



Bicton Heath, Shrewsbury, SY3 8HS

Re : HR Manager

Please find attached the following documents:-

- 1. Job Description**
- 2. Person Specification**
- 3. Information to Candidates**
- 4. Equal Opportunities Monitoring Form**

Having read the enclosed information, your completed application form should be returned to HR@severnhospice.org.uk or the address above, to arrive no later than **27th May 2022**.

For an informal discussion, please contact Heather Tudor, Chief Executive.

We will respond to all unsuccessful applications within 4 weeks of the closing date via email (if you have provided an e-mail address on your application form).

Thank you for the interest you have shown in this post.

Yours sincerely

Gaynor Lewis
HR Manager

Severn Hospice – HR Manager

INFORMATION TO CANDIDATES - SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

The following information is intended as a useful guide to applicants considering joining the Hospice. Full details are supplied with an offer of appointment.

1. MEDICAL

As part of the Hospice's selection procedure for employment, we ask all prospective employees to complete a pre-employment medical questionnaire. The purpose is to fulfil our responsibilities under the Health and Safety at Work Act 1974 and to ensure that the proposed employment does not present any particular risks from a medical point of view.

No formal offer of appointment will be made until the Hospice, through its Occupational Health Service Provider, is satisfied about your medical fitness to undertake the job. Further details about this will be sent to any prospective employee following interview.

2. REFERENCES

No formal offer of employment will be made until we have received satisfactory references.

3. PROBATIONARY PERIOD

Your appointment will initially be for a probationary period of up to 6 months during which time your progress will be regularly assessed. Your line manager will work closely with you in order to help and support you as necessary throughout your probationary period. The Hospice reserves the right to extend the probationary period for any reason should this be deemed necessary eg. to provide additional training.

Your appointment will be confirmed in writing following the satisfactory completion of your probationary period. Your employment may be terminated at any time during the probationary period with appropriate notice. However, prior to this decision being made, every effort will be made to ensure that you reach the required standards.

4. SALARY

The salary for this post is **£45,125 to £47,500 per annum** depending on experience. Salaries are paid monthly by credit transfer to a bank or building society account.

5. HOURS OF WORK

You will be contracted to work various 37 ½ hours per week.

6. HOLIDAY

Holiday entitlement is 7 weeks per annum including bank holidays. Increasing to 7.4 weeks after 5 years' service and 8.2 weeks after 10 years' service.

7. PENSION

The Hospice is able to offer ex NHS staff continuity of membership* into the NHS Superannuation Scheme. Please note, as a direction employer, the Hospice is not able to provide access to the NHS (Compensation for Premature Retirement) Regulations or the NHS (Injury Benefits) Regulations. All other NHS Superannuation scheme benefits are applicable.

(*Provided there is not a gap of more than twelve months between your last contribution to the scheme and applying to re-join it from the Hospice).

Severn Hospice
Equality and Diversity Statement

Severn Hospice (the Hospice) is committed to the equal treatment of all employees and job applicants and requires all staff, whatever their grade or authority, to abide by this general principle. The Hospice is committed to all employees being able to achieve their full potential in an environment characterised by dignity and mutual respect.

No individual shall be treated less favourably than another on grounds of gender, age, religion or belief, marital status, race, nationality, ethnic or national origin, sexual orientation, disability, social background, trade union membership, criminal record, carer responsibilities or employment status. The policy of equality of opportunity extends to all services we provide.

Severn Hospice aims to promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a diverse range of candidates including those with criminal records. We comply fully with the DBS Code of Practice and undertake to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a DBS Check on the basis of a conviction or other information revealed. Candidates are selected for interview based on their skills, qualifications and experience.

A DBS Check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS Check is required, all application packs will contain a statement that a Check will be requested in the event of the individual being offered the post.

Details of criminal records must be sent under separate, confidential cover with your application form. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

All those involved in the recruitment process have been suitable trained to identify and assess the relevance and circumstances of offences. At interview, an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an “unspent” conviction will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background of your offences. However, any “unspent” convictions, which are not declared and subsequently revealed, may result in dismissal.

Under the Rehabilitation of Offenders Act 1974, a conviction will become “spent” (i.e. treated as if it had not occurred) where the individual has not, after a specified period of time, committed another serious offence.

Rehabilitation periods vary depending on the type and length of conviction originally incurred.

Severn Hospice has a legal obligation to protect vulnerable client groups from people who have committed serious offences, and as such meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment in a post that falls into this category will be subject to a Disclosure Barring Service Check, before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, including “spent” convictions and where the post is subject to an Enhanced Check, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.

Severn Hospice is committed to compliance with the Disclosure Barring Service’s Code of Practice for Registered Persons and other recipients of DBS information.

