## Job Description

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| **Position Details** |
| **Title: Chief People Officer**  | **Band:**  | **Hours per week 37.5** |
| **Accountable to: Chief Executive**  | **Service: Executive Team**  | **Base: Highpoint HQ** |
| **Purpose of the Position** |
| The Chief People Officer will champion and be accountable for the development and successful implementation of the People Strategy; Operational People Plan; Equality, Diversity and Inclusion Strategy; and Occupational Health and Wellbeing Strategy and Plan in a values-led, agile and high performing organisation. The role provides critical leadership in building the capability and capacity of the people shared services teams and leading integrated service delivery through our aligned People Partners. It also provides effective strategic partnership to the Executive leadership team as well as leads in working collaboratively across the system in all People matters which benefit from “at scale” whole-system working. The post holder will be expected to work as part of a cohesive team, contributing to the Trust's Strategic Leadership and direction and, when necessary, take lead responsibility for corporate issues outside their immediate sphere of responsibility.**Critical Success Factors*** Lead on the Great Place to Work objective with continued improvements in staff survey results.
* Effective stewardship of a business led talent strategy that develops individuals, teams, and organisation within the context of systems leadership.
* A strong partnership with other leaders which creates an aligned high-performance culture.
* Building the capability and capacity to organise our people and resources effectively, ensuring alignment with strategic objectives and wider system transformation.
* Delivery of an efficient and effective People Services offering to support and improve the ability of managers to lead people in doing their best work.
* Strengthening our reputation as a trusted Provider of Choice, building our brand experience and messaging our value proposition internally and externally.
* Build strong relationships with partners in other organisations to deliver a workforce strategy which works for the health and care system and not just for Solent.
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| **Main duties** |
| **Talent & Leadership Development****Lead strategies and plans which identify and develop the talents of all people so that we can attract and retain a diverse workforce. Develop the skills, competence, and mindset of leaders across Solent to enable the delivery of the Trust strategy, and to enable an engaged, motivated and high performing workforce who live our values every day.**Key outcomes:* Develop the leadership pipeline, supporting and coaching leaders with their continuous development.
* Ensure development of a collective leadership style that is aligned with strategic vision, and which promotes a healthy, diverse and values-driven work environment.
* Implement talent management practices that build on everyone’s potential ensuring quality feedback, succession opportunity and reinforcement of development at all levels.
* Work with leaders and their teams to increase impact, effectiveness, and performance. Providing access to best-in-class interventions around team development, facilitation, mediation, mentoring, coaching and leadership development.
* Provide leadership to the strategic workforce planning cycle, enabling the people partnering function to be effective in supporting service lines to develop and deliver sustainable workforce plans.

**Culture and Values****Lead the development and delivery of strategies which ensure continuous improvement to Solent’s culture; driven by our HEART values at the core of everything we do.**Key outcomes:* Act as a thought leader ensuring the strategies of the organisation embody the aspired values and culture throughout everything we do.
* Nurture the development of a listening and learning organisation, ensuring that all staff can be involved and feel that they have a voice. Ensuring that feedback, communication and intelligent data is used to continuously improve.
* Lead on continuous assessment development and improvements in employee engagement, job satisfaction and work climate.
* Delivery of the organisational development programme, which develops people, teams and culture and demonstrates significant improvement against identified measures of success.
* Leading on the development of organisational change readiness including the preparation of leaders as sponsors and agents of change.
* As lead Executive for Diversity and Inclusion enable a culture where everyone feels a sense of belonging, where they are proud of what they do, and can bring their whole selves to work.

**Learning & Career Development****Lead the strategy and delivery plan for learning and career development to promote employee-led learning, to enable people to be at their best at work. To establish Solent NHS Trust as a place to work and grow, and to ensure mechanisms for all people to flourish. To be accountable for all organisational requirements in terms of minimum compliance with regard education and training, and ensure professional requirements are met.**Key outcomes:* Implement the systems and culture that promotes employee-led learning so that people regard the organisation as a place to learn and grow.
* Work with the Chief Nurse and Chief Medical Officer to ensure training, education and learning needs across all professionals are met.
* Through the People Partners ensure that mechanisms are in place to ensure people can be at their best at work, and career development opportunities are clearly available and can accessed by all who choose to.
* Through strategic commissioning, shared use of technology and content delivery drive a step-change in the available programme of learning and education.
* Build flexible development structures and availability of advice that guide people with their career choices and underpins an agile workforce.

**People Management processes****Lead and develop a highly motivated and highly capable People Directorate to provide effective and comprehensive operational and strategic support, thus enabling services to successfully deliver their own place-based people and workforce plans.**Key outcomes:* Strengthen people practices (HRIS, Employee Relations, Recruitment, Learning Operations) pushing the boundaries of what can be achieved within a wider system context.
* Work in partnership with leaders to develop a comprehensive workforce plan, utilising appropriate planning methodologies, and forecasting workforce requirements based upon operational requirements and organisational changes. Ensure resourcing strategies support a nimble, cost-effective and adaptive workforce.
* Ensure cost-effective HR policies and processes which attract and retain talent, resulting in the right people in the right roles and minimising time to become fully effective in role.
* Continually review the employee value proposition so that it supports the above.
* Define and track appropriate People analytics ensuring they are meaningful measures of organisational health and lead indicators of future organisational performance.

