

Medical Staffing - Resourcing Advisor



Job Description

At Gloucestershire Hospitals NHS Foundation Trust, we take great pride in delivering high quality acute services and we understand just how precious life is.

People entrust their lives to our care every day and they have the right to expect the very best experience and outcomes. That's why our ambition and the pursuit of excellence is the foundation of everything we do.

Job Description

Job Title:	Medical Staffing Resourcing Advisor
Division	Corporate
Base:	Victoria Warehouse, Gloucester Quays.
Grade:	Band 4
Reporting to:	Head of Resourcing and Recruitment.
Hours	37.5 hours per week

Overview

Gloucestershire Hospitals NHS Foundation Trust operates hospitals on our two main sites in Cheltenham and Gloucester, and we're one of the largest NHS trusts in the country.

Our workforce of almost 8,000 staff provide high quality emergency, elective and specialist care across a range of clinical areas

Our Values:

It is expected that all employees uphold the values of the organisation as our values underpin everything we do and describe the way we expect our staff to behave towards our patients, families and carers and between each other. We have the following three values:

1. Caring

Patients said: *"Show me that you care about me as an individual. Talk to me, not about me. Look at me when you talk to me."*

2. Listening

Patients said: *"Please acknowledge me, even if you can't help me right now. Show me that you know that I'm here."*

3. Excelling

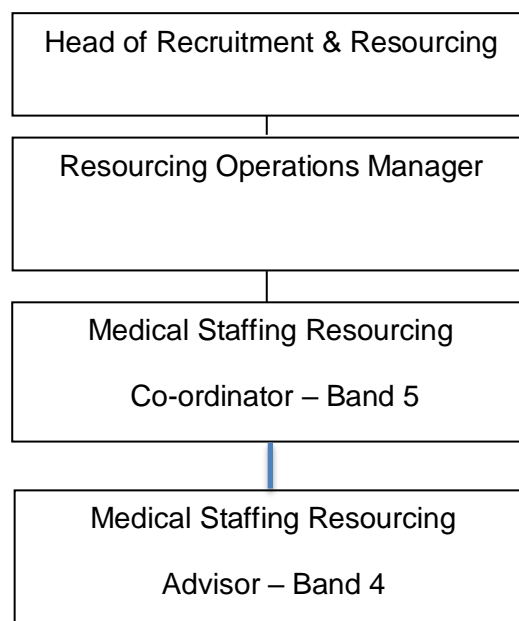
Patients said: *"Don't just do what you have to, take the next step and go the extra mile."*

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Main Purpose of the Job:

To provide high quality administrative support for the provision of an effective, integrated and comprehensive recruitment and advisory service with regard to the recruitment and employment of substantive and locum posts for medical staff.

Organisation Chart



Job Description

Knowledge Skills and Experience Requirements

- Experience of working in a busy resourcing/administrative or HR environment.
- Excellent organisational skills: including ability to work under variable pressure which at times can be high, meet internal deadlines, time manage and prioritise workload
- Demonstrate good interpersonal skills to provide an excellent level of customer care.
- Good numeracy and literacy skills
- Experience and knowledge of ESR (Electronic Staff Records) system is desirable
- Understanding of current issues in Medical Staffing in the NHS
- Experience and skills in using the standard range of Microsoft Office programs.
- Ability to work without direct supervision.

Key Result Areas

- Liaising with Health Education England in the recruitment of GP Trainees as the lead employer
- To provide advisory service and support to managers and medical staff on the Terms and Conditions of employment for Medical and Dental Staff
- Update Payroll with any changes on a monthly basis
- Investigate and resolve pay queries
- To calculate and advise on annual leave policy for all doctors
- Record and process sickness/maternity for all doctors and consultants and forward to payroll each month, dealing with any contractual queries and calculations as necessary
- Check ESR against establishment of junior doctors monthly and confirm with payroll.
- Complete exit forms and leaver forms for payroll as required
- Check and authorise expenses claims
- Prepare and send out employment contracts in a timely manner for all medical staff
- Undertake monthly GMC registration checks
- To process candidates in line with the recruitment process, efficiently and to tight timescales.
- Take responsibility for all new starter documentation to ensure conditional offer letters and starter forms are sent, along with sending details to the Training Department to arrange Trust Inductions/mandatory training.
- To ensure all pre-employment checks are carried out as part of the recruitment process.
- Answering the telephone and dealing with general contractual and recruitment enquiries.
- To maintain all recruitment and employment records and filing systems, ensuring that accurate information can be easily obtained.
- Ensure all trainee rotational posts are up to date and recorded accurately and timely.

