

ROLE PROFILE

**Job Title: HR Advisor (Job Planning Analyst)**

**Band:** Band 5

**Hours:**  37 per week - Monday to Friday

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

**Reports To:** Senior HR Advisor

Based at Kirklands Headquarters, Bothwell, G71 8BB. NHS Scotland have a Flexible Work Location policy.

Post temporary for a period of 2 years.

**About the Role**

The Human Resources directorate have an excellent opportunity to work in our Medical and Dental Services team.

The primary focus of this role will be about managing and developing our eJob Planning system (Allocate) ensuring we are optimising its efficiency to meet operational needs as well as providing strategic reporting.

You will have day to day responsibility for the Allocate eJob Plan system. In addition, you will provide advice and guidance to our career grade Doctors on job planning in line with terms and conditions of service.

This role may also lend itself to supporting other key medical and dental specific processes including working time for Career Grade Doctors, New Deal/Working Time and Rotational processes for Junior Doctors as well as supplementary staffing.

**About You**

You will have experience of working in an HR environment specifically working with HR systems and analytics. You should be confident in proactively providing advice and guidance to employees and managers. You will be a keen problem solver and have strong communication and organisational skills.

**About the Team**

Our HR Medical and Dental team are a small dedicated team, managing all aspects of the end to end HR processes for our doctors and dentists including consultants, SAS Doctors, Resident doctors, locum doctors and the dental service across Lanarkshire.

# Job Purpose

Working within the HR Medical and Dental Services Team, the purpose of the role is to be the subject matter expert for the end to end career grade job planning process from advising on Terms and Conditions to system reporting. The role will include the following: -

**Day-to-Day Duties:**

* Act as the key point of contact for all Job Planning queries (annual and interim) relating to Terms and Conditions.
* Ensure appropriate log in details and system access is granted to individuals as appropriate.
* Ensure Allocate is up to date with starters / leavers and reconciles with details held in eEES and establishment control.
* Ensure that all new starts complete their job plan within Allocate on commencement of employment.
* Ensure the scheme of delegation within Allocate is up-to-date at all times.
* Provide advice, guidance and support to Users of the Allocate eJob Plan system and resolve any issues.
* Undertake system administration to ensure data quality is maintained and system security is applied for user access.
* Ensure that all job plan changes are progressed via the HR Advisor (career grade) to ensure any changes to pay are processed timeously and appropriately.

**Annual Job Planning Process:**

* Responsible for coordinating the Annual Job Planning process ensuring that appropriate policies and procedures are being followed including regular communications with Medical Managers and stakeholders to meet organisational timescales.
* Ensure that Allocate is fully up-to-date prior to the annual job plan cycle, including data cleansing and updating.
* Maintain Annual Job Planning Guidance and User Guides are up-to-date and available on our Employee Portal prior to the annual job planning process commencing.
* Responsible for ensuring appropriate contractual documentation is in place following the job planning process.
* Liaise with HR Advisor (Career Grade) to ensure that all Establishment Control documentation, the eEES system and payroll is up-to-date at all times following any changes to job plans.
* Providing update status reports on job planning progress against timescales.
* Support specific processes such as team job planning within specialties.
* Support the HR Manager and Senior HR Advisor in Job Planning mediations and appeals processes where required.

**Interim Job Planning Process:**

* Support individuals with any queries relating to the Interim job planning process.
* Ensure that any in-year changes are responded to appropriately and liaise with the HR Advisor (career grade) to ensure that the establishment and any changes to pay are made timeously.

**Training and Support:**

* Provide training and coaching on Job Planning including the Allocate system to system users and to colleagues within the HR team.
* Maintain system user guides and associated materials.
* Creation of a standard operating procedure for system administration and reporting and ensure it is kept up-to-date at all times.

**Analytics and Reporting:**

* Development and management of high quality reporting from the Allocate eJob Planning System for Medical Managers and the Medical Directors office. This may involve using other systems such as Microsoft excel or Microsoft PowerPoint to present data.
* Analyse Individual and Team Job Plans to ensure accurate recording of job plan information and liaise with medical managers regarding any queries.
* Regular audit of job plans to ensure consistency across sites and specialties.

**System Maintenance:**

* Act as organisational contact with the external system supplier in terms of systems updates, issues and support.
* Network with other NHS Boards in order to gather best practice information and attend any national User groups as appropriate.

**Additional tasks:**

* Assisting the HR team to ensure that an efficient and effective service is maintained with other tasks as required.

**Organisational Structure – HR Medical and Dental Team**

**SCOPE AND RANGE**

NHS Lanarkshire employs over 14,000 staff and the NHS Lanarkshire Medical and Dental function, within the Human Resources Directorate, is responsible for:

* Recruitment and on boarding of all Career Grade Doctors, locum Doctors and Dentists.
* Supporting all Resident Doctor rotations and ensuring appropriate backfill is in place for any training gaps.
* Providing guidance and support on all matters relating to terms and conditions and pay for all Medical and Dental grades of staff.
* Ensuring the Annual and Interim Job Plan process is followed for all Career Grade Doctors.
* Ensure an adequate HR information system exists to provide appropriate workforce data
* Provide Support and guidance on employee relations matters.
* Facilitating the New Deal process for Resident Doctors.