

Job Description and Person Specification

Job Title: Chief People Officer
Hours: Full-time (flexible working requests considered subject to the needs of the service)
Reporting to: Chief Executive
Location: Trust HQ, Royal Albert Edward Infirmary. Will be required to travel to all Trust sites.

Role summary

The CPO is a key member of the Executive Team and Trust Board. They have individual and corporate responsibility for delivery of the Trust vision, strategy, and corporate objectives.

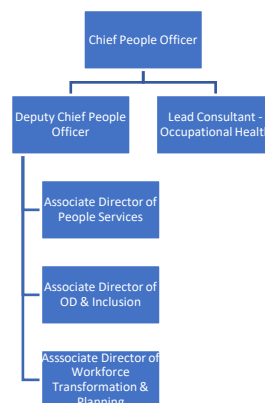
They are fully accountable for the design, implementation, and evaluation of the Trust’s People & Culture Strategy, ensuring close alignment to the NHS People Plan, 10 year NHS Plan and People Promise.

The CPO has responsibility for the full suite of strategic workforce issues, including:

- Recruitment and retention
- Employee Relations
- Business Partner Teams
- People Digital systems & services
- Workforce planning
- Occupational Health
- Education, learning & development
- Leadership development
- Organisational development and culture
- Equality, Diversity and Inclusion, including leadership of our journey to become anti-racist

The CPO will be a key member of the Greater Manchester HR Directors network, progressing key shared professional activities that support the Trust Provider Collaborative and Integrated Care System priorities. The CPO will also work closely with Healthier Wigan Partnership members in progressing collaborative place-based programmes of work.

Structure



Key duties and responsibilities

Strategic & Corporate

- To significantly contribute to the delivery of the Trust's strategy, vision and behaviour framework.
- To work proactively and collaboratively with local health and care system partners in the development and delivery of the strategic people objectives and priorities of Healthy Wigan Partnership, Integrated Care System and the GM Trust Provider Collaborative.
- To significantly contribute to the setting and delivery of the Trust's strategic priorities and objectives.
- To support the ongoing development of an organisational culture that effectively engages with colleagues, patients and the wider health and local community to improve clinical, quality and safety outcomes, including both patient and colleague experience, whilst ensuring financial efficiency and effectiveness.
- To promote the Trust's values through leadership by example.
- To actively promote equality, diversity and inclusion, taking the executive lead role in developing inclusive services for our colleagues that eliminates discrimination, increases diversity and improves the experience for colleagues who identify with a protected characteristic.

People strategy and service development

- To provide transformational leadership to the People Services function, where service improvement is an underlying principle.
- Lead the development and implementation of the People & Culture strategy in line with the NHS People Plan, 10 year plan and NHS People Promise.
- To develop and lead a strong, effective team of senior people and culture managers, practitioners and specialist staff by inspiring with vision and providing motivational leadership and a clear direction.
- To oversee the development and delivery of the Trust's Workforce Plan, ensuring that there is a motivated workforce, in the right numbers and with the right skills, in order to deliver the clinical strategy and plans, with ongoing modernisation of workforce models in light of changing clinical services, labour market changes and evolving regulatory conditions.
- To oversee the design and implementation of a Workforce Efficiency Programme which supports financial and clinical service sustainability and delivery of Trust wide cost improvement programmes.
- To work closely with Divisional Triumvirates and corporate heads of service to develop new models of working to meet future service needs, including skill mix reviews, role modernisation, adoption of telemedicine, digital improvements, and process redesign.
- To ensure that people management capability is enhanced and distributed throughout the organisation, with all managers and leaders able to effectively lead people management processes and issues in accordance with the Trust's ethos, just and learning culture framework and behavioural standards.
- To develop a suite of People Performance metrics to support monitoring of people practice, delivery of the People Plan and to act as a cultural barometer.
- To ensure effective frameworks are in place for partnership working and employee relations, optimising colleague voice and engagement and building positive working relationships with Trade Unions.

- To ensure that effective recognition and partnership working arrangements with Trade Unions are in place to ensure that the interests of staff are understood and appropriately reflected in improving employment policy and practice.
- To provide expert professional advice on complex employee relations issues and circumstances, ensuring that leadership teams are able to positively address employee relations issues in a timely and fair manner.
- To initiate and facilitate effective partnerships with other Greater Manchester Trusts and Wigan locality partners, to influence the people agenda, to contribute the development of joint working and integrated delivery of local NHS and community strategies.
- To contribute to the ongoing development and delivery of NHS People and OD Strategy at national, regional and place-based levels.

