

## UCLPARTNERS

### HR Consultant (maternity leave cover)

#### JOB DESCRIPTION

#### UCLPARTNERS

UCLPartners is one of five accredited academic health science systems in the UK. Its purpose is to translate cutting edge research and innovation into measurable health gain for patients and populations – in London, across the UK, and globally.

To achieve this, integrated, value-for-money, outcome-driven solutions to the most pressing health care challenges are developed. These solutions include faster drug discovery and development; innovative technologies; new approaches to clinician education and professional development; and models of care that drive both quality and value. Our solutions are:

- Patient-led, organising care around patients' needs and preferences
- Population-focused, taking a system-wide view to drive improved health outcomes at speed and scale
- Cross-boundary, spanning primary, secondary and tertiary care, and connecting different phases of academic research

The company takes a partnership approach to developing solutions: working with patient groups, universities, NHS Trusts, community care organisations, commissioners, government and industry. UCLPartners' role is not to mandate change or to "own" solutions. Rather, the company works with its partners to co-create, test and implement solutions, ultimately embedding these solutions in the partners' everyday working.

The company harnesses academia, across biomedicine, the humanities and other disciplines, to solve the broader health problems of populations – for example, cultural barriers to cancer screening in certain ethnic communities. The company also facilitates dialogue between academics, clinicians and populations to ensure that research is focused on impact.

#### UCLPARTNERS STRUCTURE

UCLPartners is a small company, limited by guarantee of its partners. Our founding partners are Barts and The London NHS Trust, Great Ormond Street Hospital for Children NHS Trust, Moorfields Eye Hospital NHS Foundation Trust, Queen Mary University of London, Royal Free Hampstead NHS Trust, University College London and University College London Hospitals NHS Foundation Trust. Our executive partners are Barnet and Chase Farm Hospitals NHS Trust, City University London, Luton and Dunstable NHS Foundation Trust, North Middlesex University Hospital NHS Trust, Whittington Health NHS Trust, Mental Health Trusts: Barnet, Enfield & Haringey Mental Health NHS Trust, Camden & Islington NHS Foundation Trust, East London NHS Foundation Trust, North East London NHS Foundation Trust and Tavistock & Portman NHS Foundation Trust.

## **ROLES AND RESPONSIBILITIES**

This position will provide senior operational support to the core team and to programme teams at UCLPartners. The successful candidate will support recruitment planning initiatives across the company including working with teams to identify objectives of each position, to develop these into job descriptions, assessments and performance development plans. They will work within the UCLPartners policy framework for its staff and will both implement and provide advice on general HR queries as well as recruitment strategies.

This is a stand alone HR generalist post, supporting a workforce of about 30 staff. You will be dealing with the full range of HR issues, from recruitment and selection to disciplinary and grievance procedures. This is a busy role, as you will be the sole contact for line managers and employees, giving advice and guidance on employment law, company best practice and welfare related issues.

### Objectives

- Deliver a client focused HR service to UCLPartners staff
- Advise staff on HR policies and practices
- Provide expert advice on HR related issues to encourage effective people management through consistent deployment of best practice HR policies and procedures
- To interpret employment legislation and translate it into best practice and compliant company policy and procedure
- Supporting delivery of the people plan through developing and maintaining a cohesive picture of all aspects of the people strategy.
- Represent HR on specific HR design groups and project work streams.
- Performing the end to end recruitment process: liaising with the hiring manager; ensuring head count allows for the hire; managing the advertising process; setting up and attending interviews, producing the offer and the contract and liaising with candidates.
- assisting/advising on assessment processes as part of recruitment
- Managing the induction process on day one for a new starter and maintaining contact with them for their first month at the company, ensuring they are settling.
- Managing the grievance procedure in areas of the HR Officer speciality
- Supporting the performance management process.
- With regards to specific areas of responsibility ensure that all aspects of payroll are correct on a month by month basis.
- Manage and implement the staff training programmes and individual training requests as required
- Responsible for accuracy of data on the systems by monitoring the administrator.

