

**SEFTON METROPOLITAN BOROUGH COUNCIL**  
**JOB PROFILE – HEAD OF HR AND WORKFORCE – HAY 4**

**THE ROLE**

To be the Authority's lead adviser on all Workforce matters in respect of the Authority and delegated Schools along with Voluntary Aided Schools.

To ensure the delivery of a progressive, modern, and efficient workforce, Payroll and Transactional service, Occupational Health and Workforce Learning and Development offer working in partnership with the Chief Executive, Executive Director Corporate Resources and Customer Services and the Strategic Leadership Board.

To lead Teams to ensure the Service contributes to the achievement and development of the workforce in line with the strategic aims of the Council as set out in its corporate and transformation plans.

To support the Executive Director Corporate Resources and Customer Services in the provision of direction and leadership for the Service, and to provide a collaborative and business partner approach to the Council's workforce, workforce planning, workforce development, operational HR, occupational health services, payroll and transactional activities, employment policies and terms and conditions.

To lead, manage and drive a high-performance culture and across the workforce and to develop an environment of Continuous Development that will support the delivery of the councils corporate and transformation plans.

**SERVICE SPECIFIC:**

Post holder will:

Lead the management and operation of the Council's Workforce function which comprises; Professional HR advice and investigative work for the Council including Schools, Occupational Health, Workforce Learning & Development, Pay Grading and Establishment Control, and Employee Services incorporating payroll, transactional HR services, pensions, and business/system support.

Ensure all regulatory, compliance, professional standards and employment law are in place ensuring the Council operates in line with local and national policy and legal boundaries.

Provide strong visible proactive leadership in the delivery of excellent Corporate Personnel and associated workforce services.

Lead on building and maintaining effective partnership arrangements with Trade Unions, Elected Members, Strategic Leadership Board and Officers at all levels to enhance continuous improvement of services.

Lead the review, maintenance and implementation of employment policies, procedures and guidelines ensuring they are accurate, up to date and fit for use.

Provide professional advice on complex HR matters, especially to the Chief Executive and Executive Director of Corporate Resources and Customer Services.

Lead a forward thinking, modern and efficient service that maximises technology and provides a business partner model for the Council's services - within this, support and develop the staff of the corporate team and ensure the performance of the teams is consistently of a high standard to meet the Council's needs.

Keep abreast of new developments, horizon scan for initiatives and employment law to ensure innovation and improvement as well as full compliance to protect the work of the teams building on capability and performance.

Advise both officers and Elected Members on all matters within the remit of the role.

## **LEADERSHIP**

Must demonstrate the following leadership competencies

- Provide clear vision and direction.
- Lead and manage change both within the service and across the organisation.
- Plan strategically.
- Lead people and performance.
- Work corporately as well as collaboratively with partners.
- Communicate effectively.
- Focus on excellence.
- Develop self and others.
- Personal resilience.

## **BEHAVIOURS**

Must demonstrate the following behaviours:

- Provide support with a view to improving quality.
- Provide appropriate and constructive challenge.
- Create a culture that looks for understanding and solutions.
- Visibly and positively respect and value staff.
- Communicate a consistent and clear message throughout the Council and with partners.
- Respect listen to and value other's views.
- Maintain a customer focus with a relentless pursuit of excellent outcomes.

- Have collective integrity and responsibility.
- Endeavour to improve outcomes for the communities of Sefton

**JOB SPECIFIC**

**OVERARCHING ESSENTIAL CRITERIA**

**Role Based Criteria**

- Emphasis on functional leadership and management, co-ordination and oversight of a range of related functions to achieve specific outcomes for local people
- Make appropriate evidenced based decisions for a range of council services in line with council policy and priorities.
- Work closely with elected councillors especially Cabinet members and support them in undertaking their community leadership and policy and decision-making roles.
- Direct personal accountability for delivery of a range of services and outcomes to agreed performance standards and within budget.
- Constantly seek efficiency and value for money and support the development of new delivery and support models across the Council.
- Continually seek to develop the service, by maximising the use of technology, further developing a business partner approach, and providing expert advice to empower managers across the Council on all workforce issues
- Devolve decision making to the most appropriate level, as close as possible to the frontline, to maximise performance
- Discover new ways to reduce the cost of services to taxpayers and improve their overall productivity and value for money to service users.
- Actively manage demand and risk whilst encouraging creative thinking and innovative practice.
- Develop staff with flexible skills and competencies that are valued and supported.
- Set clear expectations and provide development and support to enable the Council to deliver the required outcomes.
- Promote cross-organisational team working, within the Council and with partner organisations to deliver more cost effective and valued services and enable coherent and integrated problem solving.
- Empower all staff to deliver effectively and efficiently.

