with the Communications Team, ensure the Trust's recruitment social media forums and dedicated Nursing web pages are developed and updated in support of recruitment activity; monitor the contribution these forums make.
- Liaise with the Education Team, Local Universities, and local managers to facilitate the recruitment of those qualifying students who have had placements at the Trust.

Service Delivery and Improvement

- Lead, implement and evaluate the Trust wide recruitment, and retention improvement plan, for Nurses and Midwives within the Trust
- Lead recruitment initiatives (both within the UK and internationally) for nursing and Midwifery roles linking with NHS improvement and STP workforce and retention initiatives as appropriate.
- In conjunction with the Head of Workforce Resourcing plan and organise internal and external nurse recruitment events and monitor and track their effectiveness.

- In collaboration with the Head of Workforce Resourcing assist with the planning, coordination and management of open days, and other forms of proactive recruitment activity, for nursing and midwifery roles, including taking a lead role in the shortlisting of applicants and securing timely, professional engagement from the wider nursing workforce in selection and interviewing. This is to be done in conjunction with the long term strategic plan in line with NHSE.
- Be able to understand TRAC/ESR system data to identify and analyse vacancy, pipeline and turnover trends across all bands and sites
- Monitor the performance (qualitative and quantitative) of nurse and midwifery recruitment and retention schemes.
- Use measurement and tracking tools on nurse and midwifery recruitment activity reporting against time, cost and quantity ensuring the analysis effectively directs future recruitment activities.
- Analyse, interpret and present data to highlight issues, risks and support decision making. This will include complex data and assessing a range of options to improve services.
- Prepare regular updates / presentations on Midwifery recruitment strategy planning and performance.
- Keep abreast of relevant national developments in nurse and midwifery recruitment and retention, including national benchmarking and horizon scanning for important issues and developments.
- Work with HR Business Partners and colleagues in the Education Team in supporting organisational development and change initiatives, for change to be implemented effectively and proactively.
- Provide innovative solutions to difficult to recruit nurse and midwifery vacancies.
- Assist the Assistant Chief Nurse with commissioning and authorising any international recruitment (direct or in partnership with a third party), ensuring that solutions support the business and are in line with Trust Policies and Practices and current legislative requirements
- Work within budget and continually review the optimisation of cost and service levels for nurse and midwifery recruitment and retention initiatives.
- Ensure all invoices as a result of recruitment events are recorded and processed according to the correct finance procedures.

People Management and Development

- Attend and be an active member of relevant nurse forums to raise awareness of recruitment/ retention issues and gather feedback on how to improve processes.
- Provide first line support and advice for Nursing and Midwifery recruitment issues/ contact and concerns.
- Be aware of the delivery of safe recruitment practices across the Trust that are compliant with HR governance arrangements.
- Develop strong networks internally and externally to ensure that best practice is applied within the organisation and that opportunities for development and innovation are maximised.

- Manage, develop, and maintain strong collaborative relationships with Practice Educator (OSCE Training), international nurse recruits, and new starters to ensure they are settled within their new environments.
- Implement a programme of new joiners/ nursing and midwifery engagement events including specific events for international nurses/midwives.
- Be the lead contact for the 'careers advice clinic' and internal transfer schemes, promoting career development, internal transfers within the organisation.
- Deputise for Assistant Chief Nurse on recruitment and retention issues.
- Attend ward manager/matron meetings and specialist nurse forums to promote work being undertaken within the trust about recruitment and retention issues.
- Identify personal development needs with the Assistant Chief Nurse and complete and implement a personal development plan.

Patient Care Delivery

- Develop a detailed understanding of demands on wards / departments in terms of service pressures and associated recruitment and retention issues and challenges.
- Work one day a month clinically as part of the corporate visible leadership scheme.
- Be visible in clinical areas to maintain credibility, wearing your uniform as required.
- To perform clinical duties as and when required on the ward this includes on-call duties.
- Act as a clinical expert for recruitment and retention issues and reference for new recruits, staff, and managers.
- Participate in monthly one to one meetings, clinical supervision and act as a clinical supervisor as required.

