

NHS

Isle of Wight
NHS Trust



Deputy Director of People Services

Isle of Wight
NHS Trust



Candidate Information Pack

Prepared by Castlefield Recruitment

Welcome

Isle of Wight NHS Trust is full of caring, compassionate, and highly capable people.

Our vision is for high quality, compassionate care that makes a positive difference to our Island community – each and every day.

Being part of the NHS on the Isle of Wight is a unique privilege because the people who use our services are often our friends, family, or colleagues.

Serving this close-knit community for the last four years has been an honour and I am proud to have been given the opportunity to lead this organisation as we continue to improve and join up the services that local people rely on.

The Isle of Wight is a fantastic place to live, and you can see from our NHS Staff Survey results that we have made important progress in making the Trust a great place to work too.

The Island is also an excellent place to test your skills and to work in new and innovative ways.

Our strategic partnerships, integrated services and commitment to quality improvement mean that you will get many opportunities to develop and to have a positive impact for our staff and our community.

Thank you for thinking about being an important part of #TeamIOWNHS, I hope we get to work together in the future.

Best wishes,

Darren Cattell
Chief Executive
Isle of Wight NHS Trust

About Us

The Isle of Wight NHS Trust provides a unique opportunity to work within an integrated organisation delivering Mental Health, Ambulance, Community & Acute Services. The People & Organisational Development Division is a key enabler for the implementation of the Trusts strategy as we work in partnership across Hampshire & IOW. This provides opportunities to consider new ways of working, to develop innovative approaches to recruitment and retention and to strengthen our services for the Island population

The People & Organisational Development Division is committed to delivering services that ensure our people are at the centre of our decision making; allowing the Isle of Wight NHS to be a great place to work in a culture where our people can thrive.

OUR VALUES

The values that we share are very important to us. They have been designed by our staff and they are the foundation of everything that we want to achieve. Our values guide how we behave and how we want people to experience our Trust – whether they are using our services or working in one of our teams. Our values are...



Compassion

- Helping others in need
- Being caring and supporting
- Showing empathy
- Being non-judgmental



Accountable

- Providing safe care
- Taking responsibility
- Doing the right thing
- Delivering quality improvement



Respect

- Building trust
- Being open and honest
- Recognising achievement
- Celebrating success
- Encouraging others



Everyone counts

- Putting people first
- Working together
- Valuing our differences
- Promoting inclusion
- Believing in myself and others

OUR VISION, MISSION & OBJECTIVES

Our vision, mission and objectives describe what we want to achieve and why. By sharing this vision, we will all be able to bring about significant change and improve the service that local people rely on.

Our vision is for high quality, compassionate care that makes a positive difference to our Island community.

Our mission is to make sure that our community is at the heart of everything we do. We will work together and with our partners to improve and join up services for its benefit.

Our objective is to deliver a strategy and bring improvements to the service we all want to see. To achieve this, we have developed the 4Ps (Performance, People, Partnership, Place) which describes what the organisation wants to achieve and what success will look like for our community, staff, and patient.

OUR STRATEGIC AMBITIONS

Having a strategy is important because it sets out where our organisation is heading, what we want to achieve, why and how we will do it. We will improve the health and wellbeing of people who use our services, our staff and our Island community.

Our strategy sets out how we will work together, with our partners and with our community, to improve and join up health and care services.

The strategy we have developed will guide how we set our priorities each year and it will help our teams to plan and take decisions. It responds to the changing needs of local people and national priorities, including the NHS Long Term Plan. For us to succeed we need to do things differently.

OUR STRATEGY

How our strategy objectives work together to achieve our strategy.

