

JOB DESCRIPTION

Job Title:	E Rostering Lead
Band	Band 6
Care Group	Corporate
Directorate:	People Directorate
Department:	Workforce Systems
Location:	Yeomans House
Accountable to:	Head of Workforce Systems
Main Purpose	As part of the Workforce Systems team the post holder will be responsible for the provision, on-going implementation and management of the e rostering arrangements, linking with payroll, finance, IT and all other operational teams. The post holder has a responsibility to work Trust wide to ensure that the use of e rostering is successfully embedded across the Trust and that the system benefits are maximised. To identify local and national good practice in the provision of e rostering, ensuring information and learning is disseminated.

Communication and Working Relationship Skills

To lead in challenging existing rostering practices, ensuring progressive solutions are identified and implemented, which take into account models of best practice and best use of resources.

To act as a champion of the e rostering application and encourage others to adapt to new ways of working.

Advise, guide and ultimately lead Trust managers on the implementation of procedures for e rostering, and support them in the correct use of the e rostering system and processes for their staff. Do this in conjunction with IT, payroll, HR and finance.

Deal efficiently and effectively with staff who have queries on e rostering. This will include verbal, written and electronic media.

Deal tactfully with staff and managers on issues relating to pay, terms and conditions and employment issues relating to temporary staffing.

Liaise with managers regarding the implementation of e rostering ensuring all relevant paperwork is produced and processed, taking responsibility for checking rosters are set up

and administered correctly.

Provide high quality specialist advice, training and support to Matrons, Ward and Team Managers on rostering practice and compliance.

Analytical and Judgemental Skills

Analyse, identify and highlight risks relating to rostering practices across the Trust on an on-going basis.

Provide complex monthly and ad hoc management information in a format that can be readily understood by a wide audience and where necessary translate from IT and ESR/Health Roster terms.

Undertake regular audits on the use and compliance with Trust policies.

Continually look for ways to improve the e rostering experience using modern and innovative methods. Always looking for continual service improvement.

Planning and Organisational Skills

Where necessary undertake upgrades to the e rostering software; aligning with the process defined by the IT Applications department.

Responsibility for Patient/Client Care, Treatment and Therapy

Work with ward managers to ensure rosters are planned within Trust policy guidelines and escalate issues of non-conformance for corrective action.

Oversee the training and support solutions across the Trust to ensure the effective use of the e rostering system in order to improve workforce productivity, by liaising closely with all ward managers and matrons across the Trust.

Responsibility for Policy / Service Development

Develop and provide analysis on the performance of e rostering for key stakeholder groups and Trust Care Groups; bench marking against the policies set out during the implementation.

With a view to continual service development, develop and maintain improved processes for the alignment of ESR data to our e rostering software and have detailed and specialist knowledge on how ESR works and how the Trust uses ESR.

Responsibility for Finance, Equipment and Other Resources

With this being a Trust wide e rostering system; the post holder will be responsible for linking in with all other critical systems and departments that this system must interface to, in particular the links with finance and payroll.

If required, escalate BAU issues to the Head of Workforce Systems, where it is deemed that

