



APPOINTMENT OF


Associate Director of Human Resources

The Robert Jones and Agnes Hunt 
Orthopaedic and District Hospital
NHS Trust

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Welcome

The Robert Jones and Agnes Hunt 
Orthopaedic and District Hospital
NHS Trust

Gobowen
OSWESTRY
SY10 7AG

February 2009

Wendy Farrington Chadd
Chief Executive
Tel: 01691 404358

Dear Candidate

Thank you for your interest in the Associate Director of Human Resources post at Oswestry. The Trust is a leading national centre of excellence providing services to the West Midlands, Cheshire and Merseyside and North and Mid Wales. The hospital is in a prime location with excellent road links and, with a premium quality 'brand', has ambitious plans for the future.

I joined the Trust as Chief Executive in March 2007 and in the last two years we have undertaken a wholesale review of our services, and are progressing well along a major change programme. Our performance as an organisation has improved dramatically in the last year and we are now poised to progress our ambition to become a Foundation Trust.

In the Director of Human Resources, I need a high profile, energetic and ambitious leader who relishes change - someone with a real grasp of strategy and direction who can, at the same time, deliver the detail required in a complex service environment.

If you have the experience, mind-set and enthusiasm for this role, I can offer a substantial package, a unique opportunity to shape the future of the organisation at this key stage in its development, and a fantastic location to live and work.

I look forward to hearing from you.

Yours sincerely



Wendy Farrington Chadd
Chief Executive

About Us

The hospital has a national and international reputation for orthopaedic surgery and musculoskeletal medicine, including research and the treatment of disorders of bone, joints and muscles. Services include all major joint surgery, spinal surgery, complex children's surgery, spinal injuries, rheumatology, sports injuries, stem cell therapy and metabolic disorders.

The Trust prides itself in achieving orthopaedic excellence and maintains a significant contribution to training orthopaedic surgeons. The hospital trains 10% of all orthopaedic surgeons within the UK through the postgraduate training scheme. The Trust also contributes to the training of Pre Registration Healthcare professionals by providing clinical placements for nursing, physiotherapy, occupational therapy, operating department practitioners, orthotic and radiography students.

Our purpose is to provide a high quality service to patients in an environment that fosters excellence in order to improve healthcare. The Trust has an excellent reputation with patients and professionals for care and clinical quality. There are some key strengths, which attract both patients and staff to the hospital:

- Established reputation as a high quality centre and a provider of choice.
- Low level of infection rates for surgery. The hospital has no reported MRSA for the last 2 years.
- Special facilities – whilst the hospital was founded over 100 years ago, modern facilities include highly specialised theatres, which enable surgery to be undertaken in an ultra clean environment.
- High degree of patient satisfaction – consistently over 95% of patients rate our service as Good or Excellent.
- An international reputation for training.
- Highly committed, experienced staff.
- The hospital has a network of employees and volunteers committed to putting patients first.

What we do

With a worldwide reputation, the Robert Jones and Agnes Hunt Orthopaedic and District Hospital NHS Trust, provides the highest quality hospital care to patients locally, regionally and nationally. Our surrounding geographical area includes Shropshire, Wales, Cheshire and the Midlands

The Trust's main service areas comprise:

- Orthopaedic Surgery
- Regional Spinal Injuries Centre
- Children's Orthopaedic Services
- Musculoskeletal Medicine
- Regional Bone Tumour Service
- Imaging and Clinical Support Services
- Local and District Services including minor injuries, older peoples' assessment and rehabilitation and maternity services.
- The Trust is part of the Orthopaedic Alliance working nationally with our partner specialist orthopaedic providers.

