

## Job Description

<b>Job Title</b>	<b>Associate Director People and Workforce</b>
<b>Position No.</b>	<b>47825666</b>
<b>Band</b>	<b>VSM</b>
<b>Team</b>	<b>People and Workforce</b>
<b>Base</b>	<b>Kirkham House</b>
<b>Accountable to</b>	<b>Director of People, Workforce &amp; Digital</b>

## Part 1 – Job Summary & Key Responsibilities

### Job Summary

This is a new role within the People and Workforce team in the Integrated Care Board for Herefordshire and Worcestershire. The ICB oversees the Integrated Care System (ICS) which brings together the organisations providing health and social care services to patients and residents within our counties. By operating as an ICS, we aim to break down siloes between organisations so that people receive care centred around their needs, regardless of the organisation providing it. We also aim to reduce health inequalities across our geography, ensuring that the same quality of care is available to all. The People and Workforce team in the ICB bring together people teams across the system to enable this work, reducing barriers to delivering together and looking for ways to train and develop staff collectively.

Operating across our Integrated Care System, you will work closely with the HR teams within the organisations across the system. You will understand the people and workforce development needs of those organisations and where a system-based approach will support the work that they are doing. Linking closely with the workforce planning function, you will analyse where people-based approaches need to change to ensure we have the right people with the right skills in the right places across the system to deliver the best patient and social care services possible within Herefordshire and Worcestershire.

You will work with your team to develop and deliver system-agreed approaches to amplify the efforts of individual organisations, create economies of scale and provide best in class people and workforce development. The team deliver a range of activity from attraction and recruitment into the system, retention activities including wellbeing initiatives and developing a system-wide occupational health service, training and leadership interventions as well as leading and managing the ICS Academy (a virtual learning and collaboration space). You'll understand the importance of delivering these activities directly in response to the needs of the organisations across the system, whether that be in primary or secondary care or the social care sector. You will help people to see the benefit of working together as opposed to within their own organisation for the good of their staff and patients/customers.

You will also deputise for the Director of People and Workforce across national, regional and system-wide meetings, so will be knowledgeable with understanding the broader people agenda across the system. You will be comfortable with making sense of workforce data and

being able to articulate the system-wide position on substantive and temporary staff, being comfortable with the range of lenses through which this can be viewed. You will have the credibility to work with a range of senior stakeholders and be a trusted coach and confidante. Your experience as a business partner, translating organisational need into solutions will enable you to gather information quickly, work confidently with the most senior people across our system and deliver collective solutions to time and budget.

## **Key Working Relationships**

### **Internal:**

People and Workforce Team

Senior Leadership Team within the ICB

Operational, clinical and corporate support teams across the ICB

### **External:**

C-Suite across the organisations within the system, including Trusts, Primary Care, Councils and Social Care Providers

HR Directors across the system

Universities and Further Education Providers

NHSE

## **Key Duties and Responsibilities**

The post holder will lead and manage the Integrated Care System People team in delivering a range of system-wide people initiatives. This will include initiatives such as overseeing leadership and development training, career conversations, system-wide attraction and recruitment activity and retention initiatives.

Develop the ICS Academy to become the key hub where system-wide learning and development takes place, aligning this to the digital innovation centre and Primary Care training hub.

Work with the apprenticeship experts across the system to deliver programmes to grow-our-own skillsets across the system and ensure that we have a future pipeline of skills and expertise across a range of professional functions.

Understand the highest risks identified through our workforce planning processes and look for ways to address these, whether that be through the deployment of an existing solution or a newly commissioned initiative.

Manage the day-to-day relationship with HRDs across the system, ensuring that they understand their strategies and priorities and are actively looking for ways to support or amplify these efforts, where it makes sense to do so, to create system-wide initiatives which provide better value for money and consistency.

Work with NHSE's Workforce, Training and Education directorate to understand the opportunities coming out of the NHS Long-Term Workforce Plan and how we can use these to further develop our system workforce approach.

Work with Worcester University and other further education providers to create opportunities for students to come and learn in our system through placements and work experience.

Deputise for the Director of People and Workforce in key system meetings, drawing upon experience of business partnering and senior level coaching to contribute to system-wide solutions.

## Part 2 – Our Values & Behavioural Expectations

### Our Values

Within NHS Herefordshire and Worcestershire, we strive to be a supportive, caring employer and expect our staff to behave in a professional, inclusive and respectful manner and to demonstrate the values which underpin our vision for the population of Herefordshire & Worcestershire:



**Kindness | Trust | Honesty | Fairness | Respect**

During the recruitment process, all candidates will be expected to provide relevant examples of how they demonstrate our values. Relevant information will be required during the application stage and, for shortlisted candidates, during the interview process.

### Equality and Diversity

We are committed to providing an environment of inclusion and mutual respect where equal employment opportunities are available to all regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, marital status, religion, or belief. Our goal is to be a diverse organisation that is representative, at all levels, of the communities we serve, and we recognise and appreciate that everyone associated with the NHS Herefordshire and Worcestershire is different and so should be treated in ways that are consistent with their needs and preferences.

In support of this all staff are required to be aware of the NHS Herefordshire and Worcestershire's Equality and Diversity Policy and the commitments and responsibilities the organisation has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not

We believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

**Note: For all posts at Band 8a and above, there will be a requirement for candidates to demonstrate relevant E&I experience and/or expertise during the recruitment process.**

## **Safeguarding Children and Adults**

All employees are required to always act in such a way that safeguards and promotes the health and well-being of children and vulnerable adults. Familiarisation with and adherence to the policies and procedures of the Local Safeguarding Boards (Children and Adults) and those of the organisation is an essential requirement of all employees as is participation in mandatory safeguarding training in accordance with the employees roles and responsibilities.