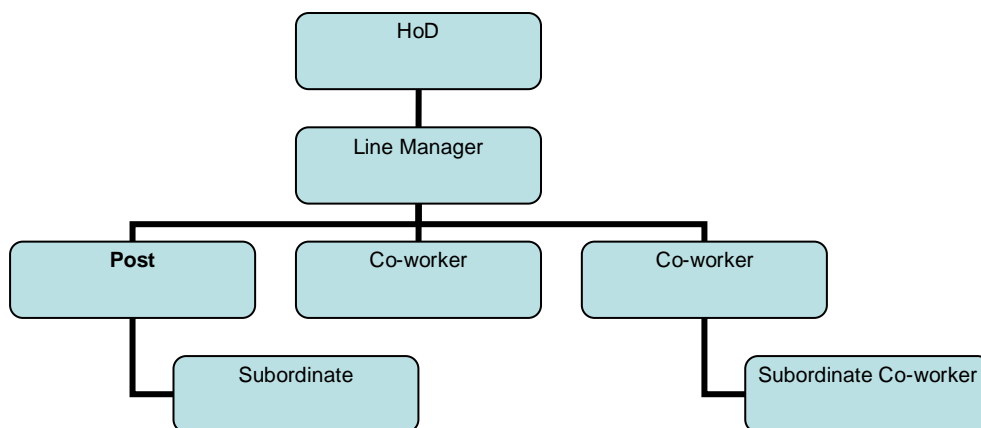
Senior HR Management input and visibility maybe required.
Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management
Analyse, identify and highlight risks relating to rostering practices across the Trust on an on-going basis.
Responsibility for Information Resources and Administrative Duties
<p>Manage on a day-to-day basis the services provided by the e rostering system provider, ensuring technical problems and issues are raised in an appropriate manner and that all issues are resolved in a timely and effective manner to meet the needs of the Trust.</p> <p>Ensure compliance with legal and regulatory requirements in respect of equality and diversity, data protection, copyright and licensing, security, financial and other Trust policies, procedures and codes as appropriate.</p>
Responsibility for Research and Development
<p>To take responsibility for the full life cycle of the e rostering system, in terms of monitoring and managing the software development release schedule from our suppliers and making that model fit across the UHD Organisation.</p> <p>Doing research and development on the latest releases to then advise the organisation where those new features will save the Trust time and money. Coupled with that, planning the phased release of any new version; to cause minimal impact to the current installed code basis and interfaces to the other systems that it links to in the Trust.</p> <p>To identify local and national good practice in the provision of e rostering, ensuring information and learning is disseminated.</p>
Freedom to Act
Be responsible for organising own working day and working as part of the Workforce Systems team the postholder will be responsible for the provision, ongoing implementation and management of the e rostering Trust wide e rostering arrangements, linking with payroll, finance, IT and all other operational teams. The post holder has a responsibility to work Trust wide to ensure that the use of e rostering is successfully embedded across the Trust and that the system benefits are maximised.
Mental, Physical, and Emotional Effort
<p>Flexibility approach to agile working to deliver support and services across site virtually or otherwise.</p> <p>Requirement to concentrate for long periods when analysing data.</p> <p>Respond to ad hoc requests for information from managers, ensuring appropriate and accurate information is produced in a clear and understandable manner which is compliant with Data Protection Act requirements</p>

Any Other Specific Tasks Required

Ensure the e rostering system is fully integrated and compatible with the Trusts electronic systems.

Develop and maintain appropriate relationships with The People Directorate and other Directorates/Departments, including attending relevant meetings and acting as necessary on any feedback obtained.

Organisational Structure of Department



Transforming our Hospital Services in Dorset

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £201 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation change activity taking place following the merger of two hospital trusts to form University Hospitals Dorset NHS Foundation Trust last October.

Partnership with Bournemouth University

We are proud to be affiliated with Bournemouth University, and working closely in partnership with them, this provides us with the opportunity for establishing joint posts, shared learning and training, sharing facilities, and joint project work.

CONDITIONS OF SERVICE

As laid down by the University Hospitals Dorset NHS Foundation Trust.

Smoking

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

Data Protection

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

Equality and Diversity

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

Health and Safety at Work

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSWR) 1999, and in other relevant regulations and guidance notes.

All Staff

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
 - shall report all hazards and defects to their line manager/ supervisor

- shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

All Managers/ Heads of Department and Clinical Leaders

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

Safeguarding

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

Infection prevention and control

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

Managers, Heads of departments and Clinical Leaders are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

Carbon sustainability

The Trust is committed to continual improvement in minimising the impact of it's activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21(based on a 2013 baseline).

DBS/Disclosure and Barring Service (CRB)

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.

Job Description Agreement

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.