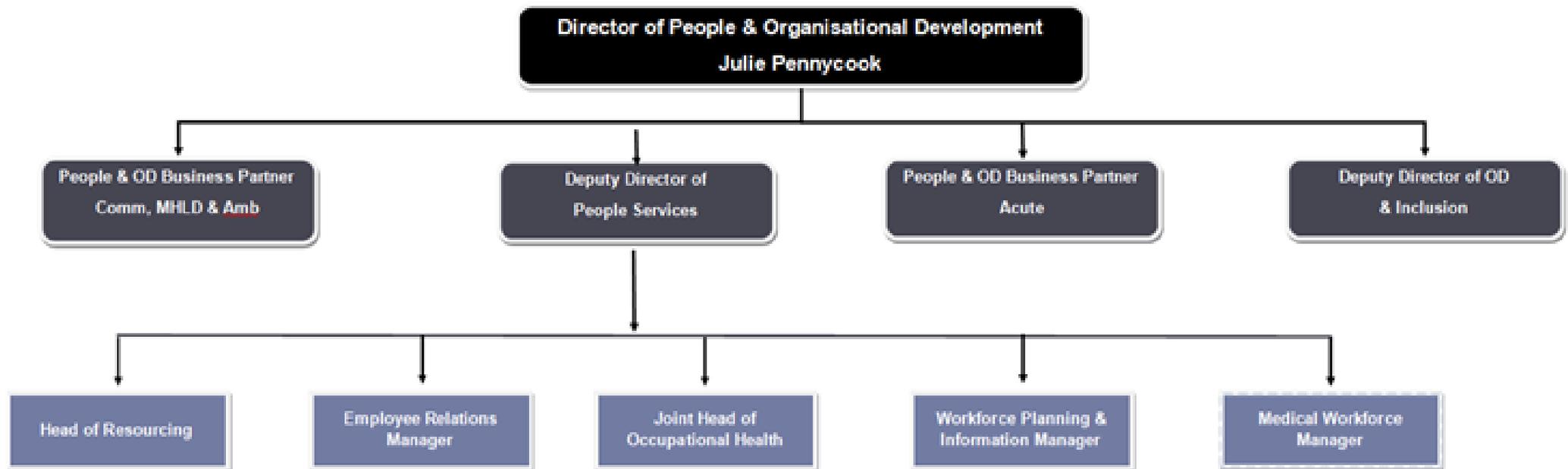
From strong foundations to better outcomes for our patients.



CS15488 M&S Creative 01/2020

ORGANISATION STRUCTURE

The Deputy Director of People Services shall report directly to the Director of People & Organisational Development and shall have line management responsibility of the People Service Operational Leads, including the Joint Head of Occupational Health, Head of Resourcing, Employee Relations Manager, Workforce Information Manager, and Medical Staffing Manager.



Job Description

Job Title	Deputy Director of People Services
Report to	Director of People and Organisational Development
Band	8D
Location	Isle of Wight

JOB PURPOSE

The Deputy Director of People Services is a senior professional HR lead for the Trust, accountable to the Director of People & OD, and is responsible for providing senior leadership and direction to the People Services Department.

This includes:

- Recruitment; Medical & Non-Medical
- Workforce Information, Systems & Planning
- Employee Relations
- Occupational Health & Wellbeing
- Medical Staffing

The Deputy Director of People Services will be expected to formally deputise for the Director of People & OD as required with agreed delegated responsibility and shall represent People Services as part of the Senior Management of the organisation.

This is a HR transformation leadership role and the post holder will be a key contributor in the development and delivery of HR strategies to support the Trust's achievement of organisational objectives. In partnership with other leaders, there will be a focus on supporting the development of best employment practices, organisation's cultural development and recruitment & retention.

The post holder will provide professional leadership and be accountable for the transformation and continuous improvement of the People Services function, in partnership with the business, at strategic, operational and transactional levels ensuring that the service is fit for purpose, value for money and promoting best employment practice.

SERVICE DESCRIPTION

The People & Organisational Development directorate deliver services including Recruitment, Employee Relations, Workforce Information, Systems & Planning, Learning, Education & Development, Organisational Development, Occupational Health, Health & Wellbeing and Diversity & Inclusion.

Our People and Organisational Development Strategy 2021 – 2025 supports the IOW NHS Trust Strategy by:

- Supporting the growth of our future workforce
- Supporting Culture & Leadership Development
- Providing opportunities for staff engagement
- Promoting staff health and wellbeing
- Promoting Diversity and Inclusion
- Providing opportunity to thrive through learning, education, and development

Delivery of this strategy is a key responsibility for the Deputy Director of People Services.

