

# Assistant Director, Employment Relations

Grade A: £61,405 - £68,655

Closing date: 11:55pm, Sunday 12 September 2021

Location: Agile working with regular travel to Leeds  
and London

August/September 2021



**This is an exciting opportunity to work at a national level, alongside colleagues in NHS England and NHS Improvement and the Department of Health and Social Care (DHSC), to promote good employment relations and develop modern and effective terms and conditions of employment across the NHS.**

As part of the [NHS Confederation](#), NHS Employers is the employers’ organisation for the NHS in England. We support workforce leaders and represent employers to develop a sustainable workforce and be the best employers they can be. We also manage the relationships with NHS trade unions on behalf of the Secretary of State for Health and Social Care.

The employment, relations and reward directorate have 35 staff, organised into four teams, employment relations, pensions and reward, workforce analytics and medical pay and workforce.

As part of the employment, relations, and reward directorate you will be responsible for leading the work of the employment relations team but with shared responsibility, as one of three senior managers, for the leadership and development of the directorate. The role is varied and a great opportunity to work with a range of specialists in an expert team.



**Paul Wallace**  
Director, Employment Relations and Reward

# About our directorates



The employment relations and reward team contributes to the delivery of quality patient care through the development of effective pay and reward approaches that support recruitment and retention and improve the staff experience in the English NHS.

We do this by supporting employers to:

- **be open and inclusive** employers
- **implement good practice**
- **improve the experience** of their people, and hence their patients.

We represent employers’ needs to influence policy in the service of their people, patients, and communities. We also work in partnership with national arm’s length body teams and/or trade union and staff organisations to deliver key pieces of work.

The directorate is commissioned by DHSC to deliver on a range of commitments associated with the employment of staff on national terms and conditions of service.

Current priorities

- The ongoing development of temporary provisions to support the management of the COVID-19 pandemic.
- Implementing changes to the NHS terms and conditions handbook to reflect the new right to request flexible working from day one of employment.
- The oversight of the national collective bargaining machinery.
- Representing the views of employers on a range of policy changes impacting the NHS Pension Scheme.
- Continued implementation of the junior doctors contract.
- Implementing the 2021/22 pay award.
- Gathering and submitting evidence to support the pay review body processes.



# The role

Assistant Director  
Employment Relations



Key responsibilities and accountabilities

Programme delivery

- **Provide professional and competent remuneration, reward, and employment relations expertise**, to support the work of employers in the NHS.
- **Build, develop and maintain remuneration, reward, and employment relations capability** within NHS Employers teams.
- **Anticipate future legal and business changes**, to identify, assess, manage, and mitigate risks sensibly so that employers can implement solutions effectively and efficiently.
- **Manage the internal governance arrangements** in relation to the delivery of all work programmes.
- **Develop plans for the delivery of the work programmes** including identifying interdependencies, managing risks, modelling the potential impacts on the wider organisation, determining resource requirements, and building in contingency where necessary.
- **Ensure relevant key performance indicators are agreed** and evaluation mechanisms are developed and delivered for all work programmes.
- **Propose changes to own areas of programme delivery** and make recommendations across NHS Employers for wider organisational changes.

### Ways of working

- **Provide direction to the operational delivery of work** within the team supporting and ensuring alignment across other NHS Employers work programmes and policy initiatives.
- **Engage with key national policy makers and stakeholders** to inform the delivery of the work programme.
- **Engage with employers across the NHS to listen to views and ideas** using insights to inform conversations around national policy development.
- **Understand when and how to influence national policy and work programmes** as necessary by representing the views of employers, underpinned by intelligence and evidence.
- **Identify examples of national and international best practice** to ensure that the NHS benefits from relevant innovations in workforce policy and people practices.
- **Develop and champion new initiatives or projects** as necessary.

### Provide senior leadership to the NHS Confederation workforce policy offer to members

- **Work with the director and chief executive** to ensure there is a visible and agile workforce policy offer for members.
- **Build and utilise relationships with external stakeholders** to give a voice to employer issues.
- **Work with colleagues across the organisation to maximise the use of existing networks**, creating a programme of employer facing activity to share ideas and practice.
- **Manage the policy lead and the agreed programme of work.**

### Managing financial and physical resources

- **Manage the budgets** for relevant work programmes.
- **Act in a way that is compliant with financial policies** of the NHS Confederation.
- **Constantly strive for value for money and greater efficiency** in the use of budgets and to ensure that they operate in recurrent financial balance year on year.

