

Job Description

Job Information	
Job Title:	Resourcing and Deployment Business Partner
Directorate / Service:	People & OD
AfC Band:	8b
Professionally Accountable to:	Director of People
Responsible to:	Head of People
Base Location:	LUHFT sites
Job Code:	AS.SE.R0316
ESR Position Number:	

Job Summary

The Resourcing Business Partner holder will be responsible for strategic resourcing agenda at site. They will deputise for the Head of People as required.

The post holder will have responsibility for transforming and developing the site based Medical Workforce service, ensuring high-quality support and advice for the site on medical workforce terms and conditions, job planning, appraisals, revalidation, rota compliance and design, medical workforce transformation and planning. They will line manage the site based team.

They will work in partnership as an integral member of the People and OD management team to identify and deliver effective business focused workforce plans, policies and solutions, which improve organisation effectiveness and achieve business objectives. This will include developing and leading on long term strategic workforce plans that will impact at a trust level.

They will work in partnership with the central Corporate Workforce resourcing and data teams to support in the development of existing data related processes to meet the strategic and operational needs of the sites to inform decisions and strategy development.

Key responsibilities

PRINCIPAL RESPONSIBILITIES

Leading the site based Resourcing and Deployment Function

- Managing the designated team ensuring consistency of approach and seamless service delivery across the site and at Trust level with other site counterparts and transactional POD teams.
- To lead on development and implementation of agreed resourcing and deployment strategies/plans that reflect business needs, identify opportunities for growth and financial sustainability.
- Lead the delivery and development of recruitment, resourcing, and data intelligence solutions to enable the site to respond to its short and long term resourcing needs. This will include providing specialist advice across all levels and managing particularly complex recruitment and resourcing issues.
- To work closely with other teams such as Education, Learning and Development, OD and HR Business teams to develop and support a culture of continuous improvement.
- To act as the strategic lead for temporary workforce for site and in conjunction with peers represent the trust at local, regional and national meetings in this area.
- Provide leadership and management of the site based resourcing and deployment team, ensuring high quality work and advice.
- Ensure that the team develop close working relationships with clinical divisions and with wider clinical leadership and management to support the divisional business and wider Trust agendas and strategies.

Policy and Service Development

- Interpreting new information/instructions internally or externally (ie, new directives from NHS England) that relate to Resourcing and Deployment teams practices; recommend how they should be implemented, work with stakeholders to gain shared understanding and agreement, take actions and deliver required outcomes
- To support the central transactional services teams in the ongoing programme of resourcing and deployment policy development and review that ensures completion and sign off to allow timely implementation. This will include supporting the development of trust level policy and being responsible for implementation of policy related to own area of work.
- Working in conjunction with systems leads to ensure that the systems in use in sites (e.g e-roster, ESR, Trac) are embedded and the functionality of them are optimised and that the

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information they provide is relevant, accurate and provides insight for users.

- Lead the site based management of medical workforce planning i.e. co-ordination of job planning cycle in conjunction with site medical director and reviewing rosters to ensure they meet service needs.
- Accountable for providing site workforce intelligence and analysis, highlighting themes and trends, ensuring that lessons are learned, changes proposed and making recommendations for service improvement. This will be with support from the central workforce teams.
- To support new ways of working and improvement of service in designated areas of responsibility ensuring that benefits realisation is tracked to be able to add value for money.

Workforce Assurance, Governance & Compliance

- To work with transactional POD teams to maintain and develop performance and governance monitoring arrangements for sites in relation to outsourced contracts (eg, payroll).
- Develop and maintain working practices in support of the Trust's workforce governance, compliance, audit and risk management agenda. This includes contributing to the development of the POD Directorate's business continuity plan.
- Preparation of identified elements for the site People and OD Committee and Hospital Management Board.
- Ensure all information processed meets the requirements of the GDPR and that staff understand their responsibilities for this.
- To maintain effective processes to record and monitor governance, risk and incident information.
- Working with the Transactional POD team to provide assurance on the quality of recruitment and selection activity for the site and take action to ensure compliance with Trust procedure and legislation.
- Proactively support divisions as necessary to ensure the achievement of compliance of the medical workforce across a range of statutory and mandatory requirements.

Workforce intelligence

- Work with the Transactional POD team to inform the improvement and updating of the site and divisional workforce dashboards.
- Develop statistical reports from existing data sets for use in planning and report writing
- Use data/statistics/intelligence from multiple sources to determine a course of action or intervention.
- To produce business plans, and service development within resourcing and deployment,

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where appropriate, leading on specific service plans.