**Occupational Health and Wellbeing****Champion wellbeing as a key factor in sustainable workplace performance and engagement, lead the Occupational health and Wellbeing Service and continue to optimise the wellbeing offer both in Solent and as a commercial offering.** Key outcomes:* Lead the provision of the Occupational Health offer aimed at promoting physical and psychological wellbeing and preventing illness and injury arising from work activity,
* Lead the provision of the Wellbeing offer ensuring we support staff to be well, safe, healthy and motivated for work.
* Ensure we are developing behaviours and practice that ensure wellbeing is part of everyone’s working life and builds a sustainable workforce fit for the future.

 **Equality, Diversity and Inclusion (EDI)****Provide strategic leadership and personal action to enable an inclusive and compassionate culture where all people are valued for their individual strengths, views, backgrounds and lived experiences. Ensure the required compliance data and analytics for EDI are fully optimised and provide intelligent information to inform decision making or priority work areas.**Key outcomes:* Ensure mechanisms are in place for diversity and inclusion to be embedded in Solent’s culture, relative to decision making, how our VALUES are lived in action, our recruitment methodologies, our communication, and creating a workforce which is representative of communities.
* Lead on the Equality, Diversity and Inclusion Strategy to ensure that all service lines and corporate services are able to demonstrate advancement in equality of opportunity and meeting our obligations and duties under the Equality Act 2010, Public Sector Equality Duty, Workforce Race Equality Standard (WRES) and the Equality Delivery System 2 (EDS2).
* Promotion of EDI through Trust comms; leading on EDI initiatives to address workforce inequalities and empower staff with protected characteristics; identifying education, learning and development opportunities for the Trust with respect to the EDI agenda; and partnering in the system to work collaboratively to address the EDI agenda.
* Ensure compliance of reporting within the Equality Act 200 including Public Sector Equality Duties, the Equality Delivery System v2, NHSEI Workforce Standards, Workforce Race Equality Standard, Workforce Disability Standard, Sexual Orientation Monitoring and Gender Pay Gap reporting and take necessary actions on areas highlighted from this data to enhance the EDI agenda in the Trust.

**Additional Responsibilities*** Manage the People & OD budget, demonstrating an outstanding return on functional spend the organisation’s overall investment in people.
* As a member of the executive team, shape overall strategy and direction, ensuring the achievement organisational goals.

**GENERAL RESPONSIBILITIES (All Executive Directors)*** Take part in the Trust’s director on-call rota and provide support/advice to line management as required.
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| **Management and Leadership (where appropriate)** |
| Responsibility for ensuring that:* Staff are managed and standards of work are maintained and that Trust policies for the management of staff performance are adhered to.
* Appraisals of staff directly managed are undertaken and that the appraisal process is maintained throughout the team.
* Staff receive appropriate health and safety and other mandatory statutory training as prescribed and that relevant records are maintained.
* Other records are maintained by the team ensuring compliance with the agreed record keeping systems of the Trust.
* Informed consent is obtained where appropriate and documented in accordance with Trust procedures.
* New and replacement equipment is not used until it has been commissioned in accordance with Trust policy.
* Appropriate risk and other assessments are completed and documented in a timely manner in accordance with Trust Policy.
* Defective equipment is reported and made safe without delay in accordance with Trust procedures.
* Equipment is maintained in accordance with Trust policy.
* Infection prevention and control procedures are followed by all staff within their area of responsibility.
* All staff follow Trust clinical governance requirements.

**Education*** Undertake training and mentoring of staff and other groups as prescribed.
* To take responsibility for identifying own training and development needs, suggestions for improvements to the service and policy changes to the line manager.
* Compliance with Trust arrangements for continuing professional development.
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| **Limits of Authority** |
| * In line with Just Culture principles, may not dismiss staff under the disciplinary procedures and may not suspend them without working within the appropriate governance framework.
* May not take annual leave without prior agreement of the manager.
* May authorise expenditure within agreed limits as set out in the Standing Financial Instructions and Scheme of Delegation.
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| **General Requirements** |
| Ensure they and where appropriate their staff:* Are familiar with and adhere to trust policies and procedures at all times,
* comply with trust standing orders, standing financial instructions, policies, procedures and guidelines,
* follow any policies and procedures in relation to infection, prevention and control
* are aware of their responsibilities in relation to safeguarding children, and vulnerable adults, and the specific responsibilities placed on individuals who care for such clients/patients. Adhering to any relevant safeguarding policies and acting in a way that safeguards the health, safety and well- being of children and vulnerable adults at all times.
* take all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination,
* comply with the trust policy on confidentiality, and the Data Protection Act 1998 as amended, relating to information held manually or on computerised systems,
* respect the confidentiality and privacy of clients and staff at all times,
* maintain a constant awareness of health, welfare and safety issues affecting colleagues, patients, visitors and themselves, reporting any accidents or fault in line with trust policy,
* fully participate in health and safety training,
* participate in statutory/mandatory, personal training, development, appraisal, and attend all relevant training courses as required.
* Comply with the professional body code of conduct
* Protect the environment by reducing waste and unnecessary travel whilst at work

