

## JOB DESCRIPTION

**Job Title:** Head of Medical HR  
**Directorate:** Human Resources  
**Location:** Sheffield Teaching Hospitals NHS Foundation Trust

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**Accountable To:** Director of Human Resources & Staff Development

**Reports To:** Director of Human Resources & Staff Development

**Accountable For:** Medical HR Team and HR Projects Facilitator

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### MAIN ORGANISATIONAL RELATIONSHIPS

- HR Director and Staff Development
- Medical Director
- Deputy Medical Directors
- Other members of the Human Resource Directorate
- Other Executive and Non-Executive Members of the Board of Directors
- Care Group and Corporate Directors/Senior Managers
- Senior Professional and Managerial Staff
- Consultants and Medical Staff
- Local Negotiating Committee and representatives from Trade Unions and Professional Associations
- Finance
- Director of Medical Education
- Junior Doctor Forum
- Guardian of Safe Working Hours

### MAIN EXTERNAL RELATIONSHIPS

- Senior Managers in other NHS organisations
  - Colleagues from the wider Human Resource community
  - Representatives from Trade Unions
  - Employment Lawyers/Legal Advisors
  - ACAS
  - Counter Fraud
  - Locum Agencies
  - Consultancy company employees
  - Health Education Yorkshire and Humber
  - National Clinical Assessment Authority
  - General Medical/Dental Council
  - NHS Employers
  - British Medical and Dental Associations
  - Medical & Dental Protection Societies
  - Allocate Software (Health Medics)
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## **JOB SUMMARY**

In conjunction with other departmental HR Heads of Service, advises and supports the Director of Human Resources and Staff Development to achieve the Human Resources Directorate and Trust objectives and support the development of the HR strategy.

Directs and controls the provision of a professional and responsive operational Medical HR service through the effective delegation of work and management of the Medical HR team. Ensures consistent sound medical HR advice, translating knowledge of employment law into clear practical application and assuring that employees are treated with dignity and respect both through the development and application of HR policies and procedures.

Takes lead responsibility in support of the Director of the Human Resources and the Medical Director for agreed areas taking account of the priorities for the Trust and directorate, the skills and experience of the postholder and their personal development plan along with those of the other Heads of Service. Lead areas to be allocated include:

- Medical and Dental Staff Recruitment
- Workforce Programme
- Terms and Conditions of employment for Medical and Dental Staff
- Policy development
- Medical HR Service improvement
- Use of technology
- Workforce planning and profiling
- Job planning
- Lead Employer arrangements
- Trust wide projects associated with Medical and Dental Staff
- Complex Medical and Dental relations cases

To support the senior HR team by actively contributing to the wider HR strategy and provide direct support to the Director of Human Resources in key pieces of work. Contribute to the delivery of the NHS workforce agenda with drive and pace including the medical HR agenda.

## **ROLE OF THE DIRECTORATE**

The HR Directorate consists of core Human Resources, Medical Human Resources, Learning and I Development and Occupational Health Departments, together with management of the Sunshine Day Nurseries. The purpose of the Directorate is to support, advise and train line managers to achieve and maintain a pro-active and engaged workforce that is appropriately resourced and skilled to deliver the Trust's objectives and PROUD values in the most cost-effective way demonstrating efficient use of resources.

## **SPECIFIC RESPONSIBILITIES**

- To plan and deliver an effective and timely medical HR service across the Trust, ensuring that the service works in line with overall Trust objectives and strategy.
- To develop the Medical HR team members and key directorate managers; ensuring understanding of business needs and HR developments, to support service provision. This will involve providing medical HR management support to all Care Groups and Directorates and linking with Business Partners and colleagues to contribute to achievement of business objectives. This will include:

- Lead on recruitment of Medical and Dental staff providing advice and guidance to Clinical Directors and Senior Managers on the implementation of local and national policies, new initiatives and associated procedures.
- Responsibility for the line management of Medical HR Managers, ensuring that the service provision supports key strategic and operational objectives.
- Responsibility for the provision of the Lead Employer model for doctors and dentists within the South Yorkshire and Humber region. The model works on the basis of all junior doctors for specific specialties and grades regardless of where they are based either STH or at other host Trusts and employed by Sheffield Teaching Hospitals.
- Responsibility for ensuring that the implementation of agreed employment policies and procedures across the Trust relating specifically to medical and dental staff are conducted appropriately, with due consideration for partnership working with staff side colleagues, thus ensuring that all employee relations/conditions of service issues are dealt with consistently and equitably.
- Leading on the review and development of employment policies relating to medical and dental staff ensuring that policy changes are thoroughly researched in line with best practice, employment legislation and case law. This will also include ensuring that appropriate consultation and negotiation has taken place with the Trust's recognized trade unions and management teams and that policies are ratified through the appropriate governance process. This will also entail undertaking full Equality Impact Assessment of all policies and procedures.
- Responsibility for overseeing the timely progress of all disciplinary, capability, sickness in conjunction with CCIPH, bullying/harassment and grievance matters to ensure application of the Trust's policies and procedures that is fair, consistent and just.
- Taking a professional lead on highly complex medical and dental relations cases in accordance with Maintaining High Professional Standards, including investigation and case presentation, as required and giving advice and support to Clinical Directors, Clinical Leads and Managers as appropriate, including acting as panel member or panel adviser as required.
- Maintaining and developing key relationships to support HR activity and service improvement, such as Occupational Health.
- Actively maintaining and developing an understanding of current HR development theory and practical applications such as developments in case law, new legislation, best practice etc, utilising these in developing service provision and effectively communicating the effects of such to the Trust.
- Ensuring that all staff within the team have development opportunities consistent with their personal development plans, and which are aligned with the training plan of the wider HR department.
- Developing the team to be proactive, objective focused and to apply highly developed customer care skills. Developing the teams' knowledge to an advanced standard in all areas of the Medical HR service function and scope.
- Ensuring that all staff participate in relevant mandatory training and that all staff have an annual appraisal and personal development plan.
- Ensuring effective use of external legal advice, developing and maintaining robust working relationships with the Trust's Senior Employment Lawyer and other contracted solicitors. This will include monitoring and reporting on costs, performance management of the contract for services. Actively developing a relationship with the Trust Employment Lawyer to ensure the

Medical HR team's knowledge of the employment law is developed to reduce reliance upon the Trust's external solicitors.

- Providing senior level support to the Medical Director and Deputy Medical Directors relating to the day-to-day management of medical and dental workforce issues.
- Supporting the Director of HR and Staff Development, Medical Director and Deputy Medical Directors in the continuing development of a partnership approach to employee relations contributing to the maintenance of effective relationships with the Medical/Dental Local Negotiating Committee.
- Attending the Local Negotiating Committee meeting. **This will include communicating highly sensitive and potentially contentious information regarding changes to policies and procedures, change processes, etc. where there is a requirement to manage resistance to change / acceptance and emotive responses.**
- Taking lead responsibility for the effective implementation of relevant terms and conditions of service, including ensuring appropriate and consistent application across the Trust. Ensuring that the Medical HR team provide timely and consistent advice to the Medical Director, Clinical Directors, Clinical Leads and Managers.
- Taking responsibility for the interpretation and implementation of all changes to Medical and Dental National Terms and Conditions of Service. This will include supporting the Director of Human Resources and Staff Development and Medical Director in negotiation with the Local Negotiating Committee on these issues as directed. This will include leading negotiations on policies and procedures with representatives of the LNC.
- Ensure a robust monitoring and review system is in place to provide effective implementation of terms and conditions of service, and deliver appropriate actions as required to support continued service development in line with departmental objectives.
- Take responsibility for the job planning process and supporting the Medical Director to ensure that the job planning process remains aligned to national requirements and Terms and Conditions of service.
- Participating in all annual job planning meetings with the Medical Director and Directorate management teams.
- Advising Directorates on the principles of job planning and responding to specific queries which arise during the job planning cycle.
- In conjunction with the Medical Director, liaising with the LNC about changes in or enquiries about the principles of job planning across the Trust.
- Participate as a core member of the Junior Doctor Forum to ensure working patterns, hours, work schedules, exception reporting and associated junior doctor issues are kept under close review in accordance with Trust values and National Terms and Conditions of Service and Guardian of Safe Working hours.

### **Business and Workforce Planning**

- Directing and supporting management teams in the development of action plans to implement an effective approach to the management of resources within Directorates e.g. bank and agency spend.

