



JOB DESCRIPTION

POST:	Head of HR and Organisational Development
DEPARTMENT:	HR and Organisational Development
REPORTING TO:	Chief Operating Officer
RESPONSIBLE FOR:	Human Resources and Staff Development teams

MAIN JOB PURPOSE:

To lead the design and delivery of the Councils' People strategy so that organisational priorities and objectives are delivered.

To Lead a professional, creative and high impact HR and OD team that is business-aligned and valued as a strategic partner by the Senior Leadership Team.

Accountable for the delivery of all HR functions.

DUTIES AND RESPONSIBILITIES:

1. Lead the development, implementation and evaluation of the Councils' People Strategy, securing best employment practice and the achievement of the Councils' strategic aims. Support the Senior Leadership Team to drive cultural change to achieve their strategic vision.
2. Ensure that the Councils have an appropriate and flexible framework of HR people policies and procedures to effectively meet the differing business needs of the Councils' Services whilst ensuring legislative compliance at all times.
3. Support the Senior Leadership Team and Corporate Managers with strategic and operational advice on HR and OD issues and the delivery of key strategic objectives. Advise on organisational design.
4. Exercise leadership over the following key areas of activity, ensuring that robust and effective systems and procedures are in place and that there are effective relationships with all areas of the Council:
 - Recruitment and retention;
 - Employee health and wellbeing;
 - Pay, reward and benefits;
 - Employee and Trade Union relations;
 - Performance management and development; and
 - Talent management and development and succession planning.
5. Bring about a shift in the HR and OD team's focus from the administrative (whilst accepting this is still required) to the expert and strategic, which supports Corporate

Managers to own their people issues. To build a team that is focussed on the delivery and implementation of the workforce agenda.

6. In addition to professional leadership, provide strong line management to direct reports, including setting objectives and monitoring performance. Ensure levels of performance are such that the HR and OD team exceeds customer expectations and is proactive, responsive and innovative.
7. Take a leadership role in the work on the Councils' values and ensure that the HR and OD team plays a key part in supporting senior managers in upholding the values and embedding these into the Councils' culture.
8. Keep under continuous review contractual pay and reward structures and other factors to ensure a rewarding work environment and competitive terms and conditions.
9. Take lead responsibility for the personal delivery of key HR and OD programmes in support of the People Strategy and Councils' strategic aims.
10. Be responsible for driving an evidential approach to decision making across the organisation through an innovative approach to data analytics which continually enhances the availability and presentation of management information to inform business decisions. Implement similar systems to measure the effectiveness of the HR and OD team. Determine and measure performance against the objectives of the People Strategy.
11. Commission and contract manage partners to deliver aspects of the HR service which are not delivered in-house e.g. payroll.
12. Ensure that appropriate arrangements are in place for formal and informal consultation processes to take place with trade unions and support senior management to take a constructive, partnership approach to working with trade union representatives.
13. Ensure that appropriate regulations and controls are in place to protect the Councils' activities and employment liabilities and act as lead officer in litigation, including briefing of Counsel and solicitors and representation where appropriate.
14. Provide advice and direct support, where necessary, in relation to the management of complex, serious or most senior level individual case work issues as required.
15. Provide strong planning and management of departmental resources (people and financial) delivering changes / reductions from time to time to support the corporate budget process.
16. Update job knowledge by reading professional publications, maintaining personal networks and participating in professional organisations.
17. Collaborate with the Suffolk-wide and Eastern Region HR networks in order to deliver more together than is possible alone.

Plus:

- Any other duties as may reasonably be required.
- Ensure that the highest standards of professional performance are maintained.
- Promote equal opportunities in the work of the service.
- Ensure compliance with relevant legislation and statutory codes of practice.
- Ensure that professional skills are regularly updated through participation in training and development activities

Additional information

- a) Does this job require a DBS check? No
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity.
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office.

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	MEASURED BY: A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
Degree level education	A
MCIPD	A
FCIPD (Desirable)	A
Higher degree (Desirable)	A
Qualified in psychometric testing (Desirable)	A
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i>	
Significant HR experience gained at a senior level within an organisation of similar or greater scale and complexity.	A/I
Demonstrable experience in the development and implementation of HR and OD Strategy in support of organisational objectives and plans.	A/I/P
Facilitating / leading significant organisational change.	A/I/P
Direct experience of operating in a Unionised environment and of both formal and informal consultation with trade unions.	A/I
Demonstrable experience in the development, implementation and monitoring a wide range of HR policies and procedures.	A/I
Successful programme management experience.	A
In-depth understanding of the local government / public sector environment and the impact on HR practice and approaches.	A
Strong knowledge of contemporary HR practice and employment legislation.	A
Experienced in good budget management.	A/I
Knowledge of HR Information systems.	A
Knowledge and experience of using corporate performance management models.	A

SKILLS/ATTRIBUTES*(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)*

Shows a high drive for achievement.

I

Excellent planning and organisational skills including the ability to deliver on a range of both short-term and long-term objectives.

I

Proven ability to analyse strategic organisational needs and develop appropriate HR frameworks to support these.

I

Proven excellent leadership and management skills with the ability to motivate and inspire others, deal with challenging situations and consistently lead by example.

I

A strategic thinker with the ability to incorporate ideas and evidence to produce a clear and direct approach to planning

I/TP

Demonstrates a flexible and resilient approach with a proven track record of delivering team and individual objectives.

A/I

Excellent interpersonal skills with the ability to earn the respect, trust and credibility of colleagues, councillors and external stakeholders to form mutually beneficial relationships.

I

Proven track record of constructively challenging senior leaders and councillors in order to achieve better outcomes.

I

Commitment to high performance and continuous improvement.

I

Commitment to equality and diversity, challenging prejudice and the provision of an inclusive work environment.

A

Creative and forward thinking.

I/TP

Ability to understand and interpret employment and sector advancements, engage in horizon scanning and anticipate future developments.

I/TP

BEHAVIOURS

Behaviours will be tested at interview against the Council's values (further detail below)

Empowering, valuing and developing our people

I/TP

Valuing our customers

I/TP

Being open and honest

I/TP

Taking ownership

I/TP

Being ambitious

I/TP

EQUALITY AND DIVERSITY	
<p>Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).</p>	<p>A/I</p>



Our Values

...we believe in



OUR PEOPLE



OUR CUSTOMERS



BEING OPEN and HONEST



TAKING OWNERSHIP



BEING AMBITIOUS

We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.