This job description seeks to outline the key duties and responsibilities of the post; it is not a definitive document and does not form part of the main statement of Terms and Conditions. The post holder may, with their agreement, which should not reasonably be withheld, be required to undertake other duties as required, which fall within the grading of this post, to meet the needs of this new and developing service.Individuals who are required to hold a professional registration in order to practice must continue to be a member of their professional body throughout the lifespan of this job description. Such individuals will be required to notify the Trust immediately if their professional body limits or changes the terms of their registration.This job description will be reviewed yearly as part of the annual individual performance review, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the post holder.   |

P**ERSON SPECIFICATION**

 Post: Chief People Officer

|  | **Requirement** | **Essential** | **Desirable** | **Met** |
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|  | **Criteria 1:** *Qualifications* |
|  | Educated to degree level  | X |  |  |
|  | Preferably FCIPD or equivalent experience  | X |  |  |
|  | **Criteria 2:** *Experience*  |
|  | Experience in a similar role driving cultural change, organisational transformation, and creating a Value Proposition that reflects the organisation’s culture and strategy | X |  |  |
|  | Proven record of developing and implementing operational strategy that delivers step changes across HR, L&D, Talent and OD  | X |  |  |
|  | Experience within a large, complex business at a senior level | X |  |  |
|  | Experience of leading transformational change | X |  |  |
|  | Experience of operating at executive management or equivalent experience at senior level | X |  |  |
|  | **Criteria 3:** *Knowledge, Skills & Behaviours* |
|  | Knowledgeable and innovative in developing people practices, ability to demonstrate inspiring leadership others, to share in your vision for the People agenda having the influence and edge to take action and build a highly engaged organisation | X |  |  |
|  | Quickly establishes credibility and respect and builds strong working relationships as a trusted advisor to senior leaders, capable of guiding others through ambiguity and building capability to resolve complex issues | X |  |  |
|  | Build and maintain exceptional partnerships and influence with Executive peers | X |  |  |
|  | Lifelong learner and role models leadership as a journey of self-awareness, feedback from others, and course correction | X |  |  |
|  | Passionate and focused leader able to deliver strategies for finding and developing talent at all levels of the organisation  | X |  |  |
|  | Able and willing to have high impact conversations, bring directness and empathy into conversations, build from a place of collaboration, share important information  | X |  |  |
|  | Possess high levels of self- motivation, energy – and can deploy strategies for self-care and personal resilience | X |  |  |
|  | Capable of building high performing extended teams with strategic outsourced relationships  | X |  |  |
|  | Adapts to changing conditions; able to generate effective and pragmatic solutions to people-related challenges | X |  |  |
|  | Makes decisions with strategic consequences confidently and effectively | X |  |  |
|  | A skilled networker, promoting brand and reputation; experienced in representing organisations at external events and creating strategic partnership | X |  |  |
|  | Communicates in a highly effective manner across a wide variety of mediums to create positive outcomes for all stakeholders  | X |  |  |
|  | Ability to engage, negotiate with and collaborate with a wide range of stakeholders | X |  |  |
|  | Ability to write clearly and concisely, producing reports for internal and external audiences | X |  |  |
|  | Excellent presentation skills, ability to give high level presentations to Board and on behalf of the organisation to other organisations | X |  |  |
|  | Ability to think strategically, develop strategic plans and translate into objectives and action | X |  |  |
|  | Ability to identify opportunities for continuous improvement | X |  |  |
|  | Being flexible and adaptable at work in order to meet competing priorities | X |  |  |
|  | Ability to deal with sensitive information in a tactful and diplomatic manner | X |  |  |
|  | IT competent | X |  |  |
|  | Demonstrate a comprehensive understanding of the climate and landscape that the NHS operates within, with knowledge of current issues | X |  |  |
|  | Knowledge of current related government policies andrelevant strategies for the NHS | X |  |  |
|  | **Criteria 4:** *Equality, Diversity and Inclusion* |  |  |  |
|  | Have an understanding of the principles of equality, diversity and inclusion as it relates to staff and patients and able to demonstrate personal commitment to challenging discrimination and promoting equalities  | X |  |  |
|  | **Criteria 5:** *Other* |  |  |  |
|  | Is able to work legally in the UK | X |  |  |
|  | Is able to work with children and vulnerable adults | X |  |  |
|  | Ability to travel daily for meetings across a range of sites in Southampton/Portsmouth/Hampshire. | X |  |  |
|  | Holds a valid full driving licence which enables them to drive in the UK | X |  |  |