



Yorkshire
& Humber
AHSN

Transforming Lives
Through Innovation



HR Coordinator

February 2022

**HR Coordinator
Recruitment Pack**

including Job description and Person Specification

If you want to make a difference in Yorkshire and the Humber – and beyond – you have come to the right place. We need determined and passionate people to work with us to deliver our wide range of programmes. We want people who look at our values and think.....yes, that's just where I want to be!

We use our skills, knowledge, networks and relationships to understand the healthcare system and patient needs locally and regionally. We develop projects, programmes and initiatives that reflect the diversity of our local population and its healthcare challenges.

The HR Team at YHAHSN engages with all staff to ensure our organisational culture is inclusive and empowering and takes care of their wellbeing to ensure we have a positive and healthy place to work, and that people feel fulfilled and contented. We promote equality, diversity and inclusion, encourage, enable and empower everyone to be the very best they can be, and champion the organisational values by ensuring all HR activities allow our people to be Stronger Together, Always Learning, People People and Energetic Pioneers.

You'll be joining a committed and high performing team that focuses on patient outcomes and supporting the people of Yorkshire and the Humber. We are committed to creating and sustaining a positive and inclusive working environment for all our employees to ensure our work and our workforce represents the communities we serve.



Our corporate mission, vision, ambition and objectives

Mission

Transform lives through innovation

Vision

To improve the health and prosperity of our region by unlocking the potential of new ideas

Ambition

“Within the next two years, evolve Yorkshire & Humber AHSN into a sustainable position as a trusted and valued partner delivering spread of innovation, quality improvement and economic growth locally, nationally and internationally in partnership with commissioners, clients, patients and the public”

YHAHSN Strategic Priorities (2020-2023)

- Deliver our Business Plan to meet the satisfaction criteria of our commissioners
- Reinforce our reputation as a trusted and valued partner with our stakeholders
- Sustain and grow our income by protecting existing sources of revenue and securing new ones
- Establish Yorkshire & Humber AHSN as a great place to work
- Exceed our statutory duties and obligations

<https://www.yhahsn.org.uk/>

<https://www.yhahsn.org.uk/about-us/>





Our values

Stronger Together

We're confident in the results we can achieve when we're united with our colleagues, stakeholders and partners.



Always Learning

Every day's a school day. We are constantly searching for ways to excel and work tirelessly to build our expertise.

People People

We love catching up for a cuppa and a natter but, more than that, we're curious about what makes people tick.



Energetic Pioneers

We find new things and ideas that can make a difference to the health of our region. This is what gets us out of bed in the morning.





What we will give you:

- Salary of £24,383 per annum with development to £26,503 depending on performance
- Flexible and agile working
- 25 days holiday + 8 statutory days (fte)
- Extra days to take between Christmas/New Year bank holidays
- Holiday buy-back scheme via salary sacrifice
- Contributory matched pension (up to 10%)
- Learning and Development opportunities
- Open-plan head office in Wakefield at the side of Junction 39 of the M1
- Free parking at the head office
- Wellbeing programme
- Employee Assistance Programme/Mental Health First Aiders
- Digital Perks discount platform
- Social event programme

How to apply

Please email a CV and covering letter telling us why this role appeals to you and why you want to work with us, to hr@yhahsn.com by the closing date of **Tuesday 15 February at 12 noon**. Late applications will not be accepted

Virtual interviews will take place on 23 February 2022.

To speak to the HR Manager to find out more about the role before applying, please email katharine.morley@yhahsn.com to arrange a suitable time for a discussion.



HR at YHAHSN



Corporate Services covers Finance, HR, Marketing, Business Development, Business Support, Governance, Facilities, IT and Health and Safety.

HR Manager	HR & Finance Coordinator	HR Coordinator
<ul style="list-style-type: none"> • Strategy • Compliance • Wellbeing • Talent management <ul style="list-style-type: none"> • Reward • Engagement • Inclusion 	<ul style="list-style-type: none"> • Recruitment inc onboarding and induction • Absence management • Payroll and reward • Finance administration 	<ul style="list-style-type: none"> • Learning and development • Performance development processes • Wellbeing activities • Internal HR comms

This new role will join a small team responsible for all aspects of HR activities at YHAHSN. The HR team aims to ensure that YHAHSN is an “Employer of Choice” and that all HR activities contribute to the organisational mission, values, objectives and plans.





HR Coordinator

Overall Purpose of Role

The HR Coordinator will be responsible for all operational HR administration activities along the planning, execution, organisation and reporting of all learning and performance development activities across the business. This position involves supporting the HR Manager to deliver a Learning and Development strategy that flows from both the performance development process and the YHAHSN strategic plans and enables our staff to maximise their capabilities, skills and experience.

This is a new role in the organisation and the postholder will embed and manage the L&D process from start to finish and develop the initial work already undertaken on performance development and talent management. Additionally, the postholder will be responsible for internal HR communications, maintain and develop the HR SharePoint site and ensure staff are kept up to date with all relevant information.

