



Events Co-ordinator

Candidate Information Pack

Healthcare People Management Association

Improving Health through People

INFORMATION FOR APPLICANTS

Dear Applicant

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

- To apply for this post, please submit a copy of your CV plus a covering letter explaining why you are applying for this role, what skills, experience and qualities you will bring to the role and how you meet the person specification. Please pay attention to the Job Description and Person Specification and make sure you address these requirements in your covering letter.
- 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.
- Please 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.
- If you have a disability and you feel you may have difficulty with access arrangements at interview, please contact diana.cliff@gstt.nhs.uk when you receive your letter inviting you to interview, to discuss any special requirements.
- 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 permanent, part time position. HPMA may consider appointment to the role on a fixed term contract or secondment basis.
- Please submit your application to eva.burn@gstt.nhs.uk before the closing date of 9am on 20 August 2018.
- Please note that interviews for shortlisting candidates will be held on Wednesday 29 August at 200 Great Dover Street, London SE1 4YB.

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

Yours faithfully

Rachael Tyler
Development Director



BACKGROUND INFORMATION

Overview of HPMA

Healthcare People Management Association (HPMA) has a history of over 40 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 (AHHRM) in 1994 and renamed as Healthcare People Management Association (HPMA) in 2005. Throughout this time, the HPMA has been running the annual HPMA Awards for excellence in people management. The Awards is largest event in the HPMA calendar and awards are increasingly hotly contested.

Most importantly, HPMA has always been about HR 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.

Under the leadership of our current President, Deborah Tarrant, a governance review was undertaken and in June 2016 HPMA successfully registered as a charitable incorporated organisation, 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 bylaws 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. Work is ongoing, but HPMA now has:

- Strong governance arrangements befitting an organisation with such a vital role to play in the UK's health and social care sectors;
- Partnership working arrangements with CIPD, NHS Employers, PPMA (Public Services People Management Association) and UHR (Universities Human Resources)
- a new accounting system and controls;
- greatly simplified administration;
- a clearer membership proposition;
- a new national programme of major events;
- a clear roadmap for the branches to develop along; and

- an ambitious and committed National Council who want to rapidly expand the HPMA Academy model, which is well-advanced in London with the Midlands and Wales both keen to follow suit.

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.

Overview of HPMA London Academy

HPMA London Academy is the only HPMA Academy in the country and we have ambitious plans for the personal and professional development of workforce practitioners.

The HPMA London Academy was set up in 2010 and has grown steadily, so that it now has a small team running a programme of around 100 events a year to 48 member organisations.

The London branch is led by an Academy Board currently made up of 12 HR Directors from member organisations as well as commercial partners, and representatives from the London Leadership Academy and Health Education England. There is also a Development Group which acts as a reference group and is made up of HR and OD professionals from member organisations.

The London Academy team is made up of 3 part time posts – Development Director, Programme Development Manager and the Events Co-ordinator. The team is hosted by the HR department at Guy's & St Thomas' NHS Foundation Trust, based at 200 Great Dover Street, London SE1 4YB.

Each year we undertake a learning needs analysis and commission a wide range of training providers to run our events programme. Over the last two years, we have also been running the ASPIRE Deputy Director and ASPIRE HR Business Partner programme and have started identifying and developing an aspiring development pool of future workforce leaders. We have also developed an engaged network of workforce

professionals through the Strategic HR & OD network. The work in developing an aspiring development pool is continuing through working with NHS Employers and the London Leadership Academy and will form a part of our programme in 2019. We are also developing new resources such as a resource pack on HR business partnering.

Our HPMA London Academy team values are:

We strive for **excellence** in creating the conditions to enable people to be the best they can

We have a **passion** for nurturing and growing talent to deliver excellent patient care

We are **responsive** to opportunities for growth and development

We **value** the time, energy and resources of our members and contributors

We **inclusively** and **proactively** respond to the diverse needs of our stakeholders

Please also see a copy of the attached HPMA London Academy Annual Review 2018.



Our Vision:

Improving health through people

HPMA believes that every health and care organisation should excel in the way that 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.

People caring for people. People managing people. Health and care organisations caring for their people.

HPMA aims to set the culture for great people management for great care, supporting professionals involved in people management to deliver great people management and great care, every day. Supporting out people to deliver the best possible healthcare

Our Strategy:

Professional Networks

Sharing experience, challenges & successes

- National Council
- Branch Committees
- Directors/Deputies Networks
- Business Partner Networks
- Cross Sector Networking
- Conferences

Continuous Development

Building competence, confidence and credibility

- Competency frameworks
- Learning needs analysis
- Development events
- Development programmes
- Personal development
- Career development

People and HR Excellence

Great people management leading to improved outcomes

- People strategies
- Learning from world's best
- Excellence Awards
- Educating and advising leaders and managers
- APPRECIATE Campaign

Building HPMA

National co-ordination and support:

Working with system partners to influence thinking, policy and decision making.

Building membership:

Increase membership and value of offering to all members.

Member-led movement:

Activities shaped by members, through well-organised and well-funded branches.