MAIN RESPONSIBILITIES

A. Deputy to the Director of People & OD with delegated responsibility as agreed

B. Developing and Delivering Strategy and Policy

- Responsible for development of HR strategies & policies, providing leadership & management support to the Leads of these services for delivery
- Contribute to the wider workforce agenda aligned to the national People Plan
- Interpret and anticipate national, regional and local policy and plans to inform the Trust's plans
- Work with other system People Leaders to interpret and develop policy, share learning and support delivery of HIOW system plans





C. Workforce Planning and Performance

- Responsible for the production of workforce reports for the Trust Board and Service Boards to provide assurance and enable informed decisions
- Work in partnership with leaders to support the development of a comprehensive workforce plan, utilising appropriate planning methodologies, and forecasting workforce requirements based upon operational requirements and organisational changes
- Develop and implement proactive recruitment and retention plans, which will ensure the Trust has the right numbers of appropriately qualified and trained staff for both the short and long term, reducing the reliance on agency staffing
- Lead on the development, implementation and monitoring of key performance indicators and provide workforce information to the Trust Board and managers to facilitate improved organisational performance

D. People Services Management Function

- Provide professional leadership and direction for the People Services function to enable provision of high quality, innovative and consistent operational people services in a culture of performance & accountability
- Ensure effective processes, procedures and controls are in place to ensure compliance with employment legislation, NHS policies and statutory requirements.
- Provide advice and support to senior managers as required on specific senior employee relations or other workforce issues.
- Strengthen the people management practices (Employee Relations, Recruitment, Workforce Information, Workforce Planning) pushing the boundaries of what can be achieved within a wider system context.
- Responsible for developing and implementing relevant HR Policies for the Trust benchmarking externally to ensure latest best practice

E. Employee Relations

- Develop and promote effective partnership working with staff and staff representatives, involving them in strategic and operational planning.
- Support the development and continuous review of the employee value proposition
- Support development of 'Just Culture'

DEPARTMENTAL MANAGEMENT & LEADERSHIP

- Responsible for the management and development of the identified corporate People Services teams, resourcing, and provide line management to the leads of these services
- Ensure the personal and professional development of all team members in line with the needs of the Trust and their career aims
- Ensure direct reports are experienced and capable of developing themselves and others and they are proficient at holding to account and managing poor performance in others
- Appraisals of staff directly managed are undertaken and that the appraisal process is maintained throughout the team
- Staff receive appropriate health and safety and other mandatory statutory training as prescribed and that relevant records are maintained
- Appropriate risk and other assessments are completed and documented in a timely manner in accordance with Trust Policy
- Infection prevention and control procedures are followed by all staff within their area of responsibility.
- All staff follow Trust information governance requirements





EDUCATION

- Undertake training and mentoring of People Services staff
- To take responsibility for identifying own training and development needs, suggestions for improvements to the service and policy changes to the line manager

ADDITIONAL RESPONSIBILITIES

- Responsible for the management of the People Services budget, demonstrating a return on the organisation's overall investment in People Services
- Take part in the Trusts Director on-call rota and provide support/advice to senior management as required (a requirement to be present on the IOW during this period)
- Support and promote a positive organisational culture for the Trust and reflect this in own behaviour and decision making
- Develop, manage and foster an effective network of relationships with health and social care colleagues to foster a strong culture of partnership working

GENERAL ORGANISATION

Ensure they and where appropriate their staff:

1. Are familiar with and adhere to trust policies and procedures, at all times
2. Comply with trust standing orders, standing financial instructions, policies, procedures and guidelines
3. Follow any policies and procedures in relation to infection, prevention and control
4. are aware of their responsibilities in relation to safeguarding children, and vulnerable adults, and the specific responsibilities placed on individuals who care for such clients/patients. Adhering to any relevant safeguarding policies and acting in a way that safeguards the health, safety and well-being of children and vulnerable adults at all times
5. Take all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination
6. Comply with the trust policy on confidentiality, and the Data Protection Act 1998 as amended, relating to information held manually or on computerised systems
7. Always respect the confidentiality and privacy of clients and staff
8. maintain a constant awareness of health, welfare and safety issues affecting colleagues, patients, visitors, and themselves, reporting any accidents or fault in line with trust policy
9. Fully participate in health and safety training
10. Participate in statutory/mandatory, personal training, development, appraisal, and attend all relevant training courses as required
11. Comply with the professional body code of conduct
12. Protect the environment by reducing waste and unnecessary travel whilst at work

This job description seeks to outline the key duties and responsibilities of the post; it is not a definitive document and does not form part of the main statement of Terms and Conditions.