- To ensure that key workforce indicators for staff that report to this post are met.
- Provide expert advice in the development and monitoring of rotas that are compliant with EWTD, national contracts and meet the service needs of the Trust.
- Work with the Deputy Medical Director and Director of Medical Education and provide leadership ensuring that the junior doctor workforce is used productively and have a high quality training experience.
- Analyse and recommend ways to improve key performance indicators for the medical workforce across a range of metrics.

Planning

- Lead the Development of the site workforce plan in conjunction with the Trust group lead for workforce planning in the central POD team, financial and operational colleagues.
- Interpret relevant national directives and provide advice in relation to the strategic direction of the organisation for the resourcing and deployment agenda.
- Lead on the implementation of plans and projects specific to the teams
- Lead on the implementation of resourcing and deployment programmes through collaborative and proactive engagement with stakeholder including staff representatives to mitigate risks to plans.
- Provide leadership in Medical productivity and cost improvement projects.
- Provide high quality support and advice to managers and clinical leaders in all aspects of medical productivity, including, for example, the effective use of job planning, flexible working, and locums.
- Identify ways of reducing the Trust's reliance on external locums and Agency doctors by developing short and long term Trust-wide plans to achieve this.
- Develop medical workforce plans, actively supporting the development of alternative service delivery and medical workforce models aligned to the Trust workforce strategy.

Resourcing

- Work closely with site senior managers to develop targeted resourcing strategies.
- Work with the recruitment team to develop recruitment marketing approaches for the site through various channels, including job boards, social media, professional networks, and open days.
- Use data and analytics to track recruitment metrics, evaluate the effectiveness of recruitment strategies, and make data-driven recommendations for improvement.

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- Ensure that appropriate medical recruitment strategies are developed and that substantive and temporary posts are filled efficiently and cost-effectively.
- Following agreement with Divisions, lead specialist medical recruitment projects targeted at recruitment 'hotspots' in the Trust. Put forward recruitment proposals on advertising campaigns for both UK and overseas initiatives for hotspot medical and dental areas.

Education and training development

To provide ad hoc training to other team members where appropriate.

Equality and Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation (the Equality Act 2010) and to:

Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice;

Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices in working with others and delivering appropriate services;

- Recognise and report behaviour that undermines equality under Trust policy.
- Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.
- Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.
- With the support of managers develop an equality and diversity objective through the personal development review process.

Values and Behaviours

We are Caring

We are kind to each other and always show compassion to ourselves and others.

We know we are doing this when:

- We are always **kind** and **compassionate** to ourselves, our patients, families and colleagues;
- We **recognise** and **appreciate** each other, taking pride in working here and our contribution to success;

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- We are **professional** and always seek to deliver the best standards of care.

We are Fair

We treat people equitably and value their differences.

We know we are doing this when:

We value **everyone** for their unique contribution and we embrace diversity;
We are confident in **speaking up** and we support all our colleagues to do the same;
We are **open and honest**.

We Are Innovative

We work as a team to continuously improve the way we deliver and transform health care.

We know we are doing this when:

- We **continuously improve** the services we deliver and pioneer new ways of doing things;
- We **learn from mistakes**, striving to ensure we get things right first time;
- We **create and share knowledge** with each other, patients and our professional communities.

Infection Prevention & Control

All staff will adhere to infection control policies and procedures at all times and carry out role specific duties as per roles and responsibilities.

Confidentiality

Confidentiality/Data Protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours). All staff should ensure that they are familiar with and adhere to all Trust privacy, confidentiality and security policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action taken.

Freedom of Information

In accordance with Freedom of Information and other associated legislation, the Trust may be required to make public recorded information available upon a request, or do this as part of a publication scheme. Please note, that in your public role, your name or job role may be contained in a document that is published in accordance with such legislation.

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Management of Risk & Health and Safety
<p>All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with the Trust in meeting its statutory requirements.</p> <p>All employees will proactively contribute to the management of risk by identifying hazards in the workplace which have the potential to cause harm, raising issues of concern and risk to the appropriate level.</p>
Safeguarding Children and Vulnerable Adults
<p>All trust employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with and adherence to trust Safeguarding policies is an essential requirement of all employees, as is participation in related mandatory/statutory training.</p>
IT Skills
<p>All staff are expected to have or to gain a minimum of basic level IT skills to enable them to use the Trust IT systems to support Trust services and needs. All staff should be familiar with relevant IT systems and security policies and procedures.</p>
Records Management
<p>All staff are personally responsible for record keeping. A record is anything that contains information in any medium e.g. paper, tapes, computer information, etc. which have been created or gathered as a result of any NHS activity. All individuals within the Trust are responsible for any records they create or use. Please ensure that records are retained in accordance with the Records Management Policy and are stored in a manner that allows them to be easily located in the event of a Freedom of Information (FOI) request.</p>

