**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JOB TITLE:** | Medical Recruitment Lead |
| **GRADE:** | Band 5 |
| **DEPARTMENT** | Medical Staffing |
| **LOCATION:** |  |
| **RESPONSIBLE TO:** | Medical Staffing Manager |
| **ACCOUNTABLE TO** | Head of Medical Recruitment & Education |

**MAIN PURPOSE OF THE JOB**

The postholder will be based within the Medical Staffing department, working closely with a variety of stakeholders across the organisation to ensure the provision of a professional, high quality, customer focused medical recruitment service.

Key stakeholders include; Head of Workforce Planning and Medical Education, Medical Staffing Manager, Group Medical Directors, Associate Medical Directors, Group Heads of Workforce and OD, Transactional Team (Recruitment), International Recruitment Resettlement Officer, and potential and successful medical staffing applicants.

Organise and prioritise Medical Recruitment work, including international recruitment.

Scope and develop innovative and proactive approaches to advertising medical vacancies, interviewing of potential applicants and the subsequent appointment of applicants to post.

Ensure technology is utilised to its fullest throughout the recruitment process, guaranteeing an efficient and effective recruitment experience is provided to applicants and stakeholders.

Establish robust relationships whilst working collaboratively with the Group Medical Directors, Groups Heads of Workforce and OD, Transactional Team (Recruitment), and International Recruitment Resettlement Officer (when appropriate), providing clear and consistent recruitment advice and keeping them updated on the progress of potential and successful candidates throughout the recruitment process.

Ensure medical recruitment timelines are adhered to and complied with and medical recruitment performance data is monitored and reported, undertaking improvements and adjustments as required.

Ensure recruitment documentation and systems are up to date and accurate, compliance with statutory obligations are met, and maintenance is conducted in line with latest legislation and best practice.

To ensure the medical staffing team and relevant stakeholders are kept up to date with recruitment developments and system functions are appropriately utilised to increase efficiency and productivity.

Advising on medical terms and conditions of employment, providing advice to a range of stakeholders, including medical staff as required.

An understanding of the management of Junior Drs, the medical Revalidation and Appraisal processes and the effective booking of Locum Drs.

Work closely with the Head of Workforce Planning & Medical Education to ensure any issues with regard to shortfalls in medical recruitment are highlighted and that any recommendations are taken forward.

The post holder will work as a member of the medical staffing team and will ensure there are appropriate cross cover arrangements in place to ensure a continuous service to the medical Workforce and senior managers.

**DIMENSIONS**

Northumberland, Tyne and Wear NHS Trust is one of the largest mental health and disability Trusts in England, employing more than 6,000 staff, serving a population of approximately 1.4 million, providing services across an area totalling 2,200 square miles. We work from over 160 sites across Northumberland, Newcastle, North Tyneside, Gateshead, South Tyneside, Sunderland and North Easington.

**VISION AND VALUES**

**Our Vision is:** “We Strive to provide the BEST CARE, delivered by the BEST PEOPLE, to achieve the BEST OUTCOMES”

**Our Values are:-**

* Caring Compassionate
* Respectful
* Honest and Transparent

OUR SHARED PURPOSE IS TO MAXIMISE OUR CONTRIBUTION TO **HIGH QUALITY, COMPASSIONATE CARE** AND TO ACHIEVE **EXCELLENT HEALTH AND WELLBEING OUTCOMES**

**ORGANISATIONAL CHART**

**COMMUNICATION & RELATIONSHIPS**

To communicate complex/sensitive information e.g. employee relations or a candidate’s personal circumstances. Negotiation with managers around recruitment clearances. Tact required when dealing with these queries relating to recruitment issues, Disclosure and Barring Service checks, professional registration, work permits etc.

Respond to any enquiries either face to face, by email/letter or on the telephone in a knowledgeable, timely and customer-focussed manner.

To provide advice in respect of medical recruitment and employment legislation, national standards and best practice.

To represent the directorate at both internal and external meetings when required and actively participate in these meetings. Occasionally, there will be a requirement to present developments and performance data within such forums.

To give evidence at disciplinary & tribunal hearings as necessary.

To contribute to the development and implementation of medical policies and practices that promotes sound and harmonious working relationships within a framework of statutory requirements and national initiatives.

**Internal**

Head of Workforce Planning and Medical Education, Medical Staffing Manager, Group Medical Directors, Associate Medical Directors, Group Heads of Workforce and OD, Transactional Team (Recruitment), International Recruitment Resettlement Officer, Medical Workforce, Executive Team, Trade Union Representatives, and potential and successful candidates.

**External**Trade union representatives, legal representatives, Occupational Health, payroll, HR advisory Services, NHS Employers, DBS, UK Border Agency, Royal College of Psychiatry, Lead Employer Trust, colleagues in other NHS Organisations, recruitment agencies (including international agencies) third party suppliers, and potential and successful candidates.