**Skill and Attitude and Value Based Criteria**

- Sefton's Vision and promise sets out how we as a Council want to work with each other, and with our communities and our partners, to make Sefton a great place to be.

- Assistant Directors and Service Managers will have personal responsibility to support the delivery of the vision and consistently demonstrate the behaviours and values expressed in the Promise and Leadership requirements.
- Have the necessary political knowledge, skills and abilities needed to operate effectively in a political environment.
- Develop, lead, participate and collaborate in effective partnership across organisations and sectors.
- Focus on outcomes, break down service/professional barriers and facilitate One Council delivery.
- Thrive on ambiguity and demonstrate exceptional personal resilience.
- Create and sustain enabling and open relationships.
- Create the most effective environment for innovation, learning and performance.
- Lead change and empower the whole Council to effectively manage complexity, ambiguity and risk.

**GENERAL:**

Some posts will require specific safeguarding checks. Where these are required the person appointed will be subject to those checks.

In accordance with the Local Democracy, Economic Development and Construction Act 2009, this post has been politically restricted. This is due to the sensitive nature of this post (giving advice on a regular basis to the authority itself, to any committee or sub-committee of the authority or to any joint committee on which the authority are represented; speaking on behalf of the authority on a regular basis to journalists or broadcasters).

New appointments will be required to satisfactorily complete a six-month probationary period.

The post holder will be expected to work flexibly, and the exact nature of the duties described above is subject to periodic review and is liable to change.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The postholder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

**Note:** Where the post-holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**Prepared by:**

**Name:**

Stephan Van Arendsen

**Designation:**

Executive Director, Corporate Resources and Customer Services

**Date:**

June 2024



## PERSON SPECIFICATION HEAD OF HR AND WORKFORCE

<b>Personal Attributes Required</b>	<b>Essential (E) or Desirable (D)</b>	<b>Method of Assessment (suggested)</b>
<b><u>Qualifications</u></b>		
Educated to master's degree level, or, equivalent with substantial senior management experience	E	C
A business or management qualification and/or appropriate experience	E	C/I
Evidence of up to date Continuous Professional Development	E	AF/I
Membership of Chartered Institute of Personnel Development	E	AF/I
<b><u>Knowledge, Skills, Abilities and Experience</u></b>		
Substantial senior management experience in the Human Resources/ Workforce function of a large complex organisation	E	AF/I
Extensive experience of leading change management at a senior level within a large complex organisation	E	AF/I
Effective transition of vision and aims to practical action, prioritising work accordingly and making decisions to create change	E	AF/I
Comprehensive knowledge of up to date employment law and practice	E	AF/I
Appropriate Specialist knowledge of workforce, workforce transformation, Job Evaluation, work processes and budget management	E	AF/I
Significant experience of providing advice on people matters in a large complex multi-profession organisation to Senior Officers, Managers and Elected Members or equivalent	E	AF/I
Significant experience of management and HR ethos in coaching and mentoring and the use of techniques such as mediation and conflict resolution in a challenging environment	E	AF/I



Ability to quickly understand, build knowledge and interpret complex analytical information and use it to effectively govern, manage risk and lead change	E	AF/I
Excellent interpersonal and communication skills at both an individual and organisational level. Verbal, written and electronic presentation skills	E	AF/I
Proven diplomatic and persuasive skills at a senior leadership level with the ability to influence and negotiate at an advanced level	E	AF/I
Proven record of positive effective relationships with internal and external customers, staff, managers, senior leadership groups, Trade Union groups and Elected Members( or equivalent)	E	AF/I
Ability to champion equality, diversity and inclusion		
Local Government Experience and knowledge	D	AF/I
Experience of dealing with Commercial Clients	D	AF/I
Experience of Schools Employment Environment	D	AF/I
Ability to interpret and advise on Local Government Terms and Conditions from previous experience	D	AF/I
	D	AF/I

## Assessment Methods Key:

AF – Application Form

C – Certificates

I – Interview

P – Presentation