Organisational Development, culture and Learning

- To provide expertise, advice and guidance on organisational development, ensuring the design and implementation of an evidence-based and outcome-focussed OD service and programme that builds organisational capability and a culture able to adapt to and lead change, drive improvement and transformation.
- To lead the design and delivery of a leadership development strategy that supports cultural transformation and a high-performance, quality-focused culture, ensuring that mechanisms are in place to support the identification and support of talent management and succession planning.
- To ensure that the Trust develops a positive employer brand with well-designed roles, attractive research and learning opportunities which actively support professional development and personal growth.
- To develop effective leadership development programmes that build on the behaviour framework and equips leaders to understand organisational and system context, their own leadership style and enables them to support the delivery of the Trust strategy and objectives.
- To work closely with the Medical Director and Chief Nurse to ensure that the Trust's education and training portfolio effectively equips clinicians to work in multi-professional teams, manage colleagues in accordance with good employment practice and to develop new service models.
- To contribute to the development of a just and learning organisation through appropriate OD interventions that encourage personal and organisation growth, reflection, innovation and team building.
- To develop a collaborative approach to cultural transformation that strengthens colleague commitment and alignment to the Trust vision and behaviours, and which fosters high levels of colleague engagement, empowerment of individuals and teams, and a just, fair, inclusive and positive organisational culture.
- To develop a culture of deep colleague involvement and engagement in line with the ethos of the Trust and supported through effective, open and transparent communications.
- To enhance psychological safety for individuals and teams through effective culture improvement programmes that focus on speaking up, civility and adopting just and learning culture principles.
- To ensure that effective and resilience Freedom To Speak Up arrangements are in place.
- To ensure regular and valid processes for the measurement of colleague experience including through the implementation of the annual NHS Staff Survey and regular pulse checks and subsequent action plans to deliver year on year improvements in colleague experience.

Employee Health and Wellbeing

- To continuously improve organisational commitment to colleague health and well-being through the implementation of divisional and individual well-being plans that are underpinned by creating leadership competence around how to create a well-being culture and manage well-being and sickness absence in a person-centred way.
- To oversee the design, development and implementation of the Trust-wide framework for holistic employee health and well-being, working with Occupational Health and other partners to develop effective strategies.
- To ensure evidence-based methodology is used to design, deliver and evaluate the impact of health and well-being activities.
- To ensure that well-being services meet organisational and colleague needs, based on regular needs assessments that are underpinned by equality impact assessments.

Equality, Diversity & Inclusion

- Serve as the executive-level lead for Equality, Diversity and Inclusion (EDI), including advancing the organisation's ambition to become fully anti-racist. Provide strategic leadership, monitor progress, and deliver regular assurance reports to the Trust Board.
- To effectively lead the ongoing development and implementation of the Trust's Equality, Diversity & Inclusion strategy and objectives (workforce).
- To ensure that all aspects of the Equality and Diversity legislation and its cultural dimensions are built into the Trust's strategies and plans, including the effective and appropriate use of Equality Impact Assessments.
- To ensure the development and delivery of an annual cycle of colleague equality, diversity and inclusion events.
- To lead the ongoing development of a strategic framework which ensures that the Trust complies with equal opportunities legislation and good practice and makes year-on-year advances towards its commitment to increase diversity, eliminate discrimination and improve the experience for colleague who identify with a protected characteristic.
- To ensure effective strategies are adopted to address inequality issues, including through position action in response to the Workforce Race Equality Standard (WRES), Workforce Disability Equality Standard (WDES) and gender pay gap.
- To ensure that progress is tracked and reported through the Equality Delivery System (EDS).
- To provide expert advice and guidance to Trust senior leadership on matters relating to equality, diversity & inclusion.

General requirements

The CPO will be required to participate on the Executive on-call rota

A standard DBS clearance is required, along with the requirement to join the DBS update service.

Person Specification – Chief People Officer

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> • MA in HR Management / associated subject (or equivalent experience) • MCIPD • Recognised Leadership Development • Evidence of continuing professional and leadership development 	<ul style="list-style-type: none"> • FCIPD 	<ul style="list-style-type: none"> • Application Form/CV • Certificates
EXPERIENCE	<ul style="list-style-type: none"> • Senior People & OD leadership experience in a highly complex organisation • Evidence of successful development, implementation and delivery of People & OD strategy • Evidence of effective partnership working with multi-agency stakeholders & trade unions • Record of successful delivery against HR / OD improvement targets • Leadership of equality and diversity function (or significant elements of them) 	<ul style="list-style-type: none"> • Previous HR Director / CPO experience in an Acute and/or Community Trust 	<ul style="list-style-type: none"> • Application Form/CV • Interview • References

<p>KNOWLEDGE</p>	<ul style="list-style-type: none"> Detailed knowledge and understanding of NHS People Plan, NHS People Promise, Transforming People Services and local workforce imperatives Expert understanding of principles of inclusion and diversity (with strong commitment to delivery) Detailed knowledge of regulatory frameworks (i.e. CQC, GMC, NMC, HCPC, MHPS, etc) 	<ul style="list-style-type: none"> Understanding of the GM ICS and the associated workforce priorities 	<ul style="list-style-type: none"> Application Form/CV Interview
<p>SKILLS & ABILITIES</p>	<ul style="list-style-type: none"> Highly visible and inclusive leadership style – able to quickly build credibility and followship Passionate about people, partnership and inclusion, including demonstrable commitment to anti-racism, with ability to inspire others Demonstrates that people are at the heart of everything they do Ability to lead strategic and tactical transformational programmes, deploying proven quality and service improvement methodology Ability to build effective relationship and allyships with stakeholders and regulators Able to demonstrate strong personal values of integrity and compassion Proven ability to convert vision into reality, with outcomes embedded long-term 	<ul style="list-style-type: none"> Demonstrate ability to build, lead, develop and motivate effective team(s) Quality & Service Improvement abilities Commitment to public service values Proven influencing and negotiation skills, particularly across organisational boundaries and at regional/national levels Ability to identify key priorities and achieve effective, timely solutions. 	<ul style="list-style-type: none"> Application Form/CV Interview References Psychometric assessment