Annual Report

To view our latest Annual Report please visit:

[http://www.rjah.nhs.uk/media/pdf/Annual Report 2007-2008 English.pdf](http://www.rjah.nhs.uk/media/pdf/Annual%20Report%202007-2008%20English.pdf)

Web site home page

[The Robert Jones & Agnes Hunt NHS Trust](#)

Healthcare Commission Report

To view the 2007/2008 Healthcare Commission report please visit:

[http://www.rjah.nhs.uk/media/pdf/Healthcare Commission Declaration of Core Standards 2007_08.pdf](http://www.rjah.nhs.uk/media/pdf/Healthcare%20Commission%20Declaration%20of%20Core%20Standards%202007_08.pdf)

Trust Board Members and Directors

Chief Executive Chairman



Wendy Farrington-Cheriff



Robert Tucker

Executive Directors



Vicki Morris
 Director of Nursing
 and Governance



Prof. Iain McColl
 Medical Director



John Grennell
 Director of Finance,
 Contracting and
 Performance



David James
 Director of Operations
 and Development



Lynne Lebbey
 Non-Executive Director



Peter Jones
 Non-Executive Director



Mirvyn Dean
 Non-Executive Director



James Turner
 Non-Executive Director

Non-Executives

Associate and Clinical Directors



Mandy Edwards
 Associate Director
 of Commissioning
 and Performance



Adrian Wafer
 Associate Director
 of Human Resources



Dr. Victor Pulliam
 Clinical Director of
 Diagnostic and
 Out Patient Department



David Jeffrey
 Clinical Director of
 Surgery



Debbie Smart
 Clinical Director of
 Medicine and Rehabilitation

Working at the Hospital

The Robert Jones & Agnes Hunt Orthopaedic and District Hospital NHS Trust is an excellent place to either start your career or to continue developing yourself professionally. We offer a wide-range of opportunities, with post-qualification support and training, and through strong links with Staffordshire University and Keele University.

The hospital is situated in Shropshire on the outskirts of Oswestry. The hospital's orthopaedic specialties attract national and international referrals; the Midlands Centre for Spinal Injuries is one of twelve spinal injury units in the UK, some services are provided on a national basis and the Trust is one of a few centres of excellence for some services.

We have good communication links to the rest of the UK, located on the main A5 and not far from the M54, M56, M53 & M6. Shrewsbury, Wrexham and Chester are within 30 minutes and the North Wales coast is less than an hour away. The major cities of Manchester and Birmingham are within 60 miles, and we are an hour from three UK airports.

Job Description

JOB TITLE:	Associate Director of Human Resources
REPORTABLE AND ACCOUNTABLE TO:	Chief Executive
RESPONSIBLE FOR:	Leading and development of the Human Resources function and, in collaboration with senior colleagues, the implementation of an integrated HR/OD Strategy that develops the concept of HR as the business partner to support service delivery and improvement throughout the Trust, and the development of the Organisation as an NHS Foundation Trust.
SALARY PACKAGE:	Circa £70 - £75K, Lease Car, Pension, Relocation

JOB SUMMARY:

Reporting to the Chief Executive, the post holder will be responsible for the strategic leadership of Human Resources.

KEY RELATIONSHIPS:

1. The post holder is directly accountable and responsible to the Chief Executive.
2. The post holder will work collaboratively with Directors and senior managers to ensure the delivery of an integrated HR and Organisational Development Strategy.
3. The post holder will be expected to establish effective partnerships with staff side colleagues to inform and enhance the development of the Trusts workforce.
4. The post holder will provide Human Resources advice to the Board.
5. The SHA, PCTs, LHBs and other external bodies.

PRINCIPAL RESPONSIBILITIES

1. To lead and develop the Human Resources function ensuring delivery of a high quality service within the Trust.
2. To develop and implement an integrated HR and OD Strategy.
3. The provision of HR professional advice to the Board.
4. Supporting the Chief Executive in ensuring both the efficient and effective use of staff within the Trust.
5. To lead the development of principles and ways of working to promote staff engagement in the management of change.
6. Overseeing the delivery of a full learning and development programme for the Trust that ensures staff have the skills and competencies to deliver innovative, high quality services and to fulfil their potential and maximise their contribution to the Trust.

7. Learning and facilitating continuous professional development and the acquisition and adaptation of competencies required for the transition to new roles and modernised ways of working.
8. Monitoring the completion of Performance Development Reviews for all eligible staff that are completed in line with NHS Knowledge and Skills Framework requirements.
9. Establishing and coordinating effective workforce strategies to support the Trusts key performance indicators and objectives including sickness absence, succession planning, the recruitment and retention of staff, recognition and reward strategies.
10. To develop the leadership capacity and capability at every level within the Trust by the development of a Leadership and Management Development Strategy. This must be supported by key stakeholders and enable staff to respond positively and flexibly to change.
11. To develop a robust workforce development plan aligned to service delivery and the long term financial model, in readiness for Foundation Trust progression.
12. To develop within Strategy a programme of Succession Planning to cultivate and retain high performing leaders of the future.
13. To ensure that appropriate professional advice on Human Resources and Organisational Development is available to Trust Board, Executives Committee and professional committees within the Trust.