- Act as a senior leader within the directorate and across the organisation
- **Listen and engage** with colleagues.
  - **Facilitate change and support organisational development and uptake of initiatives** that support excellence within the team and across the organisation.
  - **Ensure activity for the team fits within the strategic direction of the organisation**, and the priorities outlined in the business plan, aligning to the organisation values.
  - **Contribute to the development of the business** of NHS Employers and business development opportunities as they arise.
  - **Provide leadership across NHS Employers and the NHS Confederation** as appropriate by taking part in, and where appropriate leading, wider organisational development activities and other activities outside the remit of the specific work areas.

- Team management
- **Transfer expertise and knowledge** as appropriate, regarding programme specific knowledge throughout the team.
  - **Encourage positive working relationships** underpinned by the core values of the organisation.
  - **Manage, motivate, and develop staff within the team** to ensure that they are able to deliver the responsibilities required by NHS Employers and the work programmes.
  - **Encourage staff within the team to work in a flexible and responsive manner.**
  - **Recruit as necessary and deploy best people management practices** to support effective team working.



# Person specification



Essential criteria

Experience

- Experience of representing an organisation’s or members’ views to policy makers and being able to adjust your approach accordingly.
- Experience of shaping policy and influencing change in a complex or political environment.
- Experience of leading and managing people/teams.
- Senior experience in HR/workforce policy and practice.
- Experience of building effective relationships and working in partnership.
- Experience of turning intelligence into insight to underpin member offer.
- Governance and budget management experience.

Knowledge

- Broad understanding of how to deliver policy change in a complex political environment.

Skills

- Highly developed communication skills, including written and oral, with the ability to generate confidence with a wide range of stakeholders.
- Influencing and negotiating skills.
- Listening, engagement and facilitation skills.
- Ability to develop and maintain relationships with a wide range of internal and external stakeholders.
- Ability to prioritise and manage conflicting priorities.
- Leadership skills to manage people and teams effectively.

Desirable criteria

Experience

- Experience of working in the health and care sector.
- Experience of working with the press and media.
- Experience of growing a funded service or member offer.

# Our offer



## Salary and contract arrangements

### Pay range £61,405 - £68,655

Normal starting salary is £61,405; however, this is negotiable based on relevant experience.

### Where will I be based?

We have an agile working approach, but this role may need regular travel to Leeds, London and other UK destinations. Specific arrangements will be discussed on appointment.

### Working pattern

This position is available for up to full time, 36.5 hours per week. Consideration will be given to any variation of this, your needs should be discussed with the hiring manager if you are invited to interview.

### Contract type

This role is being offered on a permanent basis.

## Benefits

### Pensions

We offer a Group Stakeholder Pension Plan administered by Scottish Widows.

You will be automatically enrolled onto the scheme after 60 days of employment with the NHS Confederation if you meet the criteria. The organisation will contribute 6 per cent of basic pay providing that you contribute 3 per cent of your basic pay.

If you are currently a member of the NHS Pension Scheme and have not had a break in contributions for more than 12 months, you can continue with that scheme for up to five years from joining the organisation.

### Annual leave

- **Entitlement:** Our holiday year runs from 1 April to 31 March. All employees are entitled to 30 days holiday per annum plus bank holidays, this is pro-rated for part-time staff.
- **Office closure days:** Up to four days of your annual leave will be used to cover the close down of the office between Christmas and New Year, these dates are announced at the beginning of the holiday year.
- **Buying and selling annual leave:** In February each year, we offer staff the opportunity to buy or sell up to one working week's leave. Terms and conditions apply.

**Death in service benefit**

Death in service benefit is available to all permanent and fixed-term employees who are both employed and resident in the UK.

Those staff who are part of the NHS or civil service pension schemes are not eligible. This benefit is four times annual salary.

Employees who are members of the NHS Pension Scheme may be eligible for a life assurance lump in accordance with the relevant scheme rules.