Learning and Development

- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

‘excellent care every time’

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation we want University Hospitals Sussex to be.

Our mission and values are extremely important to us and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

Patient First

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.
- The philosophy behind this is centred on:
 - Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
 - The patient being at the heart of every element of change
 - Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
 - Continuous improvement of our services through small steps of change
 - Constantly testing the patient pathway to see how we can develop
 - Encouraging frontline staff to lead the redesign processes
 - Equal voices for all
 - Engagement of staff is a big factor in job performance.
 - Good engagement leads to improved quality, mortality and safety measures

Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its

responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

Equality, Diversity and Inclusion

The Trust is committed to supporting Inclusion as can be seen by our Patient First Triangle with a clear value being Inclusion. We all have a responsibility to treat our colleagues, patients and service users with respect and dignity irrespective of; age, race, disability, gender reassignment/identity, marriage and civil partnership status, pregnancy and maternity status, religion or belief, sex and sexual orientation.

We are a Disability Confident Employer (Level 2) and part of the Stonewall Workplace Equality Champions programme.

All staff have a duty to report any behaviours which contravene this to their managers.

Workplace and Environmental Factors

Physical	Keyboard skills Ability to work cross site All round core midwifery skills are maintained.
Emotional	Able to deal with people in difficult, distressing and emotional circumstances
Mental	Able to concentrate despite frequent interruptions Ability to concentrate despite frequent change of focus
Working Conditions	Occasional exposure to the activities within high risk, complex maternity environment being in the vicinity of, but not having to deal personally with, body fluids, foul linen.

Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
Experience/ Qualifications	<ul style="list-style-type: none"> • Midwifery Degree <u>plus</u> • Master's degree or equivalent experience/qualification. <p><u>or</u></p> <ul style="list-style-type: none"> • Highly developed specialist knowledge across a range of resourcing and recruitment processes and best practice acquired through a combination of in-depth experience; • Experience in Management Position • Significant experience managing teams within a high-volume resourcing/recruitment function. • Demonstrated experience of co-ordinating projects in complex and challenging environments. • Experience of managing risks and reporting • Advanced working and development knowledge of NHS jobs, Health Jobs. TRAC or 	A/I Application form (AF) Selection interview (I) Assessment (A)	<ul style="list-style-type: none"> • Significant experience of successfully operating in a politically sensitive environment • Experience of drafting briefing papers and correspondence for a senior audience • Experience of setting up and implementing internal processes and procedures. • Up-to-date knowledge of employment legislation specifically in relation to Right to Work and Sponsorship of workers. 	A/I Application form (AF) Selection interview (I) Assessment (A)

	<p>equivalent e -recruitment systems, ESR</p> <ul style="list-style-type: none"> • Experience delivering creative and innovative recruitment initiatives within budgetary constraints. • General knowledge of HR and employee relations issues where these relate to recruitment • Expert knowledge of NHS Agenda for Change terms and conditions of services 			
<p>People Management and Development</p>	<ul style="list-style-type: none"> • Ability to work as part of a team and work flexibly to provide support to other departments and teams as and when necessary • Ability to work without supervision, providing specialist advice to the organisation, working to tight and often changing timescales • Tenacity: demonstrates high levels of self -belief, drive, enthusiasm, and stamina to achieve goals and see things through • Ability to work effectively under pressure Self -confident and motivated 	<p>A/I</p>		
<p>Specific Requirements</p>	<ul style="list-style-type: none"> • Reliable work record • DBS clearance if applicable • Evidence that personal behaviours reflect Trust values. 	<p>A/I</p>		
<p>Skills</p>	<ul style="list-style-type: none"> • Evidence of having undertaken own development to improve 	<p>I</p>		

	understanding of equalities issues			
Equality, Diversity, and Inclusion	<ul style="list-style-type: none"> Evidence of having championed diversity in previous roles (as appropriate to role). 	I		
Freedom to Act	<ul style="list-style-type: none"> Able to work autonomously and to set own objectives. 			