A. Management

1. To provide the strategic and operational management for the Human Resources service.
2. To ensure the provision of service is provided and developed in line with current evidence based good practice.
3. To ensure that services are delivered in line with all relevant legislation and statutory requirements such as Health & Safety, Fire regulations, Disabled Discrimination Act, Equity & Diversity etc.
4. To be responsible for the development of performance indicators and measures to manage and assess the performance of the Human Resources Function.
5. Ensure services are delivered to the highest professional standards.

B. Leadership and Governance

1. The post holder is responsible for interpreting National and Local guidance, ensuring the Human Resources Function is delivered in accordance with these and best practice.
2. To provide and facilitate strong leadership within the HR function and within the Trust. This role provides an important role model for the Trust workforce.
3. To promote leadership developments within the Trust, taking forward and promoting leadership through the OD & HR strategy.

C. Strategic Service Development

1. To contribute to the modernisation of high quality, productive services.
2. To be responsible for the design and development of HR and OD policy and strategy to ensure services provided within the Trust are developed in accordance with national guidance and policies.

3. To ensure HR & OD policies that support organisational transformation are regularly reviewed and updated in a manner that promotes good employee relations, risk management and best practice.
4. To be responsible for the development of relevant directorate and Trust Wide policies, taking account of specific professional advice and workforce issues as required.

D. Communication and Information

1. The Associate Director of Human Resources expected to establish communication networks involving highly complex information which ensures effective communication with all stakeholders.
2. To develop a Trust wide communicators strategy, specifically aimed at our workforce.
3. To liaise and communicate effectively with all stakeholders – internal and external to build effective and productive working relationships.
4. To establish communication links, facilitate the timely dissemination of information from all relevant government departments, leading in the implementation of such policies and guidance where relevant for the service area.
5. To ensure records and data information is kept in accordance with Trust requirements.

E. Education and Training

1. Ensure services are delivered by an empowered, engaged workforce.
2. Ensure all staff within the Trust have a personal Development Review in line with NHS KSF requirements.
3. To participate personally in the Performance Development Review process ensuring clear objectives are agreed and achieved in a timely manner.
4. To be responsible for own personal education and development, and to ensure maintenance of professional registration where appropriate.

F. Area Specific

1. To work closely with the Chief Executive and the Board to create and sustain a clear organisational vision, values and objectives.
2. To lead a programme of work to embed organisational Values into daily routines in the Trust so as to demonstrably improve the working lives of staff and enhance patient care.
3. To work with the Chief Executive, the Senior Management Team, and other relevant colleagues to shape and develop an organisational culture which is in line with the requirements of the NHS and which encourages the development of effective Human Resources Management within the organisation, in line with the NHS Constitution.
4. To produce and implement a HR & OD Strategy that addresses needs and is designed to support an organisation that is fit for purpose, which engenders joy and pride in work and establishes the Trust as an NHS Employer of Choice.

5. To identify and implement Human Resources initiatives and structures that support innovation, flexibility, responsiveness and high performance.
6. To identify appropriate standards, external benchmarks and awards against which the Trust can assess its performance in relation to HR & OD and lead work to achieve these.

G. Other Duties

1. To abide by the NHS Managers Code of Conduct at all times.
2. To promote a culture of equity and diversity within both the services provided and the employment of staff within the Trust.
3. To participate in the Trusts Directors on call rota.
4. To carry out such duties as may be reasonably requested from time to time across the Trust in support of the work of the directorate team.
5. As a Board Director you are expected to work as a member of a cohesive team and when required to take a lead responsibility outside your immediate sphere of responsibility.
6. The focus of day to day working and future strategy is to ensure a high quality of patient care at all times.
7. Your actions, behaviour and performance should comply with the Code of Conduct for NHS Managers.

H. Risk Management

As an Executive Director of the Trust Board, take responsibility for ensuring within your corporate professional and operational remit that adequate risk management systems, processes and audits are in place to ensure patients, staff and environmental risks are mitigated and reduced to ensure safe and effective delivery of patient care and operational targets.