A copy of the Hospice’s Equality and Diversity policy is available upon request.

EQUALITY AND DIVERSITY MONITORING FORM

Severn Hospice wants to meet the aims and commitments set out in its Equality and Diversity Policy. To assist the Hospice in meeting this aim, we need to monitor the equality and diversity profile of the workforce. We also need to ensure that we fully comply with the Equality Act 2010. The Act sets out 9 'protected characteristics' – age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This form is voluntary and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you. The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted and appointed to each vacancy. Should you not wish to complete this form your application will not be prejudiced in any way.

Please can you complete the form and mark the box with an 'x', where applicable. Please place in a sealed envelope separate to our application form.

First Name:		Surname:	
Date of Birth:		Position applied for:	

Are you married or in a civil partnership?

Yes		No		Prefer not to say	
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ETHNICITY

White	British	
	Irish	
	Gypsy or Irish Traveller	
	Any other White background (please specify)	
Mixed/ Multiple Ethnic Groups	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Any other Mixed/multiple ethnic background (please specify)	
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Chinese	
	Any other Asian background (please specify)	
Black/African/Caribbean/Black British	African	
	Caribbean	
	Any other Black background (please specify)	
Other Ethnic Groups	Arab	
	Japanese	
	Any other ethnic group (please specify)	
Prefer not to say		

AGE

Under 16		35-39		55-59	
16-24		40-44		60-64	
25-29		45-49		65+	
30-34		50-54		Prefer not to	

RELIGION AND BELIEF

Buddhist		Jewish	
Christian		Sikh	
Hindu		No religion or belief	
Muslim		Prefer not to say	

GENDER

Male		Female		Transgender	
				Prefer not to say	

SEXUAL ORIENTATION

Heterosexual		Lesbian		Gay		Bisexual	
Prefer not to say							

DISABILITY

A disabled person is defined in the Equality Act 2010 as someone with a physical or mental impairment that has a substantial and long-term impact on their ability to carry out day to day activities. Examples are: mobility, manual dexterity, speech, hearing, seeing and memory.

The definition also covers HIV, Multiple Sclerosis and Cancer from the time of diagnosis, and progressive conditions from the point at which they have an impact on day to day activities.

The Hospice will consider making such adjustments as are reasonable in compliance with the Equality Act 2010.

Having read this do you consider yourself to be covered by the definition?

Physical Impairment	Yes		No		Prefer not to say	
Mental Impairment	Yes		No		Prefer not to say	

DECLARATION

The information you provide on this form will be used in anonymised form for the Hospice to internally record and monitor its progress against a number of indicators of workforce equality.

I agree to the use of my personal information as explained above

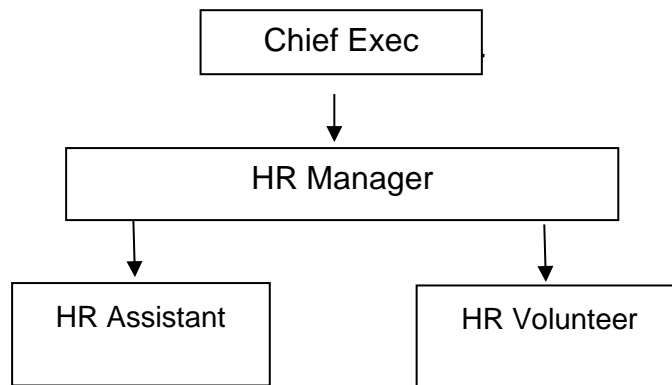
Signature:	Date:
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HR Job Description

Post Title:	<i>HR Manager</i>
Reports to	Chief Executive
Purpose of the post:	<p>To provide proactive, professional, and comprehensive generalist HR support and advice to line managers across the organisation. To be proactive in the development of policies and procedures to ensure that the Hospice is operating in accordance with the law and best practice with regards to its staff and voluntary workforce.</p> <p>To deal with routine and complex employee relations, to suggest and provide a range of workforce strategies, policies and solutions consistent with organisational values.</p>

