

Employment Relations Programme Manager,

Employment Relations and Reward Directorate

Grade C: £36,150 - £42,400

Closing date: 11.55pm Sunday 3 October

Location: Agile working with regular travel to Leeds
and London

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 team, you will be one of three programme managers working together to deliver a varied programme of activities. Our work areas cover job evaluation and equal pay, employer engagement and employer support, as well as partnership working and negotiations with our NHS trade unions. The role is varied and a great opportunity to work with a range of specialists in an expert team.



Alexander Van Rees
Head of Employment Relations

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

Employment Relations Programme
Manager



Key responsibilities and accountabilities

To manage and lead the delivery of specific work programme objectives that support national pay, reward, and terms and conditions of service for NHS staff. This will include the NHS Job evaluation scheme and equal pay and equality issues.

Reporting to the head of employment relations, the post holder will establish key relationships with stakeholders, trade union representatives, and NHS managers, undertaking specialist research, providing expert advice, directly supporting the development of policy, and delivering activities that support key work programme objectives.

The post holder for job evaluation and workforce will proactively represent the interests of employers in the NHS on issues related to the programme of work on the NHS job evaluation scheme and support the implementation of changes in policy where agreed.

Managing work programmes

To put in place systems to ensure the effective delivery of agreed employment relations work programme outcomes, to include:

- **Developing and agreeing programme plans with programme commissioners**, including an engagement plan, that identify key priorities, feedback on delivery and provision of evaluation evidence of the impact of outcomes.
- **Working with the internal communications team** develop and maintain appropriate media and communications plans.
- **Lead on the development and ongoing delivery of the NHS job evaluation scheme**, with responsibility for overseeing the provision of the job evaluation training courses for NHS organisations.
- **Support national negotiations with trades unions**, attending meetings, drafting amendments and, when appropriate, discussing and agreeing texts with employer and trade union representatives.

Employer and stakeholder engagement

- **In collaboration with the NHS Employers’ National Engagement Service (NES), develop activities to inform employers of national developments on job evaluation, pay and reward, and policy** and statutory changes; ensuring that the views and priorities of employers in the NHS are considered in all agreed work programme deliverables.
- **Establish, develop, and maintain effective relationships with key stakeholders**, working closely with the DHSC, the devolved administrations of Scotland, Wales and Northern Ireland, employers in England and other key partners.

Resource development

- **Develop and manage resources to support employers to support work programme activities**, including developing briefings and other supporting resources, along with frequently asked questions for the NHS Employers website.
- **Develop and manage web content on job evaluation, pay and employment relations** issues for the NHS Employers website.
- **Identify opportunities for new income generation** within the work area based on information obtained from contacts with the NHS.

Providing advice

Provide guidance and advice to employers and national stakeholders on:

- job evaluation and equal pay
- reward and terms and conditions of service; and employment relations issues
- respond to enquiries from NHS organisations, DHSC and other national stakeholders.

Team working

- **Work with and deputise for Heads of Service areas**, as appropriate, on designated projects.
- **Line management or supervision of team members**, contributing to their development, including staff appraisal and development in the team.
- **Work with other programme leads** to ensure delivery of the whole of the DHSC main contract work programme.

Person specification



Person specification

Essential

- **Up to date knowledge and understanding of employment relations and reward issues covering pay, terms and conditions, and job evaluation**, with some experience and understanding of these issues in large complex and unionised environments; able to relate this knowledge to the main challenges and issues facing the NHS workforce.
- **Strong programme and project planning skills**, with the ability to apply project planning principles to the delivery of project objectives, reporting and governance requirements.
- **Able to demonstrate understanding and sound judgement when dealing with politically sensitive or complex issues**, with the authority, intellect, and knowledge, to confidently communicate complex and sometimes difficult messages and recommendations to more senior colleagues and officials (internal and external stakeholders).

- **Well-developed planning, negotiations and relationship building skills**, with the ability to present strong recommendations in a timely manner, including outlining options that have been considered alongside costs, benefits, and risks.
- **Commitment to joined up team working within own team and across the wider ERR directorate and NHS Employers organisation**, to establish professional relationships with a range of key stakeholders (internal and external) and to collaborate with these stakeholders to share information, resources, and support.
- **Have proven experience of working individually**, and as part of a team, when delivering competing work priorities under pressure.

Desirable

- Have experience of effective partnership working with Trades Unions in the NHS or other sectors.
- Can demonstrate an understanding of job evaluation.
- Can demonstrate effective negotiation expertise.

Our offer



Salary and contract arrangements

Pay range £36,150 - £42,400

Normal starting salary is £36,150 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.**
- 2. **Submit your application** no later than 11.55pm Sunday 3 October
- 3. **Interviews and assessment** will take place during week commencing 18 October

Timetable (subject to confirmation)

Closing date	11.55pm Sunday 3 October
Shortlisting	Week commencing 4 October
Interviews and assessment	Week commencing 18 October
Notification of outcome	Week commencing 18 October

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:
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