



CANDIDATE PACK FOR HUMAN RESOURCES & ORGANISATIONAL DEVELOPMENT MANAGER



**WELWYN
HATFIELD**



WELCOME

Welwyn Hatfield Borough Council have a fantastic opportunity for the right person to sit at the top table, influencing and shaping the culture of the council. Are you ready to meet the challenge?

They have been busy setting out their corporate priorities, preparing a new business plan and defining the values and behaviours that are important to them. They are looking for an exceptional individual with experience in a senior HR leadership role to lead their HR & OD function and provide strategic direction across the council. You will play a crucial role in cultivating a sustainable workplace culture, driving organisational performance, developing a high performing team and ensuring the well-being of employees.

The role requires a balance of strategic thinking, operational excellence, and a deep understanding of the human dynamics within the organisation. You will be responsible for developing and implementing HR policies and procedures that align with the council's goals and objectives. You will need to be able to demonstrate HR change / transformation projects that you have led and delivered.

You will need to demonstrate sound ethical and professional integrity, excellent problem-solving and decision-making abilities and the ability to work collaboratively with others to drive organisational success.



ROLE PROFILE

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

QUALIFICATIONS AND EXPERIENCE

Essential

- Fully CIPD qualified or equivalent
- Extensive experience of running a HR service in a complex organisation including restructures, TUPE, redundancies, absence management and change management initiatives
- 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.
- Experience of working in a local authority

Desirable

- Educated to degree level or relevant management qualification

KNOWLEDGE

- Up to date and detailed knowledge and understanding of employment law and best practice
- Knowledge of designing and implementing strategies to support organisational development and culture

SKILLS AND ABILITIES

- Ability to understand varied employment situations and recommend appropriate interventions, including policy development
- The ability to manage emotionally demanding, contentious situations & work-related pressure
- Excellent communication and interpersonal skills
- Ability to build effective working relationships and to motivate & influence others
- Proven ability to deliver effective organisational change
- Proven ability to manage a varied workload to a high standard and tight deadlines
- Excellent IT skills with ability to manipulate databases with accuracy and to analyse trends

OTHER ATTRIBUTES

- Ability to attend evening meetings and undertake occasional weekend work
- Personal integrity and positive role model of the behaviours and culture of the council



USEFUL LINKS

[Our Recruitment site \(including staff benefits etc\)](#): The Welwyn Hatfield Borough Council careers homepage – Careers (welhat.gov.uk)

[Our CORE values and behaviours](#): Our values and behaviours – Careers (welhat.gov.uk)

[Our Vision and Priorities](#): Corporate plan and priorities – Welwyn Hatfield Borough Council (welhat.gov.uk)

[Our Transformation Strategy](#) (this post will lead the culture and workforce stand, and sits on the board overseeing delivery of the strategy)

HOW TO APPLY

We hope you will consider making an application. To make an application, please go to <https://starfishsearch.com/jobs/wh-hr-orgdm/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date: Wednesday 17th April 2024

Assessment and Interview: w/c 22nd April 2024