I. Infection Prevention and Control

As Executive Director for the Trust Board take responsibility for ensuring within your Corporate Professional and Operational remit that adequate systems, processes and audits are in place to support ongoing improvements in the prevention and control of Infection Control. You will ensure that your personal objectives include infection control and demonstrate that ongoing improvements have been made.

1. The post holder is required to comply with the Code of Conduct for NHS Managers which forms part of their contractual terms and conditions.
2. Responsibility for ensuring that due processes are in place to protect the confidentiality of patient identifiable information, in line with the Trust's obligations under the Data Protection Act, 1998, and the report of the Caldicott Committee on the Review of Patient-Identifiable Information, published in December, 1997.

Person Specification: Associate Director of Human Resources

Personal Qualities	Essential	Desirable
Qualifications		
Educated to Masters level/equivalent professional qualifications (e.g. MCIPD).	✓	
Evidence of continuing professional development.	✓	
Coaching experience / qualification.		✓
Experience		
3 years senior Management of Services at Deputy Director level or equivalent within the NHS.	✓	
Demonstrate track record in Organisation Development that has led to the improvement and development of services and practice.		✓
Experience of redesigning teams to meet Strategic objectives and increase workforce productivity and efficiency.		✓
Knowledge/Skills		
Excellent written and verbal presentation and communication skills.	✓	
Highly developed leadership and interpersonal skills – significant level of self awareness and self management.	✓	
Ability to work corporately at board level, divisional and service level	✓	
Ability to lead, motivate and develop a team to achieve high performance enabling and creativity in order to facilitate new ways of working.	✓	
Motivated and flexible approach to working practices.	✓	
Proven influencing and negotiating skills	✓	
Ability to work independently and exercise judgement.	✓	
Able to identify and manage critical issues and priorities.	✓	
Excellent analytical skills.	✓	
Well developed use of IT including ability to use software tools for data analysis.	✓	
Ability to develop and maintain effective working relationships with professional groups and senior managers within the organisation and in other agencies.	✓	
Ability to network across organisational and professional boundaries and to work strategically with other organisations.	✓	
Corporate team player.	✓	
Special Requirements		
Up to date knowledge of the Human Resources agenda relevant to NHS policy and direction.	✓	
Ability to comply with the travel requirements of the post.	✓	

Relocation

Assistance with relocation may be available.

Health

All appointments are subject to a satisfactory medical report from our occupational health physician. The successful candidates will be required to complete a health declaration form and in some cases undertake a medical examination.

Performance Management

All posts are subject to individual performance management. Performance and Development Reviews take place at least once a year in order to review performance against mutually agreed objectives.

References

The appointment is subject to the receipt of two satisfactory references. One of these references must be from your current or most recent line manager.

NHS Manager's Code of Conduct

The contract of Employment offered to the successful candidate will incorporate the NHS manager's code of conduct. This code has two aims, firstly to guide NHS managers in the work they do and the choices they have to make. Secondly, it reassures the public that these decisions are being made against a background of professional standards and accountability.

Why should you apply for this role?

You will be joining the Trust at a really interesting and exciting time, as they begin to see the benefits from the work streams developed from the “Sustainable Services Review”, implementation of service line management and embarkation on to their Foundation Trust Application.

As principal advisor to the board on human resources and organisational development, you will work closely with the Chief Executive and Board, attending full board meetings. You will be responsible for a small HR team who will provide the transactional support, and aid the development of the HR business partner model for the Trust. Alongside this, you will take strategic responsibility to forge the HR and OD strategies, which will harness the immense talents of the organisation and help its transition into the new world of operating as an independent healthcare enterprise.

This is an ideal role for you, if you are seeking to augment your HR experience having moved an organisation forward. You may have been involved in transition programmes for other NHS organisations, gaining a broad range of applied HR experience that may have encompassed union negotiations, performance management, workforce development, service modernisation and restructuring, interpreting and implementing national policy at a local level.

Of equal interest will be candidate’s offering experience gained in a changing commissioning environment, perhaps in developing/transitioning provider services on to being an independent operating business.