## **Our Green Plan & Sustainability**

We recognise the impact our services can have on the natural environment and, as a commissioner of healthcare services, we seek to minimise these impacts through the adoption of sustainable practices and continual improvement & development in environmental performance, whilst delivering health benefits for staff, patients, visitors and our local communities. All employees are expected to fully support our aim to operate in a sustainable way, reduce our environmental impact and contribute to the achievement of NET Zero targets.

## **Personal Development**

NHS Herefordshire and Worcestershire is committed to supporting the development of all staff. All employees have a responsibility to participate in the personal development process with their manager, which will provide an opportunity to:

- establish and take action towards achieving goals
- have a conversation about job role, career aspirations and personal development
- align personal aspirations with corporate objectives
- agree actions that are underpinned by the organisation's value base

As part of development, employees have joint responsibility with their line manager for the development of skills and competencies through identification and participation in training and development activities relevant to their role.

## **External Interests/Personal Relationships**

Each member of the NHS Herefordshire and Worcestershire's staff is responsible for ensuring that any external interest they have and/or personal relationship/s they have with an existing member of staff, does not conflict with the duties of their posts. All applicants for posts within the organisation must disclose any such external interest or existing personal relationship at the earliest possible stage of the recruitment process. If an applicant is in any doubt about a possible conflict of interest they should raise the issue and seek advice from the recruiting manager.

## **Health & Safety**

In accordance with the Health and Safety at Work Act 1974 and other supplementary legislation, you are required to take reasonable care to avoid injury during the course of work and co-operate with the organisation and others in meeting statutory regulations.

- To comply with safety instructions and NHS Herefordshire and Worcestershire policies and procedures.

- To use in a proper safe manner the equipment and facilities provided.
- To refrain from wilful misuse of or interference with anything provided in the interest of health and safety and any action which might endanger yourself and others.
- To report as soon as practical any hazards and defects to your senior manager.
- To report as soon as practical accidents and untoward incidents and to ensure that accident forms are completed.

## **Information Governance, Data Protection and Confidentiality**

All staff are expected to:

- Ensure the confidentiality and security of all information that is dealt with in the course of performing your duties in accordance with the requirements of the Data Protection Act 2018 and adhere to the principles of Caldicott;
- Be aware that NHS Herefordshire and Worcestershire operates a suite of Information Governance and Data Security Policies. All staff should become familiarise themselves with these policies and, in particular, sign the IG Code of Conduct and complete the mandatory IG Training within one month of commencement. Breaches of any of these policies could be regarded as gross misconduct and may result in serious disciplinary action being taken, up to and including dismissal;
- Comply with and keep up to date with the requirements of legislation such as the Freedom of Information Act 2000 and Computer Misuse Act 1990;
- Ensure that your staff maintain that the confidentiality and security of all information that is dealt with in the course of performing their duties is in accordance with the requirements of the Data Protection Act 2018 and the principles of Caldicott; and
- Ensure that your staff are aware of their obligations under legislation such as the Freedom of Information Act 2000; Computer Misuse Act 1990, and that staff are updated with any changes or additions relevant to legislation.

## **Smoke Free Policy**

In line with the Department of Health guidelines, NHS Herefordshire and Worcestershire operates a strict smoke-free policy. This includes not permitting the use of E-Cigarettes on the premises.

## **Notes & Review**

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with their manager. This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

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

## Part 3 - Person Specification

<b>Job Title</b>	<b>Deputy Director People and Workforce</b>
<b>Band</b>	<b>VSM</b>
<b>Team</b>	<b>People and Workforce</b>
<b>Base</b>	<b>Kirkham House</b>
<b>Accountable to</b>	<b>Director of People, Workforce &amp; Digital</b>

	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of senior leadership in a HR, L&amp;D or workforce planning role.</li> <li>• Experience of having worked with senior stakeholders (board level) across an organisation and demonstrated credibility in developing the skills and expertise needed at an organisational level.</li> <li>• Experience of building high performing teams.</li> <li>• Experience of HR business partnering at board or just below board level.</li> </ul>	<ul style="list-style-type: none"> <li>• HR casework</li> <li>• Facilitation and organisational development skills.</li> <li>• Understanding of employment law, TUPE and employee relations.</li> </ul>	Application/ Interview
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• CIPD fellowship or able to work towards it.</li> <li>• Coaching/Mentoring</li> <li>• Facilitation skills</li> </ul>	Application
<b>Skills, Knowledge &amp; Competencies</b>	<ul style="list-style-type: none"> <li>• Knowledge of how to implement a range of HR interventions from learning and development, leadership, workforce planning, wellbeing, Occupational Health and retention initiatives.</li> <li>• Ability to develop a team, measure progress and evidence success.</li> <li>• Strong communication skills, both written and oral and comfortable working at Board level.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of NHSE Education processes.</li> <li>• Understanding of Academia.</li> </ul>	Application/ Interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Strong personal credibility.</li> <li>• Ability to build strong relationships and see things from others' point of view</li> </ul>		Interview

	<ul style="list-style-type: none"><li>• Strong team leadership – developing team members to deliver upon their potential.</li><li>• Good listener.</li></ul>		
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