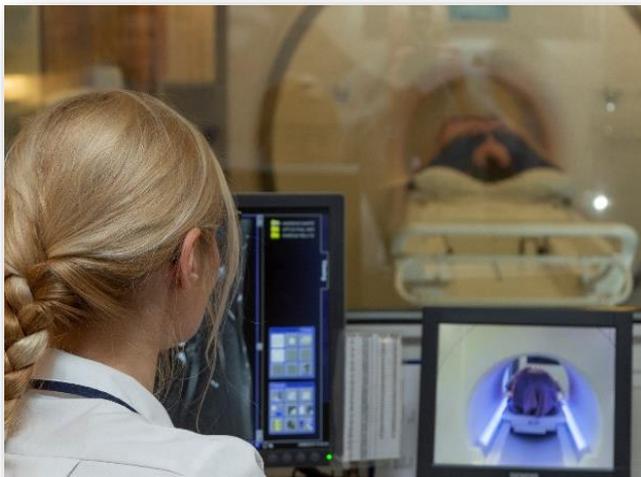


## About Cobalt Health

Founded in 1964, Cobalt Health (Cobalt) is a leading medical charity that invests in world-leading equipment, research and education to help in ensuring that those affected by cancer, dementia and other conditions have access to the best medical imaging for diagnosis. Each year it provides diagnostic imaging for over 100,000 patients working closely with the NHS.



When Cobalt was founded, the emphasis was on raising funds for treatment equipment at the Cheltenham Oncology Centre. It later moved to provide mobile Magnetic Resonance Imaging (MRI) scanners for use by hospitals in Gloucestershire, Herefordshire and



Worcestershire. Today, the Charity delivers imaging services through dedicated Imaging Centres in Cheltenham and Birmingham, which includes Magnetic Resonance Imaging (MRI), Computerised Tomography (CT) and Positron Emission Tomography combined with Computerised Tomography (PET/CT). A number of state-of-the-art mobile MRI and CT scanners provide a specialised

service throughout the UK. Cobalt is also the leading provider of low dose CT for lung cancer screening in the UK, using the very latest mobile CT technology.

Cobalt employs over 100 staff, with headquarters in Cheltenham. However, many imaging services are delivered from mobile scanners supporting hospitals throughout the UK and so a number of staff are regionally based. Cobalt also operates a research imaging centre on the campus of the QE Hospital in Birmingham. The Institute of translational Medicine Imaging Centre has a mixed staffing model with both Cobalt and the NHS trust providing the clinical service.

What differentiates Cobalt as a charity is that they are an entrepreneurial and innovative organisation, often having been the 'pioneers' of new technologies, always with support and guidance from the Board. Cutting-edge scanning technology is expensive to develop and expensive to run. Cobalt has an annual income in the region of £13m, which it raises through diagnostic scanning fees to the NHS, private healthcare companies, and self-pay patients and by traditional fundraising.

Any surplus from diagnostic scanning activities, combined with fundraised income, is used to support its charitable activities – particularly education and training and research, but also supporting the NHS with equipment, access to diagnostic imaging and nursing posts.

More information can be found at [www.cobalthealth.co.uk](http://www.cobalthealth.co.uk)

## Opportunity

Patients and colleagues are at the very heart of the charity's purpose. To achieve this, Cobalt employs exceptional people who are always striving to make a positive difference.

As Cobalt continues to expand, this is an exciting opportunity to develop and lead the HR department and to join the senior management team as Head of HR.

## JOB DESCRIPTION

<b>Job Title:</b>	Head of HR
<b>Main Place of Work:</b>	Linton House Clinic, Thirlestaine Road, Cheltenham
<b>Responsible to:</b>	Chief Executive
<b>Accountable to:</b>	Chief Executive

### Job Purpose:

To manage the HR department and its functions at a strategic level. To advise on HR generally to the Chief Executive, trustees and senior management team. To guide and provide strategy developing culture, development, organisation structure and recruitment to the charity.

To contribute as a member of the senior management team to the overall strategic development and delivery of objectives of the charity.

To provide advice and support to senior managers and department managers on all aspects of recruitment and retention of staff. To manage employee relations and performance management. To ensure policies and procedures are consistent and updated in line with employment law regulations.