**Childcare**

We provide enhanced pay benefits for maternity/paternity/adoption and shared parental leave.

**Health and wellbeing benefits**

We also offer access to a range of health and wellbeing benefits including:

- flexible working arrangements
- employer supported volunteering
- wellness action planning
- eye tests
- flu jabs
- sabbaticals
- occupational health and employee assistance
- bereavement counselling.

Other financial benefits include:

- cycle to work scheme
- season ticket interest-free loans
- access to discount schemes with a range of different retailers.



# Application process



To apply for this post, you will need to complete the online application process.

1. Access the online application form here.
2. **Submit your application** by no later than 11:55pm on Sunday 12 September 2021.
3. **If you are shortlisted**, you will be invited for an informal telephone conversation with Paul Wallace, director of employment relations and reward, NHS Employers.
4. **Interviews and assessment** will take place during week commencing 27 September 2021.

Timetable (subject to confirmation)

Closing date	11:55pm on Sunday 12 September 2021
Shortlisting	Week commencing 13 September 2021
Informal telephone conversation	Week commencing 20 September 2021
Interviews and assessment	Week commencing 27 September 2021
Notification of outcome	Week commencing 27 September 2021

# Dignity at work



Everyone should be treated with respect and dignity and receive encouragement to reach their full potential.

**Our equal opportunities statement**

We are committed to eliminating discrimination and encouraging diversity among our workforce.

Our aim is to develop working practices and create a working environment which enables staff:

- to be treated with respect and dignity
- to be treated fairly regarding all procedures, assessments and choices
- to receive encouragement to reach their full potential.

We will therefore seek to ensure all staff are free from unlawful discrimination, victimisation, or harassment on the grounds of:

- race (including ethnic origin, colour, nationality, and national origin)
- gender (including sex, marital status, or gender reassignment)
- disability of any kind
- religion or belief
- sexual orientation
- age
- trade union activity
- marriage and civil partnership
- pregnancy and maternity.

Our commitment applies to all aspects of employment including:

- recruitment and the advertisement of jobs
- terms and conditions of employment
- training, career development and promotion
- grievance and disciplinary procedures.

Values and behaviour

NHS Employers has a set of core values to help shape the culture and character of the organisation, as well as guide the decisions that we make and the way in which we behave.

Our values

- Assured
- Bold
- Leading
- Expert

Respect

In addition to **ABLE**, the key individual value ‘**respect**’ has been developed, which underpins our relationships with each other and with our stakeholders.



# FAQs



1. Can I apply if I don’t currently work in the NHS?

Yes. We welcome applications from any suitably qualified and experienced individual. While NHS experience may be beneficial applications are not restricted to those people who are employed in the NHS.

2. Is this role suitable for part-time working?

The role is available for up to full time, 36.5 hours per week. However, we will consider any applications to work part time and your specific needs should be discussed with the hiring manager if you are shortlisted.

3. Will the role involve travel?

Yes. There is an expectation that there will be the need to travel to Leeds, London and other UK destinations (subject to current COVID-19 arrangements). During the pandemic, alternative arrangements have been put in place to allow for our business to continue. Teams are currently considering future arrangements and the required to travel.

4. Where is the role based?

We have an agile working approach. If you have any specific needs, you should discuss these with the recruiting manager.

5. Will I be able to work at home?

This role is not designated as being home based. However, our agile working approach does allow for staff to work in a variety of different settings. Any request to work at home should be discussed with the recruiting manager.

6. What pre-employment checks will be carried out?

We will check to ensure that you have the right to work in the UK. In addition, we require a minimum of two references, one of which must be from your current or most recent employer. All offers of employment are made subject to the declaration of any unspent convictions in line with the Rehabilitation of Offenders Act 1974.To assess that you are fit to fulfil the role and to identify whether any reasonable adjustments may be required, you will be asked to complete a pre-employment health questionnaire. You will be referred to occupational health for assessment if required.

If you have any other queries, please contact:  
Andrea Hester, Deputy Director of Employment, Relations and Reward, NHS Employers at [andrea.hester@nhsemployers.org](mailto:andrea.hester@nhsemployers.org)