- Developing and maintaining close working relationships with the Head of Operational HR and ensuring that medical HR issues are integrated into business planning and workforce planning processes.

### **Additional Areas of Responsibility**

- Liaise with Health Education England in respect of issues relating to doctors in training.
- Taking a professional lead on workforce programme initiatives and providing professional input and support to corporate cost-saving schemes.
- Working with the Medical Director to scrutinize the use of agency locums across the Trust to ensure effective management of resources; bank and agency staff and recruitment strategies to ensure directorates have effective and efficient planning in place.
- Work with the Trust Staff Engagement Lead to ensure delivery of effective staff engagement across STH.
- Deputising for the Director of HR and Staff Development as required, attending internal and external meetings on Medical and Dental workforce issues as required. This will include participation in national and regional consultations and negotiations.
- Providing support to the Director of Human Resources and Staff Development in design and delivery of training in relation to the wider Medical HR Service.
- Leading initiatives as required in response to national strategies or developments across a range of medical HR initiatives.
- At the request of the Director of Human Resources and Staff Development, providing support and assistance for other Heads of Service. This may involve providing cross department cover within the scope and requirements of the role; during periods of absence or providing additional resource to manage specific projects or case work in conjunction with the relevant Head of Service.
- Working flexibly with other Heads of HR Service to ensure that the resource needs of the Directorate are met by providing staffing resource where agreed on a short term basis to cover peaks in workload.
- Contribute to the BPT agenda reviewing and scrutinizing Directorate business cases and service development proposals and providing constructive challenge to ensure cases are appropriate to service needs, comply with terms and conditions of service, educational requirements and include sufficient resource to support the development of new posts.
- Contribute to the National Medical Workforce Forum to ensure Sheffield Teaching Hospitals is represented in National policy making.
- Represent the Medical Workforce Forum at external working groups and committees outside of the regular meetings.
- Responsible for and contribute to service audits/360 Assurance audits associated with Medical HR following formal audit methodology.

### **Data Management**

- To undertake system and process reviews to support service improvement which will include adapting and designing information systems and processes and assuring compliance with GDPR.

- Supporting the development and introduction of systems to provide statistical analysis, data collation, data validation on a range of Medical HR-related subjects.
- Taking a lead role in reviewing relevant key performance indicators in relation to all areas of work, ensuring appropriate actions are taken to support continual service improvement.
- Responsibility for ensuring the provision of weekly data on medical locum usage is provided to NHSI.
- Taking lead responsibility for the annual submission of the NHS Improvement Doctor's Productivity Data collection.
- Ensuring that working relationships are established with members of the Workforce Information Team in developing reports to illustrate performance against key Performance Indicators, paying attention to achieving effective and efficient high quality information.
- Ensuring effective use of medical HR systems and resources to contribute to the delivery of the Trust's objective to move towards paperless systems.

### **FINANCIAL MANAGEMENT RESPONSIBILITIES**

- Accountable for management of the Medical HR Budget, delegated in line with the Trusts standing financial instructions, by the Director of HR and Staff Development. Ensuring that pay and non-pay budgets are effectively utilized to provide a high quality service within the scope of the budget. Managing delegated pay and non-pay budget in respect of the allocated Medical HR Team.
- To support the Director of HR and Staff Development in developing financial plans for the service and contribute to Directorate wide P&E schemes and activities.
- Ensuring effective controls of legal spend in own sphere of responsibility.
- Invited bids to Health Education England.

### **HUMAN RESOURCE MANAGEMENT**

- Taking lead responsibility for the line management of staff within the allocated Medical HR Team and to be responsible for a high quality Medical HR service across the Trust.
- Continuous improvement of the Medical HR Team.

### **ASSET MANAGEMENT RESPONSIBILITIES**

None

### **WORKING RELATIONSHIPS**

As a Senior Manager of Sheffield Teaching Hospitals Foundation Trust the post holder will be required to communicate and work with all levels of staff and management within the Trust and with a diverse range of individuals and external organisations.

### **HEALTH AND SAFETY**

To ensure that the Human Resources Services department statutory obligations under health and safety legislation are fulfilled

The post holder must not wilfully put him/herself or others at risk whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where provided.