Visit our website www.hpma.org.uk



@HPMA_National

Further details about HPMA can be found on HPMA's website (currently being updated)
www.hpma.org.uk



ROLE BRIEF

Post Title:	Events Coordinator
Salary:	Equivalent to AFC band 4 (£23,609 - £27,220 including inner London waiting) pro rata. Terms and conditions will be in line with HPMA local arrangements.
Hours of Work:	30 per week with option for home working one day a week
Location:	Guy's & St Thomas' HR Department, 3 rd floor, 200 Great Dover St, London SE1 4YB
Accountable to:	London HPMA Academy Programme Development Manager
Responsible to:	London Healthcare People Management Association (HPMA) Academy Board
Liaises with:	HPMA members, Academy Board, Development Group, HPMA central office, any external bodies in relation to the delivery of the events programme

JOB SUMMARY:

- To coordinate, publicise and deliver a programme of around 90 learning events a year (development programmes, network events, workshops, action learning sets, and training courses) for the London branch of the HPMA with the support of the Programme Development Manager.
- Must to be able to work within a team and also be self directed to anticipate event programme needs, discern work priorities, have great attention to detail and meet deadlines with little supervision.
- We are looking with someone with a passion for delivering learning events, providing excellent customer service and able to build relationships with members and partner organisations.

MAIN DUTIES

Event Planning and Delivery

- To be responsible for the administrative delivery of learning events, liaising with speakers, facilitators and trainers as well as venues to deliver successful events
- To support the development manager in agreeing the learning objectives for each event, linked to participation competencies and themes and ensuring that these can be demonstrated or otherwise tested in accordance with training and learning best practices.
- To book and liaise with venues for specified events on all the arrangements for events.
- Prepare programmes and agendas for events and meetings and write up minutes of meetings and summaries of events as appropriate.

- To create and coordinate actions from meetings and events as appropriate
- To maintain a calendar of key events and meetings ensuring that events do not conflict internally or externally with relevant organisations;
- To act as a main point of contact for event attendees and ensure that their details are accurately and immediately recorded on the relevant databases
- To develop and maintain all member contact records
- Organise event materials including collating PowerPoint presentations as appropriate for the size and type of event.
- Report directly to the Development Director, HPMA Vice President, London and the Academy Board on events as and when required to do so.
- To explain and promote the role of the London HPMA Academy by attending meetings and presenting to appropriate parties.

Communications

- To provide high quality written publicity materials and communications for a wide range of on-line audiences and target groups, with the ability to flex language, tone and style accordingly e.g. designing e-flyers, use email and website, newsletters, social media etc.
- To proactively contribute ideas and suggestions for the development of communication channels.
- To be responsible for maintaining and developing the HPMA London webpages and social media sites to promote all our events and activities and create engagement within the HPMA network.

Record keeping

- To manage and analyse attendance and evaluation records for each event.
- To organise, collate and present data for regular Academy Board reports.
- To organise attendance and competency logs for Continuous Professional Development records for all participants and issue e-certificates of attendance for all participants.
- To organise evaluations for each event and ensure they are recorded and presented appropriately.
- To organise and maintain efficient booking systems for all event

Office procedures

- To administrative support to the Development Director and Development Manager including diary liaison/planning.
- To deal with general telephone and email enquiries/requests for information from members and partners.
- Any other duties that may reasonably be required to ensure the smooth running of HPMA London.
- As a key member of the team, you will be required to work without instruction, managing and prioritising your workload effectively, making appropriate decisions and ensuring timely delivery within set objectives of HPMA London.

Personal Development

- Participate in appraisal processes and own development.

This job description is intended to act as a flexible guide to the duties of the post and therefore may require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the HPMA to achieve its strategic ambition.

PERSON SPECIFICATION – EVENTS CO-ORDINATOR

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS & TRAINING	Education to degree level or equivalent	Relevant additional qualification e.g. learning and development, event management, project management etc.	A/F

EXPERIENCE	<ul style="list-style-type: none"> ▪ Experience of organising and delivering events including large events with responsibility for the overall planning and coordination of events • Experience of writing in a succinct and compelling way to a range of audiences ▪ Experience of working in a team and delivering agreed results. • Experience of delivering to multiple deadlines and managing competing priorities 	<ul style="list-style-type: none"> • Experience of working in the NHS • Experience of working with external companies and suppliers • Experience of dealing with all levels of staff, including Directors. • Experience of designing publicity material • Experience of managing a website 	AF/IV
SKILLS/ KNOWLEDGE	<ul style="list-style-type: none"> • Proven ability to communicate well with a range of people in person, on the telephone and via email • Ability to develop rapport quickly and build effective working relationships with a wide range of people at all levels • Good event management skills • Highly IT literate including good skills with all Microsoft packages including Word, Excel, PowerPoint and Outlook • Good knowledge of using web applications and social media • General office/administration skills. 	<ul style="list-style-type: none"> • Ability to analyse information • Working knowledge of the NHS, structure and key issues 	AF/IV
	<ul style="list-style-type: none"> • 		

PERSONAL QUALITIES	<ul style="list-style-type: none"> • Motivated and enthusiastic and an excellent team player. • Ability to work under pressure, manage time effectively and prioritise workload • Ability to work independently and initiate, implement and complete tasks with minimal supervision • Flexible and adaptable • Meticulous eye for detail 		AF/IV
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Prepared to work flexible hours including regular early starts and travel within the London area to meet demands on hosting events and attending meetings • 		AF/IV

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 eva.burn@gstt.nhs.uk

Applications are to be received by 9am on 20 August and interviews will take place on Wednesday 29 August, at GSTT HR Department, 200 Great Dover Street, London SE1 4YB.

If you have any questions about the role, please do not hesitate to contact diana.cliff@gstt.nhs.uk or Rachael.tyler@gstt.nhs.uk

Diana Cliff
Programme Development Manager