Organisation Position



Key Responsibilities

1. Provide HR consultancy advice and support to managers. Guide managers in the interpretation and implementation of HR policy and procedure to ensure effective management of operational and strategic workforce issues through advising and supporting them to deal with HR issues within their respective teams
2. Build trust and confidence within management team acting as a trusted sounding board and gain commitment to delivering HR policies that underpin the Hospice's strategic objectives
3. To regularly actively support, influence and enable the achievement of positive resolutions of difficult situations affecting staff and volunteers providing leadership, guidance and advice to managers to support them in achieving prompt, consistent, and fair responses to issues of performance, grievance, conduct and capability in line with Hospice procedures, employment law and best practice. Active participation and assistance in internal investigations.
4. Provide leadership guidance, coaching and education on volunteering issues.
5. Proactively working with managers to ensure effective monitoring and management of sickness absence including liaison with Occupational Health.
6. In conjunction with SMT, propose and support change management initiatives ensuring this is planned and managed appropriately. Provide advice and support to managers through the process of organisational change which includes consulting with staff and their representatives, utilising appropriate change management techniques and influencing skills to contribute to the process of organisational change
7. Ensure that the HR team provides a timely, professional and focused support service to the Hospice
8. In conjunction with the Chief Executive, develop the Workforce strategy promoting engagement and building on existing initiatives ensuring that the Hospice culture is inclusive, empowering and that current and future workforce issues are anticipated and planned for where practicable.
9. Interpretation and incorporation of legal changes as they apply to HR into Hospice-wide policy. Advise managers on all aspects of employment law liaising with retained lawyer as required
10. Responsible for HR compliance reports submitted to Corporate Governance Committee. Monitor compliance in key areas eg. DBS, appraisal completion, professional registration
11. As part of a continuous process, identify new areas of HR policy and procedure development. Research, revise, devise and launch HR policies. Offer guidance and support to line managers in the implementation of such policies. Ensure non-compliance is identified and dealt with in an appropriate manner
12. Responsible for effective staff recruitment from point of advertising through to efficient onboarding and issuing contracts.
13. In conjunction with Department leads, identify business needs to ensure timely recruitment and deployment of over 900 volunteers who support the Hospice in a broad range of roles.
14. Review and update staff terms and conditions of employment as necessary proposing financial and non-financial initiatives that retain the highest quality staff and meet the expectations of the Hospice's strategic direction

15. Active participation in Staff Forum and Staff Survey including encouraging participation from across the Hospice.
16. In conjunction with Senior Finance Officer, responsible for day to day management of Select HR and maximising use of the system.
17. Select HR Information Asset Owner and member of Information Governance fellowship
18. Work closely with payroll to ensure accurate and timely payroll administration.
19. Budget holder for HR department
20. Build and maintain effective working relationships with staff and volunteers
21. Promote and incorporate equality and diversity in all aspects of the team's operations and in the public domain
22. Undertake an agreed programme of personal / professional development
23. Promote and incorporate equality and diversity in all aspects of the team's operations and in the public domain

The above job description is a summary of the main responsibilities of the postholder, and not an exhaustive list of duties to be undertaken. The duties may be redefined in accordance with the demands of the service. Any redefinition will be subject to discussion between yourself and your manager and be within your level of competence.

Supplementary Information and Requirements

All new Hospice employees are on a 6 months probationary period.

Health and Safety

In accordance with the Hospice's Health & Safety Policy all employed persons while at work are required by Section 7 of the Health & Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Appraisal

All employees are required to participate in the Hospice's appraisal process (permanent contracts only).

Last reviewed: April 2022

Person Specification

Qualifications / Training	Essential	Desirable
<p>Level of education necessary</p> <p>Professional and post basic qualifications</p> <p>Specialised training required for post</p>	<p>CIPD Post Graduate Diploma (Level 7) Chartered Member of CIPD</p>	<p>Masters level qualification</p>
<p>Experience</p> <p>Length, type and level of post related work experience required (additional or alternative to qualifications above)</p>	<p>Significant experience of providing HR advice to managers in all aspects of operational HR and complex employment issues</p> <p>Line management experience</p> <p>Demonstrable evidence of managing organisational change and knowledge of legal requirements</p> <p>Experience of undertaking investigations</p> <p>Good knowledge of employment legislation</p>	<p>Experience of working with volunteer workforce</p> <p>Experience of working in a healthcare setting</p> <p>Experience of undertaking job evaluation</p> <p>Experience using Select HR</p>
<p>Skills & Knowledge</p> <p>Range and level of skills</p> <p>Depth and extent of knowledge required</p>	<p>Ability to communicate clearly, succinctly, sensitively, and appropriately using variable styles, incorporating appropriate strategies dependent upon audience.</p> <p>Ability to deal with difficult and confrontational conversations</p> <p>Excellent time management and organisational skills</p>	
<p>Aptitudes & Attributes Required</p>	<p>Confident, calm and reassuring</p> <p>Sensitive</p> <p>Emotionally strong</p> <p>Team player</p> <p>Able to solve problems</p> <p>Able to work flexibly</p> <p>Good sense of humour</p> <p>To be positive and enthusiastic</p> <p>To be self-aware and intuitive with others.</p> <p>Ability to embrace change and support colleagues through the process</p>	