### Key areas of responsibility will include:

## Responsibilities

- Work with the trustees, chief executive and senior management team to develop strategy, business plans and policies for the charity
- To be responsible for the strategic management of the HR department
- To provide professional HR advice and support to senior and departmental managers
- Advise managers on recruitment, selection and retention strategies
- Actively engage in promoting positive relationships across the organisation
- Monitoring, reviewing and updating HR policies and ensuring these are in line with current legislation
- Manage the HRIS and delegate responsibilities ensuring HR records are maintained, up to date and GDPR compliant
- Lead recruiter for the purposes of criminal records disclosures
- Lead and promote staff engagement across the charity
- Represent the HR function on operational committees and at board level

- Provide leadership, direction and performance management of staff responsible for people management
- Identify and develop learning and development to meet the needs of the charity
- Use HRIS to gather, maintain and report accurate people data, payroll information
- Contribute to the employer brand and recruitment strategy
- Absence management
- Performance management
- Support wellbeing and employee relations
- Review and update employment contracts
- Reviewing and updating job descriptions

## Specific Duties

- Support to the chief executive, senior management team and trustees of the charity
- Conduct annual appraisal interviews and agree objectives and personal development plans
- Advise on pay, benefits and remuneration issues
- Undertake salary reviews and advise on pay structures
- Manage payroll administration and authorisation

## Management of Resources

- Monitor and maintain sufficient and appropriate equipment and supplies to support the HR and administration departments
- Assess training requirements for staff and arrange delivery of training programmes
- Authorise recruitment advertising/agencies/NHS Jobs

## Line management

- Department management responsibilities for HR function
- Line manager to HR team

## Teamwork

### This will involve:

- To work collaboratively with other departments within Cobalt
- Champion the professional integrity of the organisation
- Adhere to corporate policy and procedure

## Personal Development

All Cobalt staff are required to participate in the organisation's annual appraisal scheme. The end of year appraisal will include a personal development review where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed.

## Health & Safety

In addition to any responsibilities specified within your job description above, it is your duty to:

- Take reasonable care of the health and safety of yourself and of the other people who may be affected by actions and omissions at work
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with

## Infection Control

Make themselves aware of their responsibilities for infection prevention and control. Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with. Conduct hand hygiene in accordance with Cobalt policy, challenging those around you who do not.

## DBS Disclosure

All appointments are subject to a satisfactory check by the Disclosure and Baring Service. Failure to disclose any previous convictions or cautions may result in the withdrawal of the post or termination of contract

## Confidentiality

Under no circumstances either during or after the end of your employment (however it is terminated) may you divulge to any unauthorised person confidential information relating to the Charity. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

## Equality and Diversity

It is the responsibility of all employees to support the Charity's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

## Data Protection

If required to do so, to obtain, process and/or use information held on computer or other IT system in a fair and lawful way. To hold data only for specific registered purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

## Information Governance

You should be aware of all information governance policies and procedures, in order to ensure necessary safeguards are upheld for the appropriate use of patient and personal information.

*This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Charity.*

*This post is subject to the terms and conditions of employment of Cobalt Health.*

## Person Specifications

Qualifications and Training	Essential	Desirable
Education to degree level, or equivalent professional experience	✓	
Chartered Institute of Personnel and Development accreditation	✓	
Postgraduate degree in business administration, human resources management, industrial relations, or even a law degree is desirable		✓
Knowledge, understanding and implementation of current employment law legislation, policies and practices	✓	
High level of proficiency in IT skills, Microsoft Office and report writing	✓	

Knowledge and experience	Essential	Desirable
HR management experience at a strategic level including policy development, advising senior managers on employment law issues including discipline, absence, capability and grievance	✓	
Demonstrable experience of working as an HR Adviser including general HR advice, HR admin, recruitment and selection, HRIS, employee relations, appraisals, training and development, mentoring and coaching	✓	
Experience in leadership role, organisation development, multi-tasking, problem solving	✓	
Knowledge of current employment legislation, employee relations, GDPR, safeguarding, HR practices	✓	
Experience of HR issues relevant to charity and healthcare environment		✓

Skills and abilities	Essential	Desirable
Confident HR Lead and communicator with excellent written and verbal skills	✓	
Self-motivated, inquisitive, collaborative	✓	
Confident problem solver and decision maker demonstrating influencing skills and ability to deal with challenging situations professionally and with sensitivity	✓	
Ability to focus on strategic issues in line with the core strategic objectives of the charity	✓	
Coaching and guidance skills	✓	
Ability to plan and organise own workload and support team colleagues	✓	
Significant line management experience with a positive approach to working with others in a team environment		
Represent the HR department building an established reputation of trust and professionalism	✓	
Ability to role model to promote corporate behaviours and promote equality, diversity and fairness	✓	

Personal attributes	Essential	Desirable
Calm, reassuring, personable character	✓	
Credible professional acting in confidence and with integrity	✓	
Strong influencer, ready to contribute to shaping HR service strategies	✓	
Trustworthy, honest, absolute confidentiality	✓	
Enthusiastic to share good practice as part of a team	✓	
Intuitive, practical, proactive	✓	
Motivated to pursue continued professional development	✓	
Flexible and adaptable	✓	