**POST TITLE: Director of Human Resources and Organisational Development (HR&OD)**

**GRADE: CO3**

**LOCATION: LONDON BOROUGH OF HACKNEY**

**RESPONSIBLE TO: Group Director - Finance and Resources**

**Member of the Corporate Leadership Team**

**PURPOSE OF THE JOB**

* As a member of the Hackney Management Team, you will be responsible for the successful delivery of the Mayor’s priorities, Council’s corporate objectives, and the business objectives of your designated Directorate Services.
* To provide effective leadership and management that will contribute to the continuous improvement of the Council.
* To actively contribute to Council-wide and directorate initiatives that will achieve and implement the Mayor’s priorities and corporate objectives.
* To provide strategic leadership and direction, operational management, and financial control for the Human Resources & Organisational Development (HR & OD) service areas.
* To be accountable for the performance of the HR & OD service area and the delivery of high-quality strategic aims. Support the Chief Executive and Hackney Management Team to deliver the desired culture and aims of the Council.
* To lead on and shape with the Chief Executive Hackney Management Team and Director colleagues, the Workforce Strategy that drives our approach to be an employer of choice and builds the employee basis for achieving our Borough Plan.
* Be an active member of the Hackney Management Team with collective responsibility for the managerial leadership of the function, encouraging a culture which promotes the values and behaviours of the council.
* Drive transformational organisational change in order to achieve excellent member, customer and partner relationships while delivering cost-effective, high-quality services to residents.
* To run and continuously improve the capability and impact of the HR&OD function.
* To be the champion for equalities, diversity and inclusion for the workforce

**SERVICE SPECIFIC ACCOUNTABILITIES**

* To be Director of Human Resources and Organisational Development with direct responsibility for the leadership and management of the following Divisions:

Strategic HR Business Partnering

HR Service Delivery

Organisational Development, Learning and Inclusion

* Lead the HR & OD service comprising of a number of specialist teams; HR operations, organisational learning and development, payroll, reward, HR systems, resourcing, employee relations, HR records management, health and wellbeing and third-party services (Occupational Health and EAP), working to ensure the Council has core organisational capabilities driving forward an effective workforce and high performing organisation.
* Drive organisational change in order to make best use of resources while remaining customer focussed. Deliver cost-effective, high-quality services to residents. Maximise opportunities for strategic partnership working and ensure the engagement and motivation of staff.
* Lead and develop an HR & OD service that supports the operational needs of the Council as well as providing strategic insight and advice on people matters to the Chief Executive and Hackney Management Team.
* Lead the future direction of HR and OD services cognisant of latest thinking, innovative approach and thinking.
* Drive forward the Councils Workforce Strategy to ensure that it is ambitious and creates a clear and compelling vision for the organisation’s future.
* Lead on the design of leading-edge organisation development, people, and change strategies.
* Create, maintain, and develop the organisation through change, developing leading edge people policies, procedures and strategies to support the Council to transform and nurture a learning organisation.
* Prioritise and drive the successful delivery of HR & OD programmes and projects within relevant time and costs constraints and to the appropriate level of quality.
* Baseline, develop and monitor HR & OD related budgets, costs, forecasts, and related performance information.
* Developing and delivering a high-quality HR Advisory & OD service which provides exceptional value for money, and which is commercially focussed.
* Lead on the external customer service provision driving forward income generation with a highly reputable service offer.
* Ensure that evidence-based approaches are adopted across the service underpinned by strong data and metrics.
* Develop the Councils commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
* Ensure the HR & OD service meets its legal and statutory obligations.
* Agree and implement GDPR transparency requirements, including Privacy Notice, Subject Access Requests and Data Protection Impact Assessments.

**CORPORATE ACCOUNTABILITIES**

**Corporate Responsibilities**

* Actively contribute to the leadership of the Council in a way that promotes a one organisation’ approach.
* Develop and maintain positive relationships with elected members to ensure the Council and directorate strategic priorities are effectively implemented and to support Members to undertake their strategic monitoring role.
* To promote equality among all staff, and ensure that services are delivered in a non-discriminatory way, that is inclusive of disadvantaged groups.
* Participate in the GOLD rota as directed by the Chief Executive to ensure emergency planning and business contingency arrangements are in place throughout the Council. .

**Service**

* Actively consider new and innovative ways of delivering services that provide high quality and good value for money. Research and benchmark to establish most effective delivery methods.
* Drive the implementation of consistently high-quality service standards and levels of customer service, establish and monitor performance using Council project management and service review approaches.
* Ensure there is effective integration of related services within and across directorate and the Council, ensure the contribution of partner and contractor organisations is appropriately harnessed.

**People**

* Work collaboratively with the Council’s partners to inform strategic decision making sure that this supports the delivery of specific corporate programmes and the community strategy.
* Establish clarity around expected outcomes and standards, providing clear lines of accountability and delegated authority
* Establish and promote a culture of learning and workforce planning that enables staff to realise their potential, manage their careers and therefore improved outcomes for Hackney residents

**Finance**

* Challenge and sign off financial strategies and plans / budgets that support the effective delivery of strategic priorities.
* Monitor the Directorate budget and ensure it is effectively controlled within cash limits, driving down spend where appropriate.
* Hold HR/OD managers to account on their financial responsibilities

**Dimensions**

Manages - HR/OD employees, currently 49 employees, rising to c75 once the amalgamation of all HR/OD services is complete

Budget - £1.3m

**Person Specification**

1. **Technical Experience/ Skills/knowledge**

• Substantial experience in leading a successful HR & OD service provision for 1a large diverse organisation.

• Significant experience in developing and delivering effective People and OD strategies to drive forward people and business performance.

• Significant experience of working with Senior Leaders on issues relevant to the HR Advisory and OD services. Provide challenge and advice to colleagues, managers, and partner organisations.

• Proven success of managing complex transformation change programmes and tackling difficult issues head on.

• The ability to motivate, inspire and influence a large and diverse workforce by example and persuasion.

• An innate ability to re-prioritise/re-calibrate in the light of policy, legislative, regulatory changes/opportunities.

• A role model with strong interpersonal and influencing skills. A strategic and innovative thinker with strong commercial skills able to work collaboratively with partners and stakeholders.

• Experience of managing significant financial budgets; making both revenue and capital budgets.

• Evidence of effective horizon-scanning on upcoming political, policy, organisational changes responding in timely and effectively

• Significant experience of producing long term plans which satisfy the Council’s objectives.

• Experience of leading within a diverse organisation which operates within a political environment.

• A successful track record in corporate performance management and participation in the formulation of corporate objectives, policies and strategies.

• Demonstrable experience of partnership working, including the ability to influence corporate and multi-agency projects and initiatives effectively.

• Evidence of continuing professional development and expert knowledge of legislation in relation to all employment/people issues.

• A high degree of political awareness and sensitivity, and commitment to working closely with all councillors, local organisations, and communities.

• Highly developed diplomatic skills, particularly in motivating, negotiating and persuading others outside the span of control, including partner organisations.

• Responds constructively to ambiguity, change, obstacles and challenges.

• Looks for ways technology can be harnessed to improve services and embraces new technology, anticipating and adopting innovations in business and technology applications.

• Facilitates a culture where information is analysed and evaluated, making reasoned and balanced judgements from critically evaluated information.

**Qualifications**

• Relevant degree or professional qualification, preferably CIPD

• Evidence of work-related continuing managerial and professional development.