



mereside medical
Your local practice

People and Culture Business Partner (Clinical Workforce)

Based:	Mereside Medical Practices (multi-site, across Ely, Haddenham and Soham)
Basis:	Part-time, 25 hours per week
Salary:	£37,000–£42,000 per annum FTE pro rata, dependent on qualifications and experience
Eligibility:	You must be eligible to work in the UK

About Us

Mereside Medical is a flourishing group of three East Cambridgeshire practices in Ely, Haddenham and Soham, together serving c.45,000 patients. As a group, we've grown rapidly and now employ more than 170 people across the three practices. We are people-centred in our approach to work and believe that every contact that a patient has with our staff is as valuable as the next in the patient journey. We believe in clinical excellence, and that general practice is the cornerstone of well-being in our community. We are innovative and forward-looking, and we embrace technology to enable more effective, efficient, and connected ways of working to deliver ever better outcomes for our patients.

Our goal is to deliver on the ambitions laid out in the *NHS 10 Year Health Plan for England* in a way that is locally relevant, valued by patients, and satisfying for our staff. In addition to our core general practice work we run a large clinical research trials unit and we work closely with the ICB to develop innovative ways to improve local service provision. We are the lead practice for one of the two local PCNs and are represented in both.

We are proud to be the host organisation for the NIHR Greater Cambridge & Suffolk Commercial Research Delivery Centre (Primary Care), one of only 14 in England. This prestigious designation recognises our commitment to accelerating commercial clinical research delivery for health and economic benefit across our region.

The Role

Reporting to the Head of People and Culture, you will be the dedicated people partner for our GP and clinical workforce, and the owner of our organisational Learning & Development programme. This is a varied and genuinely interesting role that sits at the heart of how we support, develop, and manage our people.

A key part of this role is building effective working relationships with our GP and clinical workforce — colleagues who are highly qualified, often time-pressured, and who expect to be supported by someone who understands their world. Alongside this, you will take a leading role in shaping and delivering our Learning & Development programme across the organisation.

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We are looking for someone with CIPD Level 5 and experience of working in a regulated or professionally complex environment — someone who understands what it means to support a workforce of qualified professionals, and who has the credibility, interpersonal skill, and organisational capability to do this well. Healthcare experience is desirable but not essential; what matters most is the right combination of professional grounding, personal approach, and genuine curiosity about how primary care works.

Your Responsibilities

GP & Clinical Workforce

- Act as a trusted, discreet, and neutral point of contact for GPs and clinical staff on people matters — someone colleagues feel genuinely comfortable approaching, whether an issue is routine or sensitive, and who can be relied upon to handle it with appropriate confidentiality
- Work with clinical teams to build a genuine mutual understanding of the practical, operational, and contractual demands of working in primary care — serving as a conduit between salaried GPs, Partners, and the wider organisation, navigating sensitive matters with skill and diplomacy when they arise
- Manage the operational HR processes for the GP workforce, and support the nurse manager and advanced practitioner manager with equivalent processes for their teams: recruitment and onboarding, leave management (in liaison with the rota coordinator and practice managers), flexible working requests, occupational health referrals, and supporting appraisals and revalidations
- Liaise with and support Lead GPs in their mentoring and supervisory roles, helping to ensure the support structures in place for clinical staff work well in practice
- Coordinate the planning, approval, and management of clinical placements — including GP fellows, retainer scheme participants, and medical students — liaising with training schools, the rota coordinator, and People and Culture colleagues
- Provide day-to-day HR guidance to practice managers on clinical workforce matters, escalating to the Head of People and Culture as appropriate.

Learning & Development

- Working closely with the Lead GP Partners for Culture and Quality, co-design and take ownership of an annual L&D plan for the organisation — covering clinical and non-clinical staff, and spanning mandatory requirements through to development and enrichment
- Bring ideas and initiative to the programme — researching content, identifying providers, and proposing how we invest our training budget to best effect
- Coordinate training delivery across the organisation, working with service teams to protect adequate time for staff undergoing training without compromising patient care
- Improve the quality of our weekly clinical meeting support — working with the coordinating Practice Manager to ensure well-structured agendas, accurate minutes, and timely follow-up on actions

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- Support the planning and organisation of our quarterly Clinical Governance closure days, ensuring sessions are purposeful, well-prepared, and make the most of the protected time available
- Maintain records of training activity, mandatory compliance, and programme spend, reporting regularly to clinical and operational leadership.

You should have or be:

- CIPD qualified at Level 5 or above
- Experienced in working within a regulated, professional, or public sector environment — you will understand what it means to manage or support a workforce of qualified professionals, and the particular dynamics that brings
- Personally credible and interpersonally skilled — able to earn the trust of professionally qualified colleagues, handle sensitive matters with discretion, and manage competing priorities and expectations with diplomacy and confidence
- Highly organised and process-confident — methodical, good with data and systems, and someone who follows things through reliably without close supervision
- A clear and confident communicator in writing and in person, with the range to work effectively with clinicians, managers, and administrative colleagues alike
- Genuinely curious about how primary care works — you do not need to have worked in it, but you need to want to understand it.

It would be an advantage if you also:

- Have experience in an NHS, primary care, or wider healthcare setting
- Have familiarity with GP employment frameworks, BMA contracts, or ARRS roles
- Have experience designing or coordinating structured L&D programmes, including mandatory and statutory training compliance.

This is not meant to be an exhaustive list of duties. The need for flexibility is required and the post holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed. If you are interested in this role please send a CV and covering letter to: cpicb.mereside-recruitment@nhs.net.

Closing date: Sunday 31 May 2026 – Please note we reserve the right to close this vacancy early.

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