Individuals who are required to hold a professional registration in order to practice must continue to be a member of their professional body throughout the lifespan of this job description. Such individuals will be required to notify the Trust immediately if their professional body limits or changes the terms of their registration.

This job description will be reviewed yearly as part of the annual individual performance review, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the post holder.

PERSON SPEC

Key Skills required undertaking this role	On Appointment (Essential)	How this will be measured
Qualifications and role specific knowledge*	<ul style="list-style-type: none">• Knowledge of national NHS Workforce strategies and plans• MCIPD qualified or equivalent experience• Evidence of continuous professional development in the last 12 months• Degree / management qualification (Masters level) or equivalent experience• Thorough and up to date knowledge of employment law gained through formal study and acquired by experience.• Credible and in-depth knowledge about the issues affecting staff working within the health service• Expert knowledge about resourcing and staff experience and engagement, demonstrated by the proven ability to develop and deliver on strategies that positively impact on staff experience and engagement and help to reduce avoidable turnover in large organisations and/or across organisations	Interview & Application

- | | | |
|--|--|--|
| | <ul style="list-style-type: none">• Significant demonstrable senior HR management experience at minimum Strategic HR Business Partner level in a large organisation• Extensive HR knowledge and practical application of legislative requirements in practice• Experience of effective team leadership• Demonstrable experience of collaborative working with key stakeholders within and external to the organisation• Experience of working in a role/roles with responsibility for developing strategies to improve staff experience and engagement and reduce avoidable turnover• Demonstrable experience of having overcome significant barriers and organised resistance to change• Demonstrable and significant experience of project planning and regular reporting against project plans to a recognised structured model including risk management• Demonstrable experience of gaining credibility with and engagement of senior stakeholders on challenging topics• Quality focused, with high standards of HR practice | |
|--|--|--|

Abilities	<ul style="list-style-type: none">• Ability to interpret and implement HR strategy and policy• Ability to act as an intelligent customer of corporate services and to use sound judgement to assess when improvements are required• Proven ability to manage priorities under significant pressure• Ability to work with and through others	Interview & Application
Communication Skills	<ul style="list-style-type: none">• Ability to overcome significant barriers to change Highly developed and effective interpersonal and influencing skills including with executive director level and external stakeholders• The ability to deliver difficult messages to staff in a professional but empathetic manner• Ability to work with, and through others particularly individuals outside of own profession• Clear and accurate written and verbal communication• Proven presentation skills, able to engage a range of audiences	Interview & Application

Benefits Package



As an employee in the organisation, you will benefit from:

- Salary - £79,592 to £91,987 pa as per band
- 27 days annual leave, plus Public Holidays
- Pension - automatic enrolment (with option to opt-out) in the NHS Pension Scheme subject to meeting scheme qualifying criteria
 - Defined benefit, career average revalued earnings, pension
 - Option to exchange some of pension for a lump sum payment
 - Employer contribution of 20.6%, tiered employee contribution rates
 - Options for early retirement or flexible retirement.
- 37.5 hour working week
- Flexi time system and hybrid working available
- Mental wellbeing support networks, for example Employee Assistance helplines, Counselling
- Physical wellbeing classes, for example mobility resources, free YOGA and the NHS Fitness Studio
- Travel Scheme - The IOW Green Travel team supports staff to walk, cycle or use public transport to get to work
- Childcare - Onsite Nurseries at IOW Trust - Salary sacrifice accepted
- Guaranteed Parking Scheme on site - salary sacrifice or salary deduction

Contact Details

Richard Haggarty

Divisional Lead

Tel: 0161 638 8742

Mobile: 07960 770 414

Email: richard.haggarty@castlefieldrecruitment.com

Castlefield Recruitment Limited

York House

York Street

Manchester

M2 3BB

Tel: 0161 638 8747

www.castlefieldrecruitment.com