This is an ideal opportunity for someone wishing to progress their HR career in a fast-moving, flexible and agile organisation and will provide opportunities to be involved in all aspects of operational HR.

Key Duties and Responsibilities

This is a fast paced, varied role where no two days will be the same. Roles and responsibilities include:

- Develop and establish a system of recording L&D requests from individual PDR's and transform this into a costed delivery plan and personal development plans for each person including liaising with individuals and line managers to ensure individual objectives are met.
- Administer, manage, update and develop the current performance development system to ensure it up to date and meeting the needs of individuals and the organisation strategy.
- Accurately update the system and provide reports for the HR Manager and senior leadership team on all L&D activities and financial spend
- Work with others to identify skill gaps and recommend fit for purpose learning journeys to help our team grow
- Act as a key point of contact for all our team completing learning and help ensure that they have a great experience, overcome challenges and feel supported





- In conjunction with the Corporate Services Manager and the HR Manager coordinate all compliance training including first aid, equality and diversity, ergonomics and fire warden training
- Research and identify funding opportunities to support L&D activities and be the key point of contact with these funders
- Together with the HR Manager develop the YHAHSN wellbeing offer to ensure it meets the needs of individuals, supports team working and engagement and measuring its effectiveness against strategic plans.
- Responsible for internal HR Comms and the maintenance and development of the HR SharePoint pages
- Act as an HR of contact for all staff across the organisation and respond accurately and in a timely manner
- Responsible for booking external training courses and arranging other L&D activities including coaching, mentoring opportunities, work shadowing, CPD, etc
- Liaise with external training providers to ensure suitable course provision in line with business needs
- Co-ordinates coaching training and coaching CPD to embed a culture of coaching throughout the organisation
- Produces and maintains accurate records and reports of HR activity and spend in line with organisational policies and legislative requirements
- Assist colleagues in the HR and the wider Corporate Services team as and when required
- Supporting line managers in their line management duties where required
- Liaise with other members of staff, including, but not limited to, the Finance and Corporate Services teams, PMO team, SLT and DMT to facilitate organisational effectiveness
- As a member of the Corporate Services team, take a role in the organisation's administration service including answering the phone, dealing with visitors, and general day-to-day office activities as directed by the Corporate Services Manager.
- Ensure all HR administration activities are GDPR compliant.
- Take a role in activities outside the usual scope of the role e.g., IT, quality assurance processes, social activities, equality and inclusion activities

Special Requirements:

- You may on occasion be required to work irregular hours in accordance with the needs of the role.



Health and Safety

- Ensure that you remain compliant with health and safety regulations and accepted safe practice at all times. Report any health and safety issues or contraventions witnessed anywhere within the organisation to the CEO.
- Work efficiently and responsibly within all areas of the organisation in a safe manner sharing good practice with colleagues.

General

- You will contribute to continuous improvement of working practices.
- You will comply with all policies and procedures within the organisation.
- Carry out all duties with regards to and ensuring equal opportunities and work with all employees within the organisation in the fulfilment of our aims and objectives.



HR Coordinator Person Specification

Attributes	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Wide ranging experience of working in HR administration and dealing with operational L&D and performance development • Operational experience of L&D management information systems • Experience of supporting people in a flexible, agile, rapidly changing business • Experience of providing advice to a broad range of stakeholders on HR matters 	<ul style="list-style-type: none"> • Experience of managing apprenticeship schemes • Ability to find creative learning solutions and funding opportunities
Qualifications	<ul style="list-style-type: none"> • Evidence of continued professional development • CIPD qualified to level 5 or equivalent L&D qualification 	<ul style="list-style-type: none"> • A level education or equivalent experience • A willingness to undertake training and further professional qualifications
Skills and abilities	<ul style="list-style-type: none"> • Excellent organisational skills • Effective written and oral communication skills • Proficient in the use of all Microsoft office applications and SharePoint • Ability to build strong, effective working relationships with Directors, Managers and employees • Respects confidentiality at all times • Ability to work autonomously or as part of a team 	<ul style="list-style-type: none"> • A commitment to excellence, creativity and continuous improvement



	<ul style="list-style-type: none">• Ability to provide clear, balanced advice on HR issues and understand limits of authority• Effective problem-solving skills• Able to work under pressure and prioritise workload• Resilience and adaptability	
Knowledge	<ul style="list-style-type: none">• Knowledge of how people development can contribute to the delivery of the organisation's strategy and business objectives• Knowledge of best practice in relation to learning and organisational development• Knowledge of L&D funding opportunities• Understanding and empathy for the work of Y&H AHSN	<ul style="list-style-type: none">• Good knowledge of different learning styles for individuals and teams
Additional Factors	<ul style="list-style-type: none">• Proactively demonstrate a strong commitment to equality, inclusion and diversity.• Acts professionally and with integrity at all times• Honest, respectful and professional in all interactions	



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	<ul style="list-style-type: none">• Driving Licence and use of own car• Able to work flexibly and agilely to meet the needs of the business	
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