Information Quality
All staff must ensure complete and accurate data is collected to the highest standard at all times. Data collection should be supported by adequate documentation and processes should be regularly reviewed. Staff should ensure that processes conform to national standards and are fit for purpose. All staff should comply with the Information Quality Policy.
Professional Responsibility
As per any required registration & LUHFT policy.
Clinical Responsibility
n/a
Administration Responsibility
n/a
Research
Participates and leads audits to support workforce policy improvement.
Leadership & Human Resources
<p>Manage team of direct reports, including appraisal, absence management, performance management, etc.</p> <p>Lead and develop an open, accountable culture where teams are confident and skilled in giving regular constructive feedback, where issues can be raised and solved openly, resulting in a productive solution focused working environment.</p> <p>Enable people to contribute to the transformation of staff experience , ensuring a high quality and efficient approach to service delivery.</p> <p>Support the delivery of workforce related plans for the site, ensuring a coaching style of leadership and development of potential at every level.</p>

Be a visible leader that delivers a culture of openness' and communication through staff engagement to address issues and solve problems.

Actively promoting a culture of staff engagement, using this as a driver for service improvement, ensuring that actions are followed through in a structured way.

Adhere to effective communication strategies and techniques to promote involvement, effective decision making and a common sense of purpose.

Demonstrate effective management of staff through effective communication.

Convey messages to others in a manner which is easily understood, including dealing with external agencies.

Demonstrate effective communication skills in delivering key messages with clarity and succinctly whilst ensuring that that main message is clear.

By use of policy and service improvement create a culture of health and well-being as a key ingredient in building positive and productive team working and relationships which lead to improved quality of patient care, improved patient outcomes and improved services.

Provide assurance to the senior leadership team, ensuring that staff health and well-being is at the heart of all people management practice in the defined area.

To provide support for staff to manage their working lives, including application of Trust HR policy as and when required.

Be a role model to all staff across the directorate , demonstrating a value led attitude and a coaching style of management.

Financial Responsibility

Lead on the identification of site resourcing and deployment related quality and cost efficiency schemes and lead in supporting their delivery, analysing the cost benefits of specific programmes, weighing up risks and adjusting plans.

To ensure all team resources are utilised in a cost-effective manner; authorised signatory.

Budget holder for identified team budgets and effective budget management in line with trust SFI's.

Change of Job Description

The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the Trust.

Person Specification

Job Title:	Resourcing & Deployment Business Partner		
Band	8b	Job Code:	AS.SE.R0316

Person Specification				
	Qualifications	Essential	Desirable	Assessment
1	Masters degree (MBA, MA, MSc) or equivalent experience in a business or HR discipline	E		Application
2	Membership of CIPD		D	Application
3	Project Management Qualification		D	Application
	Experience	Essential	Desirable	Assessment
4	Experience of leading and managing complex projects and actively contributing to the achievement of strategic objectives, including cost-saving initiatives	E		Application and Interview
5	Experience of Medical workforce resourcing and deployment	E		Application and Interview
6	Experience of developing workforce plans	E		Application and Interview
7	Experience of leading, managing and developing teams	E		Application and Interview
	Knowledge	Essential	Desirable	Assessment
6	Expert knowledge of temporary staffing services	E		Application and Interview

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7	Expert knowledge of medical staffing	E		Application and Interview
8	Comprehensive understanding of the HR in the NHS agenda	E		Application and Interview
	Skills	Essential	Desirable	Assessment
9	Strong influencing and negotiating skills utilised at a senior level	E		Application and Interview
10	Credibility and integrity at senior management level in order to earn the confidence and respect vital to lead and deliver major change	E		Application and Interview
11	Excellent verbal and written communication and presentation skills with the ability to convey information and ideas effectively to a variety of audiences	E		Application and Interview
12	Ability to understand and produce meaningful analysis of complex information	E		Application and Interview
13	Excellent leadership/ interpersonal skills with ability to lead, manage and inspire others	E		Application and Interview
14	Business decision making skills	E		Application and Interview
15	Strategic thinking and planning	E		Application and Interview
16	Excellent organisational and prioritising skills, including the ability to work under pressure	E		Application and Interview
	Other	Essential	Desirable	Assessment
17	The ability to travel across Trust geographical area	E		Application and Interview

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