



Associate Director

Workforce, HR

NHS Education for Scotland

2021

Location: Remote friendly

Grade: Agenda for Change 8D

Salary: 8D £88,385 - £92,424 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 Associate Director of HR is responsible for leading the HR function within NES to contribute to the development and delivery of the NES Strategic Framework and operational plans; and for developing and implementing people strategies to support the delivery of these plans.

The HR function includes – Trainee Services and lead employer, HR Business Support, Workforce Infrastructure and systems and Equality and Diversity & Human Rights.

The responsibilities of the Associate Director (HR) include:

- Providing senior professional HR and employment law expertise, strategic vision, and leadership to the HR function to develop, shape, drive and support all aspects of the Workforce, People and Organisational Strategies.
- Working in partnership to develop and deliver the NES People and Organisational Development Strategy and 3-year Strategic Workforce Plan, underpinned by an aligned set of strategies, policies and interventions to ensure the delivery of the NES Strategic and facilitate delivery of the national Health and Care Workforce Strategy.
- Interpreting Once for Scotland policies and Scottish Government directives related to the HR functions scope, ensuring their understanding and implementation within NES.
- Leading the development and implementation, in partnership, of local NES people policies and processes relevant to the HR functions remit.
- Leading day to day delivery of services to NES staff and line managers, for example, in relation to recruitment and selection; onboarding; organisational design and change; organisational working arrangements; workforce planning and development; establishment control; employee relations; equality, diversity and inclusion; employee well-being; employee data and analytics; partnership working; Board, Staff Governance Committee, Remuneration Committee and Partnership Forum assurance.
- With the Workforce Management Team contributing to the development and implementation of strategies, policies and processes that enable the development of an organisational culture that engages, energises and enables all staff to give of their best, achieve their potential and live the NHSScotland values, NES ways of working and leadership behaviours.
- Leadership and management of the Equality, Diversity & Human Rights team in NES to deliver a wide range of internal and external services to NES as well as developing and reporting on the organisations equality outcomes and plans in accordance with its statutory responsibilities.
- Management of comprehensive and robust staff governance reporting and workforce data and information systems within NES to ensure accurate and timely reporting, including to the Staff Governance Committee, to the board and Scottish Government on NES workforce, including DDITs.
- Mitigating employment risk to the organisation through the interpretation of relevant legislation and robust application of policy and processes across the HR function.

- Supporting 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 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. In addition, to manage all employment aspects relating to those doctors and dentists directly employed by NES.
- Developing, embedding and reporting on all employee relations related risks across NES.
- Managing the process to develop, monitor and report on the in the HR functions annual budget.
- Managing the processes to develop, monitor and report on the HR functions annual operating plan.
- As an Extended Executive Team member within NES to fully contributing to and participating in the governance, strategic development, and corporate management of NES.
- Providing senior professional leadership, expertise, innovation, and advice to the Extended Executive Team.
- Ensuring excellent partnership working in NES.
- Ensuring NES operates in accordance with relevant employment related statutory requirements.
- Leading the annual completion of the Staff Governance Monitoring processes.
- Supporting the Director of Workforce to ensure that the Chairs of the Staff Governance Committee, Partnership Forum and Remuneration Committee are provided with adequate information to discharge the responsibilities set out in their remits.
- Ensuring adequate resourcing and development of a sustainable HR function and operating model through operational and workforce planning.
- To Deputise for the Director of Workforce 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 specialist knowledge of technical, professional, and managerial knowledge	Chartered membership of the Chartered Institute of Personnel and Development
Experience/Training (including research if appropriate)	Extensive previous experience at a senior level with the NHS or equivalent complex organisation; including experience in contributing substantively to strategic decisions.	

<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</p> <p>Developing and shaping HR strategy</p> <p>Working in partnership and building relationships at all levels internally and externally</p> <p>Experienced in providing HR professional advice, and challenge, to colleagues where required.</p> <p>Responsibility for the delivery a range of operational/ transactional HR services to an organisation</p> <p>Continuous improvement 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>	
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	Experience in developing new and innovative ways of doing things.	
Personal Attributes	Effective leadership and communications skills, motivating and developing others, approachability, good interpersonal skills Committed to promoting diversity and equal opportunities	

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