



People Project Officer

Candidate Information Pack

Healthcare People Management Association

Improving Health through People

INFORMATION FOR APPLICANTS

Dear Applicant

Thank you for showing interest in this important post. Please read the following before submitting your application.

- We require all parts of the application process to be completed in full.
- Please pay attention to the Job Description and Person Specification and make sure you address these requirements when completing your application.
- Shortlisting will be carried out based on the information contained on your application. We cannot make any assumptions about such information, and failure to address the requirements of the Role Definition and Person Specification may result in you not being shortlisted.
- You must provide the names and addresses of two referees. At least one of the named referees must be your current or most recent employer. Please note that relatives must not be used.
- Please give full details of all qualifications / professional registration held within your application. If you are successful at interview, you may be required to produce original documentation of all qualifications / professional registration prior to commencing the post.
- As part of your CV, please include details of your reasons for leaving each post.
- Your application may involve a DBS check so it is essential that you state all offence(s), including road traffic and motoring offences. Disclosure of criminal convictions will not necessarily debar you from employment with HPMA.
- This is a full-time, fixed term/secondment position, however, HPMA would welcome applications from anyone looking to work part-time flexible basis
- Please note the closing date and time stated on the advertisement.

I hope this information is helpful and I look forward to receiving your application.

Yours faithfully



Nicky Ingham
Chief Executive



BACKGROUND INFORMATION Overview of HPMA

Healthcare People Management Association (HPMA) has a history of nearly 50 years since its inception when the first personnel manager roles were created in the UK health sector. Previously to that, personnel was part of the general administration function.

The first meeting in Lichfield of what was then called National Association of Health Service Personnel Officers (NAHSPO) was in 1974 when colleagues gathered together to compare share experience, develop their skills and discuss the how they could improve the health of the nation through good HR practices.

The organisation has been through several chapters during its history, including three name changes. The organisation was renamed Association of Healthcare HR Management (AHRM) in 1994 and renamed as Healthcare People Management Association (HPMA) in 2005. And during this time some things have remained a constant:

- HPMA Awards - the HPMA Awards, is currently the largest event in the HPMA calendar and awards are increasingly hotly contested.
- HPMA Annual Conference – The first annual conference was in 1976 and last year was reintroduced into the annual calendar after an 8-year absence.
- HPMA Newsletter – This is a monthly publication for members, has been produced through most of HPMA's history and has been refreshed alongside our presence on social media.

Most importantly, HPMA has always been about people professionals, coming together to listen, learn, share ideas and challenges and doing so to improve the quality of our health and care services, thereby improving the lives of people across the UK.

HPMA successfully registered as a charitable incorporated organisation in June 2016, registered with the Charities Commission, with a new constitution. HPMA now has a clearly defined set of charitable objects (see below), a new constitution, new rules and byelaws and other governance documentations.

Since then, HPMA has been through a period of embedding these new governance arrangements, defining HPMA's vision and strategy and undertaking a transformation of the operational activities.

Our Charitable Object, Our Vision & Our Strategy

Our Charitable Objects *The objects of HPMA are to promote and protect good health and relieve sickness for the public benefit through:*

- (1) Developing and maintaining good practice in the science of people management by such means as the trustees think fit, including:
 - (a) bringing together all those working within people management and related services within health and care services in a UK-wide network;*
 - (b) promoting excellence in people management, organisational development and leadership within healthcare services;*
 - (c) working in partnership with other organisations, health and care commissioners and providers to benefit patients through people management, organisational development and leadership;**
- (2) Undertaking studies and research work into people management and related services within health and care and publishing useful results.*

Our Vision is simply to improve health through people and our strategy is summarised in the document overleaf.

You can find out more information on our website www.hpma.org.uk

Our Vision

With you, for you

IMPROVING HEALTH THROUGH PEOPLE

We believe that every healthcare organisation should excel in the way they manage their people. Great people management leads to improved health outcomes and quality of care, resulting in a healthier and more cared for nation.

Our priority is to support and develop the wider people professionals who are working hard in very challenging systems that are constantly changing, we need to be prepared and confident. We will support the diverse people profession in realising their full potential and developing their careers.

Our Values



PROFESSIONAL
Professional in everything we do



EXEMPLARY
We are the best at what we do



OPEN
We are open, honest and kind



PASSIONATE
We are passionate about our profession



LEARNING
We are always willing to learn



ENGAGING
We are engaging and inspiring

Our Ambitions



Continually **develop**
our people



Engaging our
members



Provide **support**
for our members



Provide leading edge
practice & research



Lead talent management
for our profession

Our Strategy

JOB DESCRIPTION AND PERSON SPECIFICATION

1. JOB DETAILS

Job Title:	People Project Officer
Band:	Agenda for Change Band 6
Location:	Home based plus potential national travel
Length:	12 months

2. ORGANISATIONAL ARRANGEMENTS

Accountable to:	HPMA Chief Executive/Deputy CEO subject to change
Responsible to:	HPMA Chief Executive/Deputy CEO subject to change
Liaises with:	Programme Development Directors, Programme Managers, Vice Presidents, HPMA members, Chief People Officers, HPMA Trustees and National Council, HPMA central office, National UK stakeholders and any external bodies in relation to the delivery of strategic projects.

