



JOB DESCRIPTION

Management / Human Resources Support Officer

Public Health Nursing 4 Slough

0-19 (25) Integrated Service

Employing Organisation:	Solutions 4 Health
Contract Type:	Full time permanent
Salary:	£21000 to £24000 per annum depending on level of experience
Place of Work:	Slough
Responsible to:	Operations Manager
Accountable to:	Head of Service
Company Division:	Healthcare

Job Summary

To plan and actively partake in all arranged recruitment campaigns and events

To provide a comprehensive operational HR, recruitment and advisory service supporting managers and staff in the PHN4S service.

To maintain knowledge and understanding of the full ranges of S4H policies, employment law and best practice of human resource management

To work closely with the Senior Management Team to deliver effective people management across the service and to ensure that all HR performance metrics are met

Our Values, Vision and Mission

S4H Values

**Providing excellent care for our staff and clients
Delivering outstanding services
Leading innovation and development in healthcare**

PHN4S Vision

Our vision of the PHN4S service is to provide a service model that incorporates a whole family approach to public health.

PHN4S Mission Statement

To empower Families in our Community to find Solutions 4 Health and Wellbeing

The Human Resources Officer working within the Public Health Nursing 4 Slough service will act in a way which demonstrates our core values, mission statement and vision by putting them in to practice with service users, their friends, family and carers, other staff members and multi-agency partners

Responsibilities

To provide a comprehensive, expert recruitment service and manage the vacancies within PHN4S efficiently from advert through to appointment and induction.

This includes the following:

- Advise recruiting managers to ensure that PHN4S' recruitment practices are robust and meet the standards of Safer Recruitment guidelines.
- Work with SMT to devise and implement strategies for identifying and filling difficult to fill posts and to improve recruitment and retention rates.
- In advance of advertising vacancy, meet with recruiting manager to agree job titles, job descriptions, person specifications, salary scales and advert wording, ensuring that they match current generic PHN4S templates
- Advertise on NHS Jobs/internal & external websites/agencies as appropriate
- Send & receive both email and paper documentation and responding to all candidate queries in a professional and prompt manner
- Long-list/short-list applications in line with person specification and vacancy requirements
- Arrange interviews in conjunction with recruiting manager and the interview panel
- At interview, meet interviewees and ensure all ID documentation is checked and recorded in line with Home Office and S4H guidelines
- After the interview decision has been conveyed to all applicants verbally by the recruiting manager, send email confirmation of conditional offer to the successful applicant/s including job title, hours, salary and holiday entitlement



- Obtain references and DBS clearance certificate
- Issue contractual paperwork and agree start date
- Organise an induction programme including sessions with key members of the PHN4S team, issue IT & other equipment and welcome the candidate to the company on their first day
- Compile and produce recruitment campaign statistics
- Attend internal and external meetings – to be able to keep competent and clear minute taking as well as organisation.
- Distributing of agendas for meetings and previous meeting minutes
- General administrative support for additional service activities such as promotion events, social media campaigns, recruitment campaigns and service days

To establish and continually review Standard Operating Procedures and user-friendly flow charts to ensure a smooth process consistent with Safer Recruitment and current employment law

To advise and provide training, as necessary, to recruiting managers/interviewers on HR & recruitment processes within PHN4S

To develop and implement continual improvements to service through the implementation of innovative service development and improvement schemes.

To be responsible for producing written reports on workforce metrics and key performance indicators relating to sickness, absence, recruitment statistics and staff turnover.

To work with the managers to ensure effective monitoring of employee data, ensuring best practice and the achievement of targets related to staff.

To take an active role in the formulation and implementation of policies in relation to HR & recruitment; working with Head Office HR department and proposing changes which may have impact across S4H

Other Duties

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Information Governance

Employees of S4H must comply with the provisions of the Data Protection Act 1998. The post holder must not; either during the course of their employment, or following termination of their employment, disclose any information relating to service users or employees, or of the lawful business practices, of the organisation.

The post holder will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

The post holder must comply with S4H policies that protect the information assets of the organisation from unauthorised disclosure, modification, destruction, inappropriate access or use.



The post holder will be responsible for maintaining all clinical and/or corporate records that fall within the remit of this role to the standards in S4H's records management policies, and data quality processes and standards.

