



## Role Profile

This section provides key information relating to the role

<b>Job Title:</b>	Human Resources & Organisational Development Manager		
<b>Post No:</b>	RP0093	<b>Grade:</b>	Scale COC
<b>Team:</b>	Human Resources & Organisational Development	<b>Location:</b>	Campus East & Hybrid Working
<b>Responsible to:</b>	Executive Director (Finance & Transformation)		
<b>Responsible for:</b>	Human Resource Advisors Organisational Development Advisor Human Resource Officer Human Resource Support Officer		

### Overall job purpose:

To develop, establish and lead the overall HR & OD Strategy and act as the lead adviser to the council, providing proactive and professional advice in relation on the implementation and application of employment law and case law.

To drive cultural change and be the lead on the cultural strand of the council's transformation strategy.

Accountable for the delivery, improvement, management and performance of people related initiatives, leading and inspiring managers and employees across the Council.

To lead a professional and comprehensive Human Resource & Organisational Development service to meet the strategic aims and objectives of the Council.

### Key areas of focus:

1	Work as part of the Council's Senior Leadership Team (SLT), providing strong, visible and collective leadership across the Council through compelling communication of our vision and values.
2	Provide strategic leadership and a strong sense of purpose for Human Resources, Organisational Development and Employee Health and Wellbeing.
3	Building a culture of high demonstrable performance and inspiring colleagues to support the delivery of the Council's strategic priorities. Lead the effective and efficient delivery of the service to agreed Service Level Agreements (SLA) and Key Performance Indicators (KPI),
4	To lead on major and/or complex employee relations issues and ensure that managers are appropriately supported through employee relations issues, including providing advice on the implementation and application of employment law and case law
5	To ensure that the HR service responds to legislative and technical changes by interpreting, developing and maintaining up to date policies and procedures enabling the Council to manage its workforce effectively and lawfully.

6	Lead the Equality, Diversity & Inclusion Steering Group to develop and drive the implementation of all equalities policies, ensuring compliance with legislation & best practice.
7	Be the lead Authorised Signatory for Disclosure Baring Service checks and ensure that appropriate processes are in place to meet the requirements of legislation and Code of Practice.
8	Coach and develop the management team and senior managers to deal with employee relations, building on their management capabilities in order to drive change, efficiency and resilience.
9	To prepare and present reports, briefings and training sessions to SLT, managers, Councillors and other organisations as required.
10	To develop innovative approaches and solutions to a range of concepts including reward, benefits & wellbeing.
11	To attend & chair a wide range of meetings (internal and external) on the range of HR & OD topics.
12	To consult with recognised trade unions, professional bodies and other agencies.
13	Identify and manage HR related business risks and maintain an adequate and effective system of internal control and be a member of the Business Continuity Incident Management Team.
14	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
15	Any other duties that are commensurate with the level and grade of this post.

### Role Requirements

Criteria	Essential	Desirable	Assessment Criteria
<b>Qualifications and experience</b>			
Fully CIPD qualified or equivalent	x		AP
Educated to degree level or relevant management qualification		x	AP
Extensive experience of running a HR service in a complex organisation including restructures, TUPE, redundancies, absence management and change management initiatives	x		AP/AS/IN
Management and HR experience with a proven track record of supporting complex improvement programmes, developing and implementing innovative people management solutions at an operational, tactical and strategic level within a complex unionised environment.	x		AP/AS/IN

Experience of working in a local authority		x	AP
<b>Knowledge</b>			
Up to date and detailed knowledge and understanding of employment law and best practice	x		AS/IN
Knowledge of designing and implementing strategies to support organisational development and culture	x		AS/IN
<b>Skills and abilities</b>			
Ability to understand varied employment situations and recommend appropriate interventions, including policy development	x		AS/IN
The ability to manage emotionally demanding, contentious situations & work-related pressure	x		AS/IN
Excellent communication and interpersonal skills	x		AS/IN
Ability to build effective working relationships and to motivate & influence others	x		IN
Proven ability to deliver effective organisational change	x		AS/IN
Proven ability to manage a varied workload to a high standard and tight deadlines	x		AS/IN
Excellent IT skills with ability to manipulate databases with accuracy and to analyse trends	x		AS
<b>Other attributes</b>			
Ability to attend evening meetings and undertake occasional weekend work	x		IN
Personal integrity and positive role model of the behaviours and culture of the council	x		AS/IN

**Assessment Criteria:**  
**(AP) Application, (AS) Assessment, (IN) Interview**

**Our Values and Behaviours**



Our CORE values are key to delivering our vision, plans and strategies.

<b>Collaborative</b>	<b>Open</b>	<b>Responsible</b>	<b>Excellent</b>
We <b>work</b> together to get things done	We <b>behave</b> with integrity & fairness	We <b>take</b> responsibility for our actions and decisions	We <b>perform</b> at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.