



Your Community
Healthcare Providers

FCMS (NW) Ltd JOB DESCRIPTION



- Post:** Head of HR
- Pay:** £55,000 - £60,000 (dependent on experience) and 31 days Annual Leave
- Hours:** Full time – 37 hours
- Base:** Based in Newfield House, Blackpool, FY4 4EW but with an expectation that visibility will be required across all services and geographies, currently across the Fylde Coast, Morecambe, Doncaster, Rossendale and Ormskirk This is a role where a flexible working schedule can be considered after successful probationary period
- Benefits:** A contributory NHS Pension scheme, access to Tusker – car leasing scheme, Cycle to Work Scheme, EAP and wellbeing help with financial discounts via 'The VIP Suite' (a Reward Gateway Scheme) and free on-site parking at Newfield House.

Please note that our roles are not being considered for sponsorship at this time

Overview of Role:

Thank you for your interest in this role of Head of HR. An exciting opportunity to join us and oversee and manage a full spectrum of HR operations, including generalist HR, Recruitment and Payroll.

If you are our ideal candidate, you will have recent experience at this level and be able to support our strategic direction and goal: to be a Great Place to Work. You will lead the team and be able to balance being hands-on, ensuring that HR processes are streamlined and legally compliant, whilst supporting the part we play in guiding a positive employee experience to our 800+ employed workforce.

Why you'll love this role:

You will have the opportunity to influence our HR direction. You will lead a dedicated HR team of 10 people, consisting of two HR Business Partners, three People Managers, Payroll specialists and HR and Recruitment Support.

You will lead the company's human resources service whilst focusing on core functions, recruitment, employee relations, reward and benefits management, legal and regulatory compliance.

You will drive key HR initiatives that enhance our operational efficiency. You will be part of a



For more information about how we use your data, please
visit our privacy notice at: www.fcms-nw@nhs.net





company that values a positive culture, communication, collaboration, inclusivity, and wellbeing.

You will enjoy working in a sometimes quickly changing and flexible environment, building rapport easily with numerous internal and external partners and be a truly people-focused individual.

Day to Day Duties to include, but not exhaustive:

Due to the nature of this role, this is not a task list but areas that you will influence, establish credibility in and build upon our team's accountability:

You will lead the development of the organisation's people strategy. You will manage our HR team and ensure compliance with evolving employment laws and current regulations, accepted professional standards, policies, procedures and legislation.

There is a need to excel in talent acquisition, performance management and employee engagement, ensuring that we have the right employees, motivated and equipped to contribute to the company's success and their experience of working in this organisation.

You will be an ambassador of the company's values with strong leadership and inspirational behaviour.

Representing the HR department consistently and with professionalism. Being a role model is essential.

Supporting the evolution of People Analytics - Translating key data into an effective resource to influence teams on the best course of action, providing information by interpreting people data and analysing figures.

Giving advice, coaching and overseeing complex employee relations issues such as grievance and disciplinary matters and managing difficult cases with professionalism, in the interest of the individual, company, team and ultimately our patients and clients.

Use solid employment law knowledge and proven experience of applying updated legislation to issues.

Enhancing and promoting service accountabilities for the range of HR functions.

Overseeing the recruitment strategy and its process and implementation, being aware of the marketplace, growth and internal workforce needs and opportunities for us to thrive. We want to improve retention, engagement and workforce capability.

Updating and reviewing HR policies, procedures, and advice in line with current and evolving law.

Champion a culture that continuously reviews the basics, making recommendations for improvements.





Provide professional leadership, support and development to HR staff, in order to increase knowledge, share best practice and to ensure that relevant professional standards are met.

Demonstrate commercial insight – working to deliver commercially focused people strategies.

Have experience of managing situations, like TUPE and Redundancy, if necessary, advising and coaching managers through this and leading where necessary.

Evidence of having a passion for working with people and caring about what we do.

Control the HR budget and report on current and future staffing costs and initiatives.

Ensure managers are sufficiently skilled in workforce issues and enabled to act appropriately.

Lead on a variety of projects and continuing to digitise HR services, systems and processes.

Champion change initiatives and be at ease with experimenting to achieve success.

Use your legal knowledge and HR experience to manage risk in a pragmatic and agile way.

Ensure legal compliance is met in all HR activities, continuously reviewing the responsibilities of the HR department.

To act as a trusted and informed advisor to the senior leadership team.

Our key expectations are:

Self-awareness – Living authentically

Adaptability- Being ready to adjust depending on the situation

Openness – What you see is what you get

Positivity with a real sense of being able to strive for the impossible

Generosity of spirit- Everyday should be an opportunity to act with kindness

Ability to have fun – Taking the role seriously, whilst being yourself

Our ‘Why’: To nurture an environment of inspiration, innovation and disruption so this people in our world receive exceptional healthcare for this generation, and the next.

Values: Our organisational culture is very important to us, so it is vital that the successful candidate lives and breathes

complimentary values and behaviours. Our behaviours should be in line with our values which form part of our Company DNA:



For more information about how we use your data, please visit our privacy notice at: www.fcms-nw@nhs.net





Your Community
Healthcare Providers

- **Fun:** People rarely succeed unless they are having fun. Happiness is healthy!
- **Awesome:** We aren't here to be average, we're here to be awesome!
- **Humble:** We're here to make a difference to the lives of others, NOT to see how important we can become
- **Brave:** We challenge the norm. We have the courage to get the difficult jobs done
- **Oomph:** We have natural oomph! It's infectious!
- **Go-getting:** We are intuitive to changing needs and respond quickly which we do with energy, ideas, and positivity

Come and be a part of our amazing team!

- ✓ **We offer NHS Pension**
- ✓ **Cycle to Work Scheme**
- ✓ **Career Development Opportunities**
- ✓ **Attendance Bonus**
- ✓ **Staff Benefit Scheme**
- ✓ **Free Tea & Coffee**
- ✓ **Eye Care Contributions**

Disability Confident Employer

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy

DBS - This post is subject to the Rehabilitation of Offenders Act (Exemption Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions. This will require three forms of valid ID to be produced and verified. The onboarding process is also subject to an Occupational Health check, suitable professional references and eligibility to work in the UK (with the requirement to provide relevant documentation as evidence). *For Driver positions you will also be required to undertake a Driver check.*



For more information about how we use your data, please visit our privacy notice at: www.fcms-nw@nhs.net





PERSON SPECIFICATION

	Essential	Desirable
Qualifications	CIPD HR Qualification, completed to Level 7 – FCIPD, a Fellow of the Chartered institute of Personnel and Development People centred/associated qualification or further learning	Highly desirable 5 GCSE's A* - C including English Language (or equivalent qualification)
Experience	Minimum 7 years' experience in HR working at a Senior Management level with significant leadership skills acquired Experience as a Coach	Experience as a Mentor
Knowledge & Skills	Significant knowledge of employment law with a proven understanding and delivery of key HR metrics; recruitment, engagement and retention, employee value and performance Experience of handling budgets to provide a cost-effective service Proficient IT skills Evidence of successful Project Management skills on large scale projects focusing on employment law and regulatory compliance Ability to influence and challenge current thinking at the highest levels through clear, informed and logical communication, challenge and discussion.	Desire and knowledge to evolve People Analytics Car driver





Your Community
Healthcare Providers

	Effective influencing skills used at senior levels Evidence of working in an organisation with a range of stakeholders	
--	---	--

The organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



For more information about how we use your data, please visit our privacy notice at: www.fcms-nw@nhs.net

