

Post title:	Head of HR
Grade:	SM2
Responsible to:	Assistant Chief Executive (HR and Business Support)
Staff managed:	Manages a team of specialist professionals
Directorate:	Central Service
Service:	Human Resources
Job family:	P&T - Professional & Technical
Date of issue:	30 June 2023

Job context

This role provides strategic and operational HR services and support to the Directorate, relevant Brierley Group companies and partners working as part of the Directorate leadership team, acting as the lead HR Advisor. The post holder will be responsible with Directorate Leadership team for delivery of strategic HR and OD agenda for the Directorate to meet service needs and plans. Deliver, influence and manage change in support of the Directorate service delivery agenda

The post holder will be a member of the Human Resources Leadership Team and will carry shared responsibility with other senior team colleagues for the performance of the whole of Human Resources and Organisational Development. Contributing to ensuring the effective strategic management of the Council as a whole.

To directly manage a team of professional HR Business Partners supporting the Directorate, enabling workforce planning to deliver the services required. Contributing to the development and local delivery of quality standards for HR & OD service.

The post holder will contribute to the development and maintenance of operational best practice in the service areas and beyond, working with the corporate HR Teams to develop and deliver effective workforce planning and development within the Directorate and across partners to develop an integrated Workforce.

Contribute and support Directorate Leadership team in the delivery of transformed and improved services through workforce changes such as remodelling and new ways of working. Leading the workforce elements of the transformation plan across the Directorate to deliver the savings required and improve services.

As a member of the Directorate Leadership team and HR Senior Leadership team the post will be expected to lead and contribute to specific projects as allocated.

The post holder will represent the Directorate and the HR & OD service in collaborative/partnership working, this may be within a multi-disciplinary environment where we are progressing integrated services agenda, or through working with external organisations on priorities for the council.

Work successfully with key stakeholders to support service provision

To lead and work with trade unions to ensure good employee relations are maintained.

Responsible for budgets as allocated, ensuring compliance with financial procedures.

Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure

Job Purpose:

The core focus of this post is to provide strategic leadership and professional HR & OD advice and guidance to the Directorate to ensure effective service delivery within NYC and with external partners.

Develop and contribute to the council's strategic HR & OD agenda as part of the corporate HR senior leadership team.

Operational management:

- Manage a team of professional HR staff and associated resources to provide an effective and efficient HR service to the directorate and through SLA's to Brierley group companies.
- Work with the corporate HR Teams to develop and deliver effective workforce planning and development within the Directorates
- Act as lead HR Advisor to the Directorate Leadership Teams.
- Contribute to and support the Leadership Teams in the delivery of transformed and improved services as part of the Directorate and Council plans through workforce planning and development, effective people management and workforce changes such as remodelling and new ways of working
- Lead and manage a range of projects and oversee complex casework, using appropriate delegation to ensure aims are achieved
- Lead the service to ensure compliance with statutory and legislative standards
- Contribute to the development and delivery of the relevant service plans which incorporates priorities for HR & OD services and specifies standards and targets for ongoing performance
- Act as a key link between a range of corporate working groups for the Assistant Chief Executive.
- Manage challenging situations effectively and pro-actively to improve the performance of staff by maintaining communication and providing the appropriate support and guidance.
- Work collaboratively with services to deliver a seamless service.

Resource management:

- Be responsible as the budget holder for allocated budgets admin resources within the Council's Scheme of delegation of financial responsibility, ensuring efficient use of resources and value for money.
- Plan and manage workloads to maximise use of resources in line with the service plan.
- To lead strategic change through promoting and enabling a continuous improvement culture. This will be achieved by monitoring and reviewing quality standards to ensure service improvement opportunities are considered and where appropriate implemented.
- Support the delivery of corporate initiatives in delivering transformational change, through effective modelling of positive behaviours and delivering innovative solutions to service delivery and development.
- Responsible for the provision of professional guidance and supervision to HRBP's on all casework and workforce development activity within the service area, some of which will be complex.