**KNOWLEDGE, SKILLS, TRAINING AND EXPERIENCE**

Specialist knowledge in relevant areas of human resources acquired through degree and professional HR qualification.

Membership of the Chartered Institute of Personnel and Development.

Experience of working in medical recruitment in complex organisations.

Comprehensive working knowledge of ESR.

Experience of International Recruitment.

Experience of working in a HR department providing day to day advice and guidance on people management issues. Knowledge of NHS Terms and Conditions of employment for Medical Staff.

Excellent customer service experience including handling queries, complaints and sensitive information.

**ANALYTICAL AND JUDGEMENTAL SKILLS**

Requirement to assess a range of facts or situations requiring analysis, interpretation and comparison and recommend a course of action in relation to employment legislation.

To be able to interpret raw data in order to compile reports.

To be able to make decisions within required timescales using only information provided.

Interpretation of HR policies, workforce strategies etc.

**PLANNING AND ORGANISATIONAL SKILLS**

Plan and organise the complete medical recruitment process for the entire Trust ensuring resources are available as required, due process is followed and excellent customer service is maintained.

Contributes to the planning of the overall team’s workload providing a professional and responsive service at all times.

Planning and co-ordination of longer term recruitment plans and strategies such as International Recruitment campaigns, job fairs and promotional events.

To allocate and re-allocate work to meet priorities and conflicting demands e.g. between recruitment events and day to day tasks in line with agreed team KPI’s.

To work as part of the Medical staffing team, provide cover for colleagues where necessary and work flexibly as a team member to ensure smooth and efficient flow of work through the service.

**PHYSICAL SKILLS**

Standard keyboard skills.

Driving across region

**RESPONSIBILITIES FOR PATIENT/CLIENT CARE**

Assists patients/relatives during incidental care only

**POLICY AND SERVICE DEVELOPMENT**

Review and evaluate the medical recruitment process, presenting findings and recommendations for improvement.

Contribute to the development of medical workforce policies.

Implement policies and guidance notes in the team to ensure standard ways of working and best practice.

Detailed understanding of policies related to Medical Staffing:

* + Handing Concerns about Doctors
  + Clinical Excellence Awards
  + Revalidation
  + Appraisal
  + Job Planning

Keep up to date with national changes and employment legislation.

To actively engage in initiatives to generate ideas for improving the department and Trust wide processes.

**FINANCIAL AND PHYSICAL RESOURCES**

Responsible for accurate entry of information into ESR which results in pay and financial information being correct i.e. new starters.

Sign off mileage claims and staff timesheets.

Responsible for the safe keeping of office equipment and resources.

**HUMAN RESOURCES**

Responsible for the delivery of the Trust medical recruitment service, ensuring that all medical recruitment administration is carried out efficiently and accurately and that employees’ and staff experience of the service is positive

To maintain effective working relationships with key stakeholders by regularly meeting with and updating them of medical recruitment developments. Working collaboratively with stakeholders to refine the medical recruitment process through feedback, developments and performance indicators.

To ensure that all work is carried out in a timely manner, meeting internal quality standards (KPI’s) and legal requirements.

To ensure accurate and timely data entry. .

Responsible for advising on complex medical recruitment issues as a first point of contact, ensuring that advice given is consistent and concise.

To keep up to date and provide advice and guidance to managers on medical terms and conditions queries.

To be a designated System Administrator on NHS Jobs.

Work with external interface bodies in relation to OH and professional bodies e.g. GMC in ensuring appropriate NHS Employment Checks are carried out.

**INFORMATION RESOURCES**

Contribute to the design of systems and processes for the effective provision of medical recruitment processes.

Scope and utilise technology to its fullest across the medical recruitment pathway.

Effectively maintain the NHS Jobs and TRAC systems for medical recruitment

To produce a range of complex and detailed information and reports including creating reports and spreadsheets for Trust meetings in relation to medical recruitment.

**RESEARCH AND DEVELOPMENT**

Undertakes audits and surveys as necessary in own work area.

**FREEDOM TO ACT**

Able to manage and prioritise own workload without direct supervision, seeking guidance from the Medical Staffing Manager when required. Work is managed rather than supervised

To work within policies and procedures and to take own initiative when appropriate.

**PHYSICAL EFFORT**

Standard keyboard skills. Office based but required to attend meetings throughout the organisation and to visit external locations.

**MENTAL EFFORT**

Frequent requirement for concentration where the work is unpredictable e.g. entering data on the system and writing reports etc. when interrupted for queries

Work pattern is unpredictable and frequently interrupted by telephone calls causing the postholder to change what they are doing to another activity; eg. Postholder is office cover and a staff member is off sick and locum cover needs to be sought urgently.