Health & Safety

Compliance with the Health & Safety at Work Act 1974 – the post holder is required to fulfill a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

Safeguarding is Everyone's Business

S4H has a responsibility to ensure that all children, young people and adults are adequately safeguarded and protected. Therefore, all S4H employees, temporary staff and volunteers are required to adhere to S4H safeguarding policies and procedures in addition to local and national safeguarding policies and to act upon any concerns in accordance with them.

For children you should be aware of your responsibilities detailed in the '4 Local Safeguarding Children Boards Child Protection Procedures' and for adults as detailed in the Care and Support Statutory Guidance issued under the Care Act (2014).

Training & Professional Development

The post holder will work within the NMC Code of Professional Conduct and demonstrate relevant professional development activities including CPD.

The post holder must attend any training that is identified as mandatory to their role and the PHN4S service.

Clinical Supervision

It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development. Clinical Supervision will be monitored via agreed review and appraisal mechanisms.

Equality, Diversity & Human Rights

It is the responsibility of every person to act in ways to support equality and diversity and to respect human rights, working within the spirit and detail of legislation including the Equality Act 2010 and the Human Rights Act 1998. S4H is an equal opportunities employer and aims to challenge discrimination, promote equality and respect human rights.

Quality & Risk

S4H requires all its employees to actively participate in quality improvement and risk management, both at a professional level and service level. The post holder will therefore be required to participate in quality and risk programs as an integral part of their position.

Confidentiality



S4H employees are required to exercise discretion and maintain confidentiality at all times.

The range of duties and responsibilities outlined above are indicative only and are intended to give an overview of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

Eligibility to Work in the UK

All applicants must be eligible to work in the UK. We only accept applications from candidates who are legally entitled to work in the UK.

Disclosure and Barring Service Check

All Solutions 4 Health employees either in direct contact with patients and/or with access to patient data are required to pass a Disclosure and Barring Service (DBS) check.

It is a requirement of this post that you undertake an enhanced DBS check, and you will be asked to complete and sign a Disclosure Form giving permission for the screening to take place. If you refuse to sign the form your appointment will not be progressed further.

No Smoking Policy

Solutions 4 Health has a No Smoking Policy, which does not allow smoking by staff or visitors on any of our premises.

Occupational Health Clearance and Immunisation

The post may be subject to Occupational Health clearance, and immunisation against certain diseases may be required. These will be discussed with you during the recruitment process where applicable.

Management / Human Resources Support Officer Person Specification

Criteria	Essential	Desirable
Qualifications <i>special/vocational training/or equivalent experience</i>	<ul style="list-style-type: none"> Demonstrable knowledge of recruitment procedures and project management, acquired through formal training or equivalent experience Responsible for own continual personal development 	Chartered Institute of Personnel & development (CIPD)
Knowledge, Skills and experience	<ul style="list-style-type: none"> Experience in providing HR service to managers in a busy health sector environment Experience of managing workforce projects eg recruitment campaigns and reduction of sickness levels/staff turnover to ensure workforce plans can be met Proficiency and experience of navigating various systems (databases, internet) and of using Microsoft Office programmes including Word, Excel, Powerpoint, Outlook Ability to prepare written reports and produce meaningful management information Knowledge of current thinking of effective and efficient HR practices (eg Safer Recruitment) and ability to apply Employment Law to the working environment Experience of working with confidential data according to data protection and GDPR regulations Ability to balance competing priorities, using initiative to meet business targets 	<p>Familiar with using Employer NHS Jobs Vacancy Website</p> <p>Working knowledge Disclosure & Barring Service (DBS) applications</p> <p>Microsoft Excel certificate of training</p>
Personal Qualities	<ul style="list-style-type: none"> Ability to work using own initiative and without direct supervision and to work as a member of a team Exceptional interpersonal and communication skills with the ability to communicate effectively to staff at all levels. Accuracy with data capture and attention to detail in all written communications Ability to work to tight deadlines and ability to maintain the highest standards whilst working under pressure Positive attitude to change. 	<p>Confidence in liaising with senior managers</p> <p>Ability to build relationships with colleagues & managers and establish rapport with candidates</p>