All accidents must be reported to a member of management and you are asked to participate in accident prevention by reporting all potential hazards.

## **SECURITY**

The post holder has a responsibility to ensure the preservation of Trust property and resources.

## **SMOKING CONTROL POLICY**

The Trust has adopted a smoking control policy. The policy applies to all staff, patients and visitors, and extends to the hospital grounds as well as internal areas.

## **PURPOSE OF JOB DESCRIPTION**

This job description is provided as an outline of the key tasks and responsibilities and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder. This Job Description may be amended in the light of these changing needs; however, changes would not be implemented without prior discussion with the post holder. Similarly, the post holder may be requested to undertake such other duties not mentioned in the job description which are commensurate with the grade. A flexible approach to work and an ability to prioritise workload is required.

## Person Specification

<b>Human Resources Directorate</b>	<b>Head of Medical HR</b>  <b>Band</b>  <b>Drawn up by: Mark Gwilliam</b>	<b>Permanent</b> ✓ <b>Fixed Term</b>  <b>Temporary</b>  <b>Bank</b>	<b>Weekly Hours: 37.5</b>   <b>Maximum</b>
<b>Shortlist</b> Criteria relevant to the job	<b>Essential</b> Requirements necessary for safe and effective performance in the job.	<b>Desirable</b> Elements that contribute to improved performance.	<b>Assessment</b> Application Form / Interview / Presentation / Test
<b>Qualifications</b> (General education/further and professional)	Educated to degree level in a relevant field or able to demonstrate appropriate equivalent experience.  CIPD qualified or equivalent management qualification.	Post graduate qualifications in a related field.	<b>AF</b>
<b>Experience</b> (Previous/current work or any other relevant experience)	Experience in a senior Medical HR role.  Broad understanding of the major issues affecting the NHS HR / Medical HR agenda  Experience of strategy development and implementation of Medical and Dental terms and conditions of service / contract changes etc.  Experience of managing a Medical HR service.  Substantial experience of delivering coaching / training to senior managers / Executive Directors  Clear understanding of complex employee relations cases  Substantial experience / knowledge of employment law and its application in employment practice.  Substantial experience of leading management of change  Experience of negotiating policy development / T&C's with trade union reps, full time officers etc.  Clear understanding of the Medical Workforce agenda.  Clear understanding of the Medical and Dental T&C's training and Career Grade.  Experience of leading / managing teams.  Understanding of effective and efficient recruitment practices including familiarity with HEE processes for recruiting training grade doctors.	Experience of working in a unionized environment.  Experience of identification and management of workforce savings / efficiencies programmes  Management of effective use of resources through workforce planning / profiling	<b>AF / I / P</b>



	Clear understanding of the interface/relationship between HEE and secondary care regarding training grade doctors.		
<b>Further Training</b> (Specialist/Management Previous job training)	Willingness to undertake any further training/development as identified in annual appraisal.		I
<b>Special Skills/Aptitudes</b> (Verbal, numerical, mechanical)	<p>Excellent communication skills</p> <p>Excellent organisational skills</p> <p>Excellent influencing and negotiation skills Proficient in the use of Microsoft Office packages</p> <p>Ability to critically analyse complex data</p> <p>Ability to understand and work with complexity and translate it into practice.</p> <p>Ability to analyse problems and pragmatically set out options for resolution.</p> <p>Ability to demonstrate credibility at a senior level through successful and demonstrable achievement of objectives Inspires confidence in staff and service users.</p> <p>Able to build credibility quickly and to work with all grades of staff within the Trust.</p> <p>Ability to demonstrate innovative thinking in problem resolution and service design and development.</p> <p>Ability to work proactively in dealing with service delivery and management.</p> <p>Ability to lead and motivate a team of staff.</p> <p>Strives for continuous improvement in areas of personal development and service management and development.</p>	High level of IT literacy.	AF / I / P
<b>Values &amp; Behaviors (PROUD)</b>	<p>Ability to consider Medical HR Service implications of putting patients first in application of HR practice.</p> <p>Respectful to patients, staff colleagues and all internal and external contacts.</p> <p>To be able to demonstrate ownership for own actions and areas of responsibility.</p> <p>To be able to demonstrate unity with all colleagues.</p> <p>To have a proven track record of delivery on objectives.</p>		I