

Assistant Director Midlands and East National Engagement Service

Salary Circa £65 000

Closing date: 11:55pm, Sunday 31st October 2021
Location: Agile working with regular travel to Leeds
and London

October 2021



This is an exciting opportunity to work alongside employers, supporting them to develop a sustainable workforce, improve staff experience and be the best employer they can be.

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 national engagement service directorate has 20 staff across 4 regions who lead in key areas of workforce and employment policy, working in partnership with trade unions and staff organisations. We run a responsive and refined process for sharing intelligence and insights that enables us to influence policy development at a national level.

As part of the national engagement services directorate you will be responsible for leading the work for your region with the support of your team. The role is varied and a great opportunity to work with a high performing team at a time when the HR and OD profession continues to be leading the workforce response as the NHS recovers from the impact of the pandemic and support the long term plan through the people plan.

Rebecca Smith

Director of National Engagement Service

About our directorates



NHS Employers is the employers' organisation for the NHS in England. It is part of the NHS Confederation and contributes to its strategic priorities to become the recognised voice of leadership across all parts of the health system and to make tangible improvements in key areas of policy and practice that are most critical to achieving a sustainable health and care system.

The **National Engagement Service** is a key part of NHS Employers and is active within the NHS Confederation.

We are skilled at building and maintaining purposeful and trusted relationships. Our peer networks of workforce leaders are characterised by collective participation, shared value, common purpose, co-operative structures, collective intelligence and a sense of community. These networks run on a geographical and national level and we also have a range of personalised relationships at a local and individual level.

Enhancing and promoting partnership working between employers and trade unions is a substantial part of our purpose and one which we excel at through jointly championing positive working cultures. We enable effective connectivity between national and regional social partnership priorities for action through our national and regional partnership forums.

Aims

- **Connect** - To connect with HR directors (HRDs) through our regional networks so we can share learning and best practice.
- **Inform** - To ensure that HRDs are kept up to date on current issues, key developments and information from across the healthcare system.
- **Influence** - To highlight opportunities where the HRD community can influence and shape policy as well as the implementation plans, in order to meet their needs.
- **Challenge** - To stimulate discussion and innovation amongst HR professionals by exploring the latest research and thinking within HR practice.

The role

Assistant Director
Employment Relations



Key responsibilities and accountabilities

- **To invest in and maintain purposeful relationships with our key stakeholders**
- **To create peer network environments based on collective participation** that enable knowledge sharing, drive change, provide regional influence and provide a collective professional forum from which to voice ideas, issues and concerns.
- **To provide opportunities for support and learning** to Chief People Officers/HRDs and their senior teams to in the strategic delivery of workforce recovery and the planning for restoration of services, and to implement the People Plan in support of the Long term Plan
- **To assist workforce leaders to navigate opportunities** for the ‘future of work’ and the ‘future of the HR profession’, sourcing evidence, providing thought leadership and setting the conditions for creativity
- To ensure that opportunities are taken to enable workforce leaders working in systems and regions to discuss and debate the impact of workforce policy changes e.g. integrating care in England
- **To ensure the effective capture and synthesis of information,** intelligence and insight, providing connectivity to inform policy and product development. To support employers to influence the development of NHS terms and conditions and pay and reward policy through communicating responses that contribute to the development of national agreements and guidance
- **To connect national with regional Social Partnership Forum** (SPF) workforce priorities to support the delivery of the NHS People Promise
- **To advocate and facilitate partnership working** through the regional SPFs to influence the adoption and spread of inclusive workplace cultures and employment practices in organisations and across systems that align with the ambitions of the People Plan and People Promise.

Ways of working

- **The National Engagement Service operating model continues** to be refined to take account of the changing health and care system landscape, learning from the Covid-19 pandemic and the needs of our key stakeholders.
- **Each geographical region across the country** (North, Midlands & East, London and South) has its own designated Assistant Director of Engagement lead that is supported by a small team to deliver engagement and communications activities.
- **Our internal ways of working are based on a set of cross cutting themes** to ensure consistency and national connectivity these include;
 - relationship management (internal & external),
 - partnership working,
 - networks & intelligence
 - central (standardisation & governance)

Team Leadership

- **To encourage positive working relationships** underpinned by the core values of the organisation
- **To lead and develop the Midlands & East team** to ensure effective delivery in terms of the geographical area, national activity, and standards within the operating model.
- **Role model and provide wider team leadership** under our matrix working
- **Responsible for the effective line management** of the Senior Engagement Manager

Managing financial and physical resources

- **To effectively manage and monitor** the designated non-pay budget in line with the organisation's Finance Budget Management rules and processes.
- **To identify and support business development opportunities** to secure income for the organisation

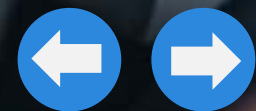
Act as a senior leader within the directorate and across the organisation

- **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** through role modelling and supporting effective systems to this 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

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

Knowledge

- Extensive knowledge of the NHS / wider health and care system
- Knowledge of HR/OD employers' issues – CIPD qualified or equivalent

Skills

- Excellent written and oral communications
- Political awareness
- Ability to interpret complex issues
- Conflict resolution
- Ability to work under pressure
- Ability to maintain focus on longer term strategy
- Demonstrable personal impact with strong influencing and negotiating skills
- Ability to work as part of a team and lead a team

Desirable criteria

Experience

- Experience in NHS or wider public sector

Knowledge

- Understanding of how to work in a complex matrix organisation
- Understanding politics and policy making processes and the media

Skills

- Effective use of communication channels in influencing and representing stakeholders

Our offer



Salary and contract arrangements

Salary

This is circa £65,000 further information will be shared as part of the recruitment process

Where will I be based?

We have an agile working approach, through the pandemic more of our work has been delivered virtually, however we anticipate a return to some face to face meetings. As such this role will have travel within Midlands and East and occasional travel to Leeds and London.

The postholder is normally home based but specific arrangements will be discussed on appointment.

Working pattern

This position is available full time (36.5 hours per week) The work is dictated by the needs of our members and stakeholders but there is a commitment to support flexibility and promote good work/life balance. 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 which is equivalent to four times annual salary 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 under the NHS Confederation scheme if they are eligible for this benefit 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

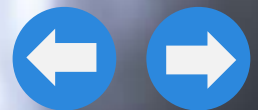
We also offer access to a range of health and wellbeing benefits including:

- 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 31 October 2021.
3. **Interviews and assessment** will take place during week commencing 8 November 2021.

Timetable

Closing date	11:55pm on Sunday 31 October 2021
Shortlisting	Week commencing 1 November 2021
Interviews and assessment	Week commencing 8 November 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 the Midlands and East of England region and 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?

The role is home based with travel to the midlands and East of England region and the London and Leeds offices.

5. 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:

Rebecca Smith, Director of National Engagement Service at
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