### Other duties include

- Maintain progress on and provide advice on structures, processes and arrangements for new education, research and provider initiatives.
- Working with colleagues across partner trusts and universities to share best practice, support and develop, and where appropriate joint activities that span traditional boundaries to support Programme Delivery
- Ensure compliance with employment law with an emphasis on equality, diversity and the provision on a healthy and safe work environment.
- To support performance and the achievement of the company's objectives

## **TERMS AND CONDITIONS RELEVANT TO EMPLOYMENT**

This position will initially be for a period of 8 months, commencing 4<sup>th</sup> March. This is open to UCLPartner organisations only in the first instance. Secondments or leaves from substantive organizations are welcomed. The salary is £40-50k inclusive, pro rata at 2 days/ week depending on experience.

As this job description is a reflection of the current position of the service development, the post holder is expected to view it as a guide, rather than an exact description of all duties and responsibilities as it may be subject to change as the service develops

### **Infection Control**

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection.

### **Health & Safety**

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974), to ensure that the agreed procedures are carried out to maintain a safe environment for employees and visitors.

### **Data Protection**

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed.

### **Confidentiality**

The confidentiality of information relating to patients/clients and staff must be safeguarded at all times in accordance with the Information Security Policy. Disclosure to any unauthorised person or misuse or failure to properly safeguard confidential data will be regarded as a disciplinary offence.

## **HOW TO APPLY**

Only successful applicants will be acknowledged.

**Candidates wishing to apply should email** directly to uclpartners at [applications@uclpartners.com](mailto:applications@uclpartners.com) in the form of a one page covering letter of interest and CV. Please contact Rebecca Graham if you have any questions ([Rebecca.graham@uclpartners.com](mailto:Rebecca.graham@uclpartners.com)) or by telephone at 020 3108 2316.

**Closing date: 20<sup>th</sup> February, 2012**

## PERSON SPECIFICATION

D=Desirable

E=Essential

Assessed by:

A = application

I = interview

### Qualifications / Certification

- |  |   |   |
|--|---|---|
| • Relevant qualifications plus a higher academic degree, e.g. MA, MSc or evidence of an equivalent level of experience | D | A |
| • Bachelors degree or equivalent level of experience   | E | A |
| • Member of Chartered Institute of Personnel and Development   | E | I |

### Experience

- |   |   |       |
|---|---|-------|
| • Senior experience in Human Resources either in the public sector or healthcare setting  | E | A     |
| • Extensive experience working at a generalist level in complex organizations across a range of HR functions (recruitment, L&D, employee relations) | E | A / I |
| • A track record of working successfully with stakeholders and clients  | E | A / I |
| • Proven record or establishing constructive relationships  | E | A / I |

### Skills

- |   |   |       |
|---|---|-------|
| • Ability to deliver the HR services across traditional boundaries  | E | A / I |
| • Ability to identify, define, promote, communicate and achieve clear organisational values and goals, effective management processes and rational and timely decision making | E | A / I |
| • Ability to work in partnership within and outside the organisation and a partnership approach to work across agencies   | E | A / I |
| • Ability to inspire trust and confidence at a service user level and a Senior Management level within the company and external partners                                      | E | A / I |

### Knowledge

- |   |   |       |
|---|---|-------|
| • An understanding of national health and social care strategy and policy including AHSCs and other clinical research initiatives | E | A / I |
| • Comprehensive knowledge organizational design and development   | E |       |
| • Understanding of the role and remit of the UK NHS; and awareness of relevant NHS terms and conditions                           |   | A / I |
| • Knowledge of relevant employment law for small organizations  | E | A / I |

### General

- |   |   |       |
|---|---|-------|
| • Excellent verbal and written communication skills | E | A / I |
| • Innovative and progressive strategic thinker      | E | A / I |
| • Computer literate                                 | E | A / I |
| • Excellent planning and organizational skills      | E | A / I |