**EMOTIONAL EFFORT**

Working in a pressurised environment to strict deadlines

**WORKING CONDITIONS**

Office conditions. Exposure to unpleasant working conditions is rare. VDU user.

|  |
| --- |
| **SAFEGUARDING**  Every employee has a responsibility for safeguarding and protecting adults and children from abuse, regardless of the setting in which the care takes place. It is every employee’s responsibility to be aware of relevant Trust Policies. All employees should take part in training in order to maintain their skills. Front line practitioners should access regular supervision and support in line with local procedures.  **HEALTH AND SAFETY**  Contribute to maintaining a safe environment of care through effective risk management. Identify risks and develop appropriate strategies to manage the risks including responding appropriately to untoward/emergency situations.  **TRUST CLINICAL GOVERNANCE STRATEGY**  It is the responsibility of all health care professionals to play an active role in delivering the clinical governance agenda. There is a specific responsibility for individual health care professionals to be involved in auditing their own and their team’s clinical performance, and to engage in activities, which continuously improve, the quality of services they provide.  **Information of a Confidential Nature or Access to Confidential Information**  “To be aware of the nature of information dealt within the NHS and to work in a manner which ensures confidentiality and security of this information”  **INFECTION CONTROL**  All Trust staff (clinical and non-clinical, including locum and agency staff employed by external contractors) have a personal responsibility to ensure the risk of infection to themselves, service users and visitors is minimised by ensuring that they (1) are familiar and adhere to, current Trust policy and guidance on infection prevention and control, (2) participate in the Trusts induction programme and statutory/required training in infection prevention and control and (3) consider infection prevention and control as part of their appraisal and/or personal development plans’.  **CALDICOTT RESPONSIBILITIES:**   1. **Justify the purpose (s) of every proposed use or transfer** - every proposed use or transfer of patient-identifiable information within an organisation should be clearly defined and scrutinised, with continuing uses regularly reviewed by an appropriate guardian. 2. Don’t use it **unless it is absolutely necessary** -Patient-identifiable information should not be used unless there is no alternative, **where this is the case permission should be obtained.** 3. **Use the minimum** necessary - Where use of patient-identifiable information is considered to be essential, each individual item of information should be justified with the aim of reducing identification. 4. Access should be on a strict **need-to-know** basis - Only those individuals who need access to patient-identifiable information should have access to it, and they should only have access to the information items that they need to see. 5. Everyone with access to it should be **aware of their responsibilities** - Action should be taken to ensure that those handling patient-identifiable information are aware of their responsibilities and obligations to respect patient confidentiality. 6. **Understand and comply with the law** - Every use of patient-identifiable information must be lawful. Each department must have someone responsible for ensuring that the organisation complies with legal requirements.   **ACCESS TO CONFIDENTIAL INFORMATION:**  To be aware of the nature of information dealt with within the NHS, and to work in a manner which ensures confidentiality and security of this information. |

This job description is not intended to be an exhaustive list of the duties and responsibilities of the post and the post holder may be requested to carry out any other duties appropriate to the grade or post.

The post may change over time to meet organisational requirements and the job description may be changed after consultation with the post holder at any time.

**JOB DESCRIPTION AGREEMENT**

**Post Title: …………………………………………………………………………………..**

**Post Holder’s Name: ……………………………………………………………………..**

**Post Holder’s Signature: ……………………………………Date: ………………….**

**Line Manager’s Name: …………………………………………………………………**

**Line Manager’s Signature: …………………………………...…Date: ……………….**



**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Education and Qualification** | Specialist knowledge in relevant areas of human resources acquired through degree or professional HR qualification.  Membership of the Chartered Institute of Personnel and Development. |  |
| **Knowledge and Experience** | Experience of working in recruitment in complex organisations and a knowledge of ESR.  Experience of Medical Staffing in a large organisation.  Experience of International Recruitment.  Specialist HR knowledge, including current Employment and Data Protection legislation.  Experience of working in a HR department providing day to day advice and guidance on people management issues.  Experience of successfully building effective relationships and networks.  Experience of report writing and presenting.  Experience of using Microsoft Office. | Experience of working in other public/private sectors. |
| **Skills and Competencies** | Excellent interpersonal and communication skills with the ability to influence and negotiate at all levels.  Ability to analyse data and present findings and recommendations. |  |
| **Role/Team specific requirements** | Resilient with the ability to maintain performance under pressure. |  |
| **Personal Characteristics** | Developed persuasive, influencing, negotiation, motivation, empathetic, reassurance, diplomacy and problem-solving skills.  Leadership qualities and Personal commitment.  Vision and strategic thinking. |  |
| **Additional Requirements** | Must be able to fulfil the mobility requirements of the post. |  |