

Candidate Information Pack

People Advisor

August 2025



GPS Healthcare
General Practice Solihull

To provide high quality primary care services which improve the health and social care outcomes for the population of Solihull

Welcome to GPS Healthcare

I am really pleased that you are taking an interest in working with us at GPS Healthcare. I'm Simon Tunnicliffe, Managing Partner and I have been at GPS Healthcare since 2022, and I am proud to lead this great organisation..

Working in primary care is both challenging and rewarding. GPS Healthcare is on a journey of transformation in respect of how we deliver services to our patients. This is an exciting time to join us and we're looking forward to bringing new people along with us.

Our Vision matters: to deliver safe, effective and culturally responsive healthcare services, empowering individuals to thrive and communities to flourish.

As a Hub Administrator, you will be working alongside other fantastic team to deliver exceptional care to our patients. To provide clinical administration support to the business, conveying information and supporting both the clinical and administration teams in the implementation of their duties and achieving excellence in patient care.

GPS Healthcare is a single practice PCN with six sites based in central/south Solihull. We are rated 'Good' by the CQC and collaborate with key stakeholders within the Integrated Care System to focus on local health needs and population health and improve the delivery of primary care services at a locality level.

Good luck with your application.

Simon Tunnicliffe
Managing Partner



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Managing Partner

Our Strategic Goals and Values:

Our Strategic Goals:

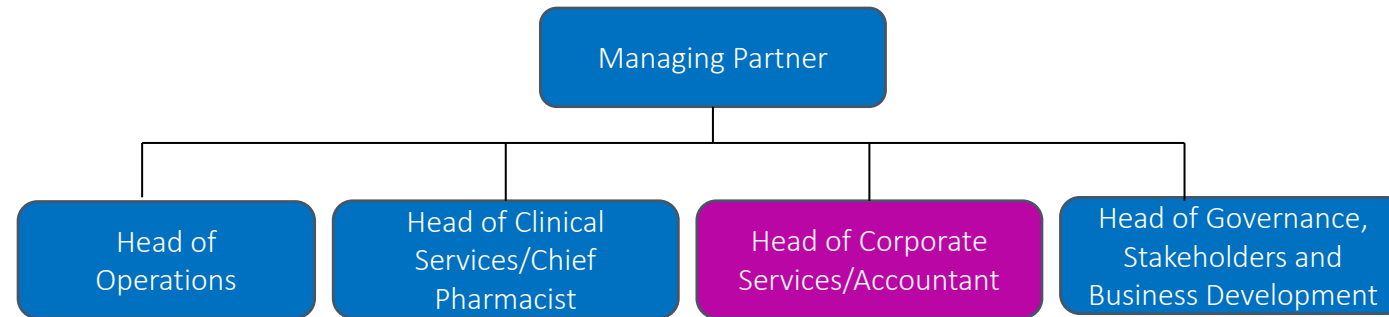
- Strengthen collaboration and communication.
- Develop proactive strategies to promote healthier lifestyles.
- Implement change based on feedback and evidence to meet established standards of excellence.

Our Values:

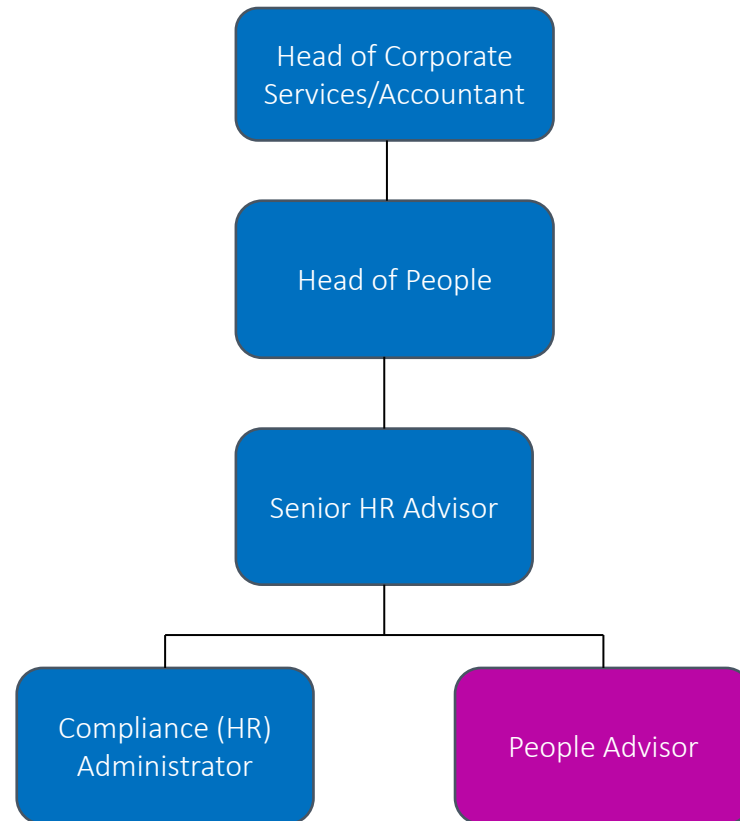
- Care
- Agile
- Respect
- Efficient

Our Structure:

Our Executive Team



Our Structure:



What we are looking for:

The ideal candidate will have experience in a generalist HR role, with strong communication skills and the ability to manage a varied and fast-paced workload.

Key Responsibilities for our People Advisor include –:

Working as part of the People team at GPS Healthcare, a primary care network with around 180 staff across six sites in Solihull. You will provide professional and efficient support across the full employee lifecycle, including recruitment, onboarding, inductions, contract administration, and updating HR policies.

The role also involves coordinating core HR processes such as probation reviews, welfare check-ins, appraisals, and exit interviews, while maintaining accurate records and supporting the integrity of our HR system (Cezanne HR).

You'll play a key role in improving workflows, automation, and reporting within the system, helping to embed a self-service HR model. Reporting to the Senior HR Advisor, you'll also support employee relations casework and contribute to continuous improvement across the People function.

Full details about what is required for the role can be found in the People Advisor job description.

What experience is required?

We are looking for someone with proven experience in a generalist HR role in a fast-paced and dynamic environment.

The successful candidate will have –:

- Demonstrable experience of working within a HR team and supporting across the full employee lifecycle
- Hands-on experience of employee relations casework, including absence management, disciplinary, and performance issues
- Experience coordinating HR processes such as probations, appraisals, welfare check-ins, and exit interviews
- A proven ability to manage multiple priorities and deliver high-quality work to tight deadlines
- Experience implementing or improving HR systems, ideally with platforms such as Cezanne HR or iTrent
- Strong knowledge of employment law and the confidence to advise managers and staff on HR matters
- A CIPD Level 5 qualification (or currently working towards, with evidence of recent CPD)
- Excellent communication skills, strong attention to detail, and a proactive approach to improving systems and processes

What we can offer:

- An opportunity to join a forward-thinking and values-led Primary Care Network
- Hourly rate £17.12 per hour with flexible working options available
- Access to a Car Lease Scheme
- NHS Pension Scheme
- A supportive and professional working culture, where your ideas and contributions are valued
- Generous workplace benefits, including enhanced sickness, maternity & paternity entitlement
- Continued investment in your professional development



How to apply:

If you are interested in applying for the role of People Advisor with GPS Healthcare, please submit your CV and a supporting statement outlining how you meet the essential criteria and why you are interested in the role to **humanresources.gps@nhs.net** by **Sunday 17 August 2025**.

If you would like to arrange an informal conversation with **Bilal Ahmed (Head of People)**, you can also contact the same email address.

What can I expect if shortlisted:

If you are shortlisted and invited to attend for interview, the panel will be looking for evidence that your knowledge, skills and experience meet the criteria outlined within the Job Description and your suitability for the role.

We will use a number of assessment techniques throughout the process, these may include:

- Interview
- One the day task

All interviews will take place at our Tanworth Lane Surgery.

Recruitment Timetable	
Closing date for applications	Sunday 17 August 2025
Informal Chats	Wkc 11 August 2025
Interviews to be held	Wkc 18 August 2025