

ROLE PROFILE

**Job Title: HR Assistant Advisor**

**Band:** Band 4

**Hours:**  37.5 per week

 Monday to Friday

 Part-time hours may be considered.

**Location:** Law House, Carluke

 The post is offered on a voluntary/non-contractual hybrid working basis

**Accountable To:** Head of HR/HR Manager

**Reports To:** HR Advisor

**About the Role**

The Human Resources directorate have an excellent opportunity to work in our Medical and Dental Services team. This role has a focus on Attendance Management and includes other employee relations such as conduct, and grievance etc across all grades of medical and dental staff. In addition, you will develop in medical and dental specific processes including New Deal/Working Time for Junior Doctors, Job Planning Process and Discretionary Points.

**About You**

You will have experience of working in an HR environment and an understanding of HR policy and procedures. You should be confident in proactively providing advice and guidance to employees and managers. You will have proficient knowledge of IT systems and general administrative experience.

**About the Team**

Our HR Medical and Dental team are a small dedicated team, managing all aspects of HR for our doctors including consultants, specialty and associate specialists, junior doctors etc across Lanarkshire.

# Job Purpose

Working within the HR Medical and Dental Services Team, the purpose of the role is to assist the employee relations process and additional medical and dental process work. The role will include the following: -

Employee Relations

* Provide HR support to managers in managing the attendance process.
* Maintaining absence reporting, identifying triggers and trends in line with policy, providing reports as appropriate in relation to attendance and other employee relations cases.
* Support the Senior HR Advisor/HR Advisor in employee relations (disciplinary, grievance, dignity at work etc) cases and in line with the National Workforce Policy and Process, such as supporting investigation processes.
* Daily supervision of an HR Assistant.
* Reviewing enquiries via HR Service Now.

**Developmental Areas for the Role**

We understand that some of the processes (New Deal, Job Planning, Discretionary Points) within medical and dental services are unique to doctors and you may not have experience of these. We have standard operating procedures in place to support these processes on a cyclical basis throughout the year. Full training and guidance will be provided.

Annual Career Grade Doctor Job Planning Process

* Supporting the annual job planning process, ensuring that the appropriate policies and procedures are being followed and that agreed timescales for the job planning cycle are adhered to and job plans signed off.
* Communicate with Career Grade Doctors to provide advice on the job planning process and timescales.

Consultant Discretionary Points Process

* Support the administration of the annual discretionary points process for Consultants. E.g. scheduling appointments, communicating timescales etc.
* Prepare appropriate paperwork for each Discretionary Points decision making group.
* Assist in making contractual changes following the outcome of the process.

New Deal/DRS/Junior Doctors Monitoring

With support from the Senior HR Advisor/HR Advisor:

* Develop rotas for Junior Doctors that are compliant for New Deal/ Working Time Directive (WTD) through the DRS (Doctors Rostering System).
* Communicate and provide advice and guidance to ensure awareness of NHS Lanarkshire policies and procedures to medical and dental managers
* To develop knowledge of the Terms and Conditions of Service to provide factual information and advice to all staff.
* To assist in the bi-annual monitoring process ensuring that monitoring returns are co-ordinated, returned, analysed and verified for hours and rota compliance in accordance with the New Deal and WTD.

Additional

* Assisting the HR Advisor in all aspects of their role to ensure that an efficient and effective service is maintained.
* To assist the department in all aspects of administration activities within the HR Medical and Dental Services department including recruitment.

**Organisational Position**