



Head of HR

Workforce, HR

NHS Education for Scotland

2021

Location: Remote friendly

Grade: Agenda for Change 8C

Salary: 8C £73,506 - £79,221 pro rata per annum

Job Status: Permanent

NHS Education for Scotland is committed to creating a diverse and inclusive environment for all employees and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of age, disability, gender identity, marital status, race, faith or belief, sexual orientation, socioeconomic background, and whether you're pregnant or on family leave

Candidate Brief

About the Directorate

NHS Education for Scotland (NES) plays a critical role in supporting NHS Scotland Boards have the right people, in the right place at the right time through education, training and workforce development. People are the lifeblood of the NHS and NES is right at the heart of ensuring a future supply. We're also central to delivering digital solutions which enable improvement in service to Scottish citizens and support our workforce to deliver it. Our organisation is full of talented, committed, specialists across health and care disciplines, backed up by excellent support functions. We are highly collegiate, innovative and delivery focussed. Our leading employee engagement score reflects our work in creating a culture that is highly inclusive, supportive and empowering. We have recently implemented highly flexible hybrid working with the majority of staff home-working much of the time.

The role of the Workforce Directorate is wide-ranging and exciting. We not only enable NES to attract, recruit, support, train, develop, reward and recognise its own workforce, but also play a significant role in employing doctors and dentists in training across Scotland. Furthermore, we support recruitment of medical and dental trainees and other vocational groups for the whole of Scotland's health sector. We support the management of change, providing organisational consultancy. We also play an active part in the organisation's commitment to fulfilling its Equality and Diversity responsibilities, not just to its own staff but throughout all the activities of the organisation.

Nationally the Workforce Directorate acts as key strategic partner to Scottish Government in the delivery of national Talent, Leadership and Management, Learning & Development ambitions. We also provide information, advice, educational solutions and support to the wider NHS through links with Territorial Boards and the Scottish Government.

About the Role

As a senior member of the Workforce Directorate within NHS Education for Scotland (NES), the Head of HR is responsible for managing, coaching, and providing operational leadership to the HR function within NES to provide the organisation with a modern, proactive HR service.

The HR function includes provides a full service to the business in terms of employees but also supports the recruitment and employment experience of doctors and dentists

in training either as direct employer or through its support of other parts of the health sector in providing Lead Employer services.

The responsibilities of the Head of Service (HR) include:

- Providing senior professional HR and employment law expertise and leadership to the HR function to provide excellent fit for purpose HR services across the organisation.
- Strategic HR business partnering and supporting the design and implementation of organisational change, in partnership.
- Implementing Once for Scotland HR policies and Scottish Government directives on employment related issues through partnership working and collaboration across the organisation (e.g. with OD colleagues) to develop understanding and competence across NES.
- Working in partnership on case work, job evaluation, organisational change, implementation and development of policy and processes.
- Providing senior leadership to the delivery of robust HR services, including escalation of complex case work, assessment of risk, continuous improvement and coaching across the team.
- Designing and delivering HR processes that, at a minimum, fulfil staff governance requirements.
- Designing and delivering HR services that are informed by workforce data analytics.
- Mitigating employment risk to the organisation through the interpretation of relevant legislation and robust application of policy and processes across the HR function.
- Responsibility for the NES provision of the UK wide shared services in relation to the assessment, recruitment, and pre-employment processing for application to trainee posts in medicine and dentistry; and on a Scotland wide basis for application to training posts in Pharmacy, and Healthcare Science. Inclusive of managing all Disclosure Scotland checks and acting as Tier 2 Visa sponsor for all Doctors and Dentists in Training
- Providing HR services that support national programme management to the delivery of Lead Employer arrangements geared to achieving an efficient, high quality employment experience for doctors and dentists in training across Scotland.
- Delivering HR services that support all employment aspects relating to those doctors and dentists directly employed by NES.

- Working with the Associate Director and Director to ensure adequate resourcing and development of a sustainable HR function and operating model through operational and workforce planning.
- To Deputise for the Associate Director (HR) as required.

Person Specification

Essential Criteria

These attributes are required for the role. Applicants who do not demonstrate the essential requirements in their application will normally not be considered.

Desirable Criteria

These attributes would be useful for the role. When shortlisting candidates, these criteria will be considered when more than one applicant meets the essential criteria.

Factor	Essential	Desirable
Leadership Behaviours	Inspiring Empowering Adaptive Collaborative Engaged & Engaging	
Education and Professional Qualifications	Qualified HR Professional with advanced expert knowledge in HR. Membership of the Chartered Institute of Personnel and Development	
Experience/Training (including research if appropriate)	Experience in similar role to a high level.	

<p>Specific Skills and Knowledge</p>	<p>Professional HR and employment law expertise, strategic vision, and leadership</p> <p>Risk assessment and high-level decision making in complex employee relations cases</p> <p>Strategic HR Business Partnering with strong relationship building skills</p> <p>Responsibility for the design, delivery and evaluation of a range of operational/ transactional HR services to an organisation</p> <p>Design and delivery of HR processes</p> <p>Coaching and developing team members</p> <p>Report writing and conveying highly complex information to different audiences, including Board level Committees</p> <p>Delivery focus and strong track record in meeting timelines</p> <p>Experience in developing new and innovative ways of doing things</p> <p>Data and technology oriented</p> <p>Project management skills and highly self-organised</p>	
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Personal Attributes	Effective leadership and communications skills, motivating and developing others, strong relationship building skills, good interpersonal skills with high approachability Committed to promoting diversity and equal opportunities	
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NES Leadership Behaviours

The five NES Leadership Behaviours describe how we work at NES, and how we want colleagues to behave, whatever their role:

Inspiring

- Passionate about our purpose and about excellence
- Communicating with enthusiasm
- Innovative and learning from success as well as setbacks

Empowering

- Giving our colleagues space and authority to deliver outcomes
- Investing in learning and development
- Being approachable and open to constructive challenge

Adaptive

- Responding flexibly to changing requirements and helping others to do the same
- Recognising that required expertise may not always sit at the top of the hierarchy
- Actively encourage good ideas/input from all levels

Collaborative

- Committed to working together and across professional, clinical and organisational boundaries internally and externally to achieve our objectives
- Sharing knowledge and skill for the benefit of the organisation as a whole
- Seeking feedback from colleagues to ensure quality

Engaged and Engaging

- Committed to our values, agreed ways of working and our strategic and operational direction
- Visible to our stakeholders and to our teams
- Straightforward and honest in our communications