3. JOB SUMMARY:

- Working with HPMA members across the UK (NHS trusts and commercial members), the People Project Officer will deliver a range of projects for the charity covering a range of topics including #inclusive, career hub, managing and developing working groups, annual development needs analysis, alumni, and a range of research to improve the capability, practice and impact of people professionals across health and care.
- The post holder will lead on the #Inclusive project ensuring its presence and delivery across the UK, development of other resources for use by the members providing guidance and input to all organisations who sign up for the 5-step challenge, sharing good practice across the charity.

4. ROLES AND RESPONSIBILITIES

- To scope and undertake strategic projects for HPMA as part of the implementation of the 3-year strategy.
- To ensure that the strategic projects are relevant to members by engaging with them improving how we support the sharing of information and resources, develop solutions, and deliver cost effective timely sector relevant people management tools, reports and services that are not readily available elsewhere.
- The postholder will take lead responsibility for the overall implementation of #Inclusive, a social movement for change to improve equality, diversity and inclusion for the people profession. The objective of the role will be to support the active engagement of as many member organisation possible in the implementation of #Inclusive and to evaluate the impact of their engagement on the

experiences of people professionals regarding achievement of their professional development and career aspirations.

- To work with Programme Directors, membership, and partner organisations to promote the role of the emergent HPMA Academy model.

#InclusiveHR

- Undertake a baseline assessment of the HPMA member organisations to determine progress in the implementation of #InclusiveHR.
- Produce a clear evidence base for the implementation of #InclusiveHR.
- Compile reports for the HPMA Board and the National Council on the progress of #InclusiveHR implementation.
- Draw up a project plan with associated action plans to build on the progress and momentum of the implementation of #InclusiveHR to secure the sign up of member organisations to the 5-step challenge to change.
- Devise and implement a communication and engagement plan to promote the ongoing implementation of #Inclusive, utilising all forms of communication including proactive use of social media. This will involve providing regular updates as well as celebrating achievements and successes.
- Provide targeted support for individual NHS Trusts in their implementation of #InclusiveHR taking a consulting/coaching approach, tailored to their specific priorities and challenges.
- Devise and implement an approach to the evaluation of the impact of #Inclusive incorporating both qualitative and quantitative success factors.

Information Management

- Provide overall leadership to improvements in the delivery of management information reporting and procedures to enhance decision making processes for the HPMA Trustees and delivery team.
- Ensure the provision of timely and accurate information and reporting on the implementation of KPIs to the National Council and Trustees, identifying areas of poor performance and risk.

Personal Development

- Assume responsibility for on-going personal development.

This Job Description is an outline only and may be subject to change according to the needs of the service and in consultation with the post holder.

PERSON SPECIFICATION

	Essential	Desirable
EXPERIENCE	▪ CIPD Qualified or working towards. ▪ Successful delivery of a range of projects and workstreams in complex and challenging environments within the people profession. ▪ Working as a Business Partner and/or Project Manager or similar in the people profession within healthcare or an organisation with similar values, mix of staff and resource constraints.	▪ Experience of CRM systems for the production of reports and monitoring information
SKILLS/ KNOWLEDGE	• Confidence in communicating and engaging with people professionals at all levels including presenting to large audiences at engagement events. • High standard of report writing skills with ability to present information in a clear and concise way and make recommendations. • Familiarity with project management methodology and ability to produce clear project plans and success criteria. • Ability to develop rapport quickly and build effective working relationships with a wide range of people at all levels. • Analytical and judgement skills to assess complex facts or situations, requiring analysis, interpretation, comparison of a range of options. • Ability to analyse complex information where material is conflicting and drawn from multiple sources. • Demonstrated capability to plan over short, medium, and long-term timeframes and adjust plans and resource requirements accordingly. • Demonstrated capabilities to manage own workload and make informed decisions in the absence of required information, working to tight and often changing timescales. • Knowledge of the key people challenges within healthcare.	• Working knowledge of the NHS, structure, and key issues
PERSONAL QUALITIES	• Passionate about the development of people professionals • Self-motivated, proactive, enthusiastic, an excellent team player and responsive to the needs of colleagues • Ability to work independently and initiate, implement, and complete tasks with minimal supervision.	

OTHER	• Prepared to work flexible hours to meet	
REQUIREMENTS	demands on hosting events and attending events.	

If you believe you have the necessary skills, expertise, experience and drive to meet the challenges of this post, please send your CV and a covering letter setting out what you have to offer to HPMA in this role to charlotte.craig@hpm.org.uk.

Applications are to be received by midday on 14th April 2023, and interviews will take place virtually on 4th May 2023.

If you have any questions about the role, please do not hesitate to contact me via admin@hpm.org.uk



Nicky Ingham
Chief Executive