Communications & Working Relationships

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- To continuously build and maintain effective and efficient working relations with following colleagues
 - a) Head of Recruitment and Resourcing
 - b) HR Advisory Service and HR Business Partners
 - c) Health Education England Offices
 - d) Medical Staffing Teams
 - e) General Practices
 - f) Junior Medical Staff
 - g) Shared Services (Payroll, Expenses and Pensions etc)
 - h) Other On-boarding Services
 - i) Rota Co-ordinators/Medical Secretaries

Physical, Mental & Emotional Effort & Working Conditions

- Moderate physical effort will be required on a regular basis, this will include occasional lifting of boxes of A4 paper and similar (up to 5kg) and filing.
- This post involves a combination of sitting and standing.
- There is a requirement to concentrate for prolonged periods of time.
- There is a need to use a VDU.

Other General Areas

- Some Flexibility in working hours may be required on some occasions.
- To undertake any training required in order to maintain competency including mandatory/statutory training.
- To contribute to and work within a safe working environment

Responsibilities of the Post Holder

The post holder is required to follow policies and procedures within the role, and is required to suggest improvements in processes. The post holder will also be required to explain office procedures to less experienced colleagues.

The post holder is required to ensure the security of equipment provided to fulfil the role.

The post holder is required to maintain the confidentiality of information contained in paper and computer documents and allow access to this information to others on a need-to-know basis.

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The post holder must ensure that all Health and Safety responsibilities of an employee are fulfilled.

All employees have an individual responsibility to have knowledge of and employ the basic principles of infection control practice.

All staff employed by the Trust are required to work in a safe manner, in accordance with current health and safety legislation and with the general principles laid down in the Trust's Health and Safety Policy.

You are required to comply with all of the Trust's policies and procedures. These are obtainable on the Trust's intranet site, where guidance is also contained.

Equality and Diversity is fundamental to all the hospital does, both in the way we provide services to our community, patients and the way in which we manage our staff. All Trust employees are required to respect and adhere to the principles of equality and diversity treating patients and staff with dignity and respect as laid down in the Trust's Single Equality Scheme

To undertake any other duties which may be reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that appropriate training is given and that wherever possible significant changes of a permanent nature shall be mutually agreed and incorporated into the job description in specific terms and the post re-evaluated if the change is likely to result in a job evaluation score change.

Equality and Diversity

Gloucestershire Hospitals NHS Foundation Trust is an inclusive employer and is committed to recruiting and supporting a diverse workforce, reflecting the population we serve and the communities we work within. Applications are encouraged and welcomed from all people, regardless of any protected characteristics as governed by the Equality Act 2010. Our Trust expects all staff to behave in a way which recognises, respects and celebrates diversity and challenges any form of discrimination.

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Personal Specification:

Job Title:	Medical Staffing Resourcing Advisor
Base:	Victoria Warehouse

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

Key to terms: E: Essential, D: Desirable. How is it assessed? I: Interview, A: Application

Qualifications

GCSE grade C or above in Maths and English.	E	A,I
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Experience

Workforce knowledge including recruitment, workforce planning employment law and absence, performance and disciplinary management	D	A,I
Experience of leading and contributing to service improvement initiatives that work to tight timescales	E	A,I
Experience of delivering against internal / external SLA's	E	A,I
Experience of supporting managers and employees with advice on terms and conditions of employment	E	A,I
Experience of dealing with complex queries	E	A,I
Experience of working in the NHS (or similar fast paced, customer facing environment) with specific experience aligned to recruitment and resourcing	D	AI

Knowledge, Skills, Abilities

Specialist knowledge of pre-employment checks.	E	A,I
Knowledge of recruitment, resourcing and selection best practice including attraction, application, shortlisting and assessment method design	D	A,I
Experience in delivering customer based front line advice and guidance to managers and employees in relation to a wide variety of recruitment issues	E	A, I
Experience and understanding of Equality, Diversity and inclusion specifically linked to recruitment practice	E	A,I
Demonstrable ability to organise/prioritise own work and that of junior colleagues where necessary, including ability to work under pressure at times.	E	A.I
To be innovative in creating bespoke recruitment and resourcing approaches	D	A,I
Specialist knowledge of Medical & Dental Terms and Conditions of Service	D	A.I

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Ability to find ways of solving and pre-empting problems	E	A,I
Effective IT skills, with sound knowledge of Microsoft packages and bespoke systems	E	A

Qualities

Excellent interpersonal and communication skills (verbal and written)	E	I
Must be Reliable and Trustworthy	E	I
Confident in a variety of situations	E	I
Strong customer focus	E	I
Willing to learn and develop	E	I