

Job title

Workforce Transformation Advisor

Job summary

Responsible to

Commercial Director

Department

Workforce Effectiveness (WE) - Transformation

Location/base

Canterbury

Length

Permanent

Main duties and responsibility of the post

The key purpose of this role is to give full time assistance in the management of the TempRE system and NHS temporary staffing driving efficiencies and sustainable improvements within workforce processes.

The individual will raise savings opportunities with Directors and work closely with the staffing team to reduce reliance on temporary resource through better management of rotas, tracking and encouraging substantive recruitment. They will encourage effective use of the available bank resource and maximise savings when agency resource is engaged by negotiating agency rates and ensuring direct engagement is mandated.

This role is to be conducted on site with the clients, improving existing processes with findings and recommendations to be presented to the Trust throughout.

- Review and challenge trust activities with the aim of minimising the need for temporary vacancies – using Liaison actionable data as a catalyst.
- Conduct a full review of the rota/rostering process and suggest better ways of working to ensure gaps are filled by the most cost-effective resource
- Daily monitoring of temporary staffing bookings
- Weekly reporting to directors on inordinate costs
- Provide regular recommendations to the Trust on efficiencies and processes to improve the recruitment of temporary bank staff and reducing reliance on agency staff
- Work closely with the suppliers of agency staff to negotiate rates and close monitoring of these rates in comparison to the national guidelines.
- Drive down costs of agency staff by mandating direct engagement across the NHS Trust.
- Provide analytics through the use of the available data to identify key savings areas and make suitable recommendations on how these can be tackled and achieved.
- Demonstrate a clear initial reduction in agency reliance and spend to be presented back to directors and senior management.
- Hold key meetings where appropriate to address temporary staffing concerns and change in processes.
- Produce a full report on workforce efficiencies to encourage future savings upon conclusion of the project.

Knowledge, training, experience and skills required

Criteria required

Essential

- Work experience within a relevant environment desirable (recruitment, onsite HR/recruitment, temporary staffing).
- Ability to produce and interpret management reports
- Professional approach

Desirable

- Organisational Development experience
- Experience within HR environment within NHS
- Prior knowledge of Medical staffing management

Specific skills

Essential

- Ability to communicate clearly, both verbally and in writing.
- Ability to work as part of onsite client team.
- Ability to build excellent working relationships with senior team.
- Attention to detail.
- Computer literacy is essential especially in the use of spreadsheets, word processing, online systems and remote communications.

Qualification & training

Essential

- A level (or equivalent) and above

Desirable

- Human Resources related degree level qualification (or equivalent)

Requirements due to working environment

Essential

- Full UK driving licence preferred as travel to other client sites and training may be required.

Motivation

Essential

- Able to work on own initiative and be self-motivated.

Key performance indicators

- Minimise agency spend for the trust
- Measures around the effectiveness of staffing processes
- Bank fill rate and Direct Engagement Utilisation

Other duties

In addition, the post holder will be expected to:

- Undertake training and development deemed necessary for the pursuance of the post.
- Ensure that Health & Safety is observed in the course of employment.
- Comply with the contract of employment and company policies and procedures.
- Comply with any reasonable requests which may be communicated by the company from time to time

This job description does not attempt to define, in detail, all duties and responsibilities and may be subject to periodic review and alteration by the company.

The Information Security Management System applies to the Liaison Information System and relevant assets incorporating recovery and compliance services to the public sector.