The hospital location is very accessible from a wide geographic area including Cheshire, Wirral, Merseyside, Staffordshire, West Midlands, Shropshire and North Wales. You could experience a much more pleasurable journey to work than you may think.

The Trust provides a range of family friendly facilities including an on-site crèche and the post offers flexible working arrangements, job share may be considered if there are two suitable applicants available for appointment.

For a further detailed discussion please contact Simon Potts on 07770 786 933.

How to Apply

To apply for this position please send:

- Your up to date Current curriculum vitae, along with details of your current salary package
- Completed Equal Opportunities and Rehabilitation of Offenders Declarations and covering letter detailing how your experience and qualities meet the person specification requirements of the post (no more than three sides of A4)

For a downloadable information pack ([insert link/document](#))

To Louise Griffiths –

Hays Executive
Hays House
71 Sankey Street
Warrington
WA1 1SL
Email: Louise.Griffiths@hays.com

For any further information, or to arrange a confidential discussion with Simon Potts please contact Louise Griffiths on 01925 654 312

Recruitment Timetable

Advert appears	WC 20.02.2008
Closing date	13.03.2008
Long list sift	TBA
Long list interviews with Simon Potts	TBA
Shortlist meeting (Hays & Robert Jones Agnes Hunt NHS Trust)	TBA
Final selection interviews	TBA

Useful Links

About the Trust and Locality

The Robert Jones & Agnes Hunt NHS Trust

Shropshire Tourism Information Centre

Shropshire County Council

The Current Local Authority until April 2009

The New Shropshire Council

The new local authority from April 2009

Property in Shropshire

Property in Cheshire

Property in Staffordshire

Shropshire Chamber of Commerce

Relevant Information Sites

Social Care Inspectorate

This organisation inspects and reports on care services and councils to improve social care and stamp out bad practice.

Healthcare Commission

The health watchdog in England. It's their job to check that healthcare services are meeting standards in a range of areas.

Monitor

Monitor authorises and regulates NHS foundation trusts making sure they are well managed and financially strong so that they can deliver excellent healthcare for patients.

National Library for Health

Online health resource

NHS UK

About the NHS England

Department of Health

Providing health and social care policy, guidance and publications

Associate Director of Human Resources

Shropshire, Oswestry



Circa £70,000, Lease Car, Pension, Relocation

The Robert Jones & Agnes Hunt NHS Trust is situated close to the Shropshire/Wales border and within easy reach of the M6, M5, A5 and M54 corridors. They provide leading specialist orthopaedic services, employ 1100 staff and have a turnover of over £70million. Established more than 100 years ago, the hospital has an enviable reputation for excellence, quality and innovation in the delivery of highly specialised orthopaedic surgery and musculoskeletal medicine including; research into disorders of bones, joints and muscles. Outside London, they provide the highest number of joint replacements as a single centre whilst boasting the lowest infection rates in the country.

With invigorated leadership, the Trust has embarked upon one of the most exciting and challenging developments in its history – to become a successful Foundation Trust by 2010. In readiness to achieve this ambition, a radical organisational and service review has taken place, from which vital work streams to advance the Trust and facilitate its transition have been formed.

Working closely with the Chief Executive, in this role you will lead the development and implementation of cutting edge human resource, workforce and organisational development strategies. As principal advisor to the board on all HR and associated workforce and development initiatives, you will enjoy a role that offers a rich mix of strategic, technical, operational and commercial challenges as you:

- Develop and implement HR and OD policies and development programmes that position the Trust amongst the leading employers in the region.
- Develop and embed the systems, working practices and leadership programmes to build a *truly* world class Foundation Trust.
- Establish and enhance relationships across all staff, representative groups, external stakeholders and service delivery partners.
- Contribute to the broader development and strategic planning for the Trust including its performance management.
- Lead and supplement your team's capacity to deliver highly effective HR services through implementing the HR Business Partner model.

This is an attractive and desirable opportunity for an ambitious, experienced and CIPD qualified HR professional seeking to either to take your first step into the boardroom, or, augment experience in a new/different NHS setting.

To discover more about how you can make your mark on this exciting career opportunity and for a full information pack, please contact our retained advisor Simon Potts, Director, Hays Executive on T 01925 654312 M 07770 786 933 E Simon.Potts@hays.com