	<ul style="list-style-type: none"> • Monitor and report on the performance through the provision of reports to key stakeholders • Manage the deployment of HRBP's across the Directorate to ensure provision of services within agreed key performance indicators
Partnerships:	<ul style="list-style-type: none"> • Liaise with colleagues from a range of services across the Council and external parties, to implement new initiatives and change existing practices • Build effective relationships with partner organisations and, where appropriate, develop and support shared arrangements for services and systems. • Work with a range of partners/agencies, both internal and external, to develop and maintain co-operative relationships. • When implementing service delivery change ensure activities are aligned, where appropriate, with other changes taking place corporately and across Directorates, including working with colleagues in HR, Technology, Transformation, Finance, Communications, Legal Services and other functions where required.
Strategic management:	<ul style="list-style-type: none"> • Responsible with Senior Leadership Team for delivery of strategic HR and OD agenda at a directorate level to meet service needs and plans • To lead and contribute to specific strategic initiatives and projects, working with partners, customers and stakeholders, including regional and national government office, as appropriate to achieve aims; • Responsible for interpretation of new guidelines and legislation ensuring effective communication to HR colleagues and stakeholders. • Contribute to policy development, consultation and implementation processes. • Develop and deliver a Service Plan which incorporates service provision, developments and specific standards and targets for managing performance. • Ensure through team members the delivery of the targets set down in service and team plans, monitoring and addressing under performance. • To lead and contribute to specific strategic initiatives and projects, working with partners, customers and stakeholders as appropriate to achieve aims • Contribute to traded services and corporate objectives, lead on transformation staffing issues as appropriate, working with the team to achieve service improvements and efficiencies. • Co-ordinate and effectively implement changes required in relevant systems, policies, procedures and staffing to respond to changes in national legislation and regulation, locally changing service needs, corporate changes in policies and procedures and other corporate initiatives.
Communications:	<ul style="list-style-type: none"> • Responsible for developing and maintaining effective relationships with colleagues, customers, partners and stakeholders; • Influence and liaise with key stakeholders as required to ensure effective service delivery • Promote the Council's priorities, policies and Corporate Plan and positively promote the service with local and national media. • Represent the service at appropriate external meetings. • Promoting, liaising, consulting and engaging with stakeholders, managers, staff and customers who use the service • Lead the service in analysing national and local policy change and communicate implications to senior operational managers and frontline staff as appropriate. • Communicate effectively with HR & OD colleagues outside of Directorate service area.
Systems and information:	<ul style="list-style-type: none"> • Lead on procurement and contract arrangements for products and services to support processes and systems as required. • Ensure the provision of management information from HR systems to the Directorate • Support with the delivery of HR systems developments at scoping, testing and implementation stages

- Support with the delivery of HR systems developments for services across the Directorate.
- Oversee and report on agreed KPIs and governance targets

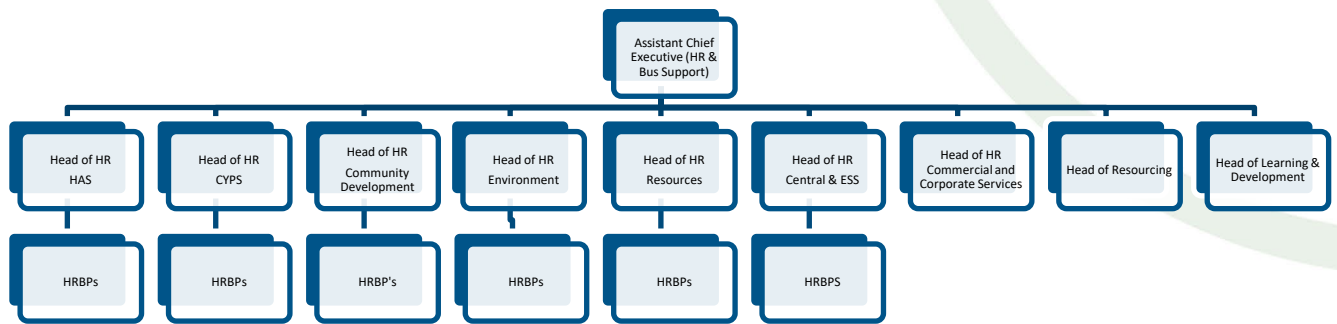
Person Specification:

Essential	Desirable
<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • In depth employment legislation and professional development • National and local conditions of service • Equality and Diversity issues and legislation • Demonstrable knowledge of all elements of the change management process • Proven and effective generalist HR experience and complex HR casework • Proven and effective management experience • Proven and effective experience of supporting change management and commercial development programmes • Proven and effective management of leading teams through change • Proven experience of engagement and communicating with partnership working, including volunteers 	<ul style="list-style-type: none"> • Working in a corporate and political context within a unionised environment • Strategic project management • Experience of developing a traded HR service • Proven experience of allegations against staff case work
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Strategic/project planning • Ability to operate strategically responding to changing circumstances whilst maintaining a clear view of priorities • Policy formulation/implementation skills • Commitment to the performance management culture with the ability to set high standards, deliver objectives and challenge managers appropriately • Commitment to continuous improvement • Coaching / mentoring • Change management • Ability to thrive on ambiguity, complexity and uncertainty • IT skills • Communication, presentation and interpersonal skills • Problem solving and the ability to find innovative solutions • Data analysis and interpretation • Risk management and assessment • Influencing and negotiating • Time management / prioritisation 	<ul style="list-style-type: none"> • Budget Management skills
<p>Behaviours link</p>	
<p>Professional Qualifications</p> <ul style="list-style-type: none"> • Degree or graduate capability • Membership of CIPD or eligibility with equivalent experience • Evidence of CPD 	
<p>Other Requirements</p> <ul style="list-style-type: none"> • Customer focused • Self-motivated • Team worker / collaborative working • Ability to travel around the County 	

Career progression:

- At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g. apprenticeships and work shadowing/coaching.
- As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities.

Structure



NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.