

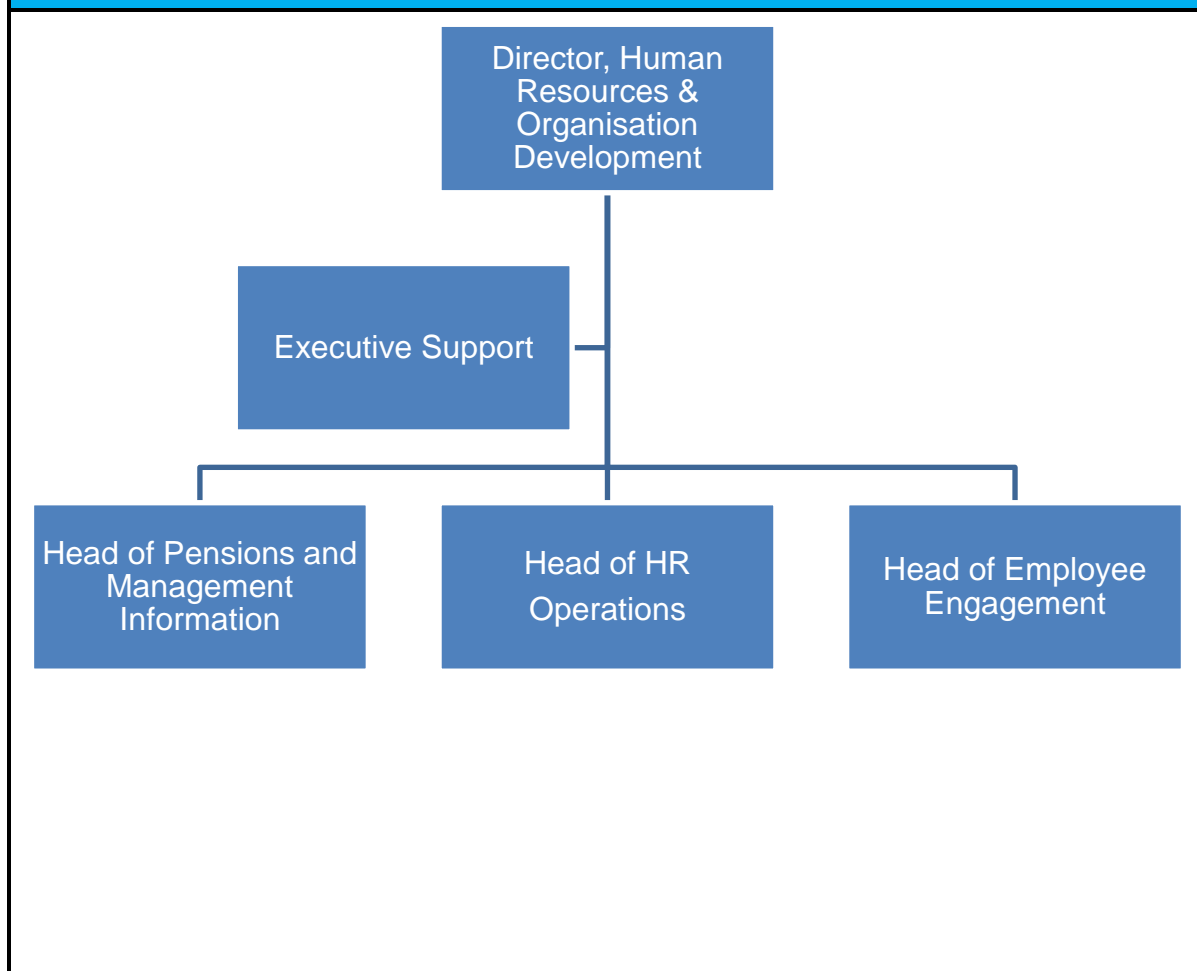
JOB DESCRIPTION

Job Title	Director of Human Resources and Organisation Development
Department	Resources and Assets
Section or Service	Human Resources and Organisation Development
Grade	M (£127,257 - £145,809) as at May 2024

DESIGNATION:

Responsible to:	Executive Director, Resources and Assets
Employees directly supervised (if applicable):	4

Family Tree



JOB PURPOSE:

The Director of Human Resources and Organisation Development is part of the Council's Resources Leadership Team.

The role is key to the successful delivery of the Council's corporate strategies through development and leadership of modern human resource and organisational development capability ensuring that our community is at the heart of everything the Council does.

Working within a complex environment, the post holder works collaboratively at a senior level across the Council delivering the highest standards of modern human resource and organisational development practice, within the professional scope of the postholder.

The role leads and manages the Human Resource and Organisation Development function ensuring that the division:

- Makes an active contribution to the leadership of the Council.
- Delivers an effective, efficient, high quality human resource services, reflecting modern best practice to Members and officers.
- Executing a comprehensive ED&I Action Plan that addresses critical workforce challenges including leadership, strategy, recruitment, progression, employee engagement, pay, reward, and workplace culture.
- Delivers effective, efficient and high-quality advice in a timely proactive and outcome focused way that provides employees with guidance and initiatives ensuring our people are engaged, supported and constantly growing.
- Puts employees at the centre of HR&OD decision making and understands organisational business need.
- Develops and maintains positive relationships with diverse stakeholders including for example the Council's Executive Management Team, Trade Unions, Resources Management Team and elected members to ensure the Council's strategic priorities are effectively implemented.
- Supports effective, efficient best practice and legally sound Human Resource services.
- Promotes equality among all staff and ensures that services are delivered in a way that promotes equality of access.
- Identifies new, inclusive and innovative ways of delivering services that provide high quality and good value for money.

- Drives the implementation of consistently high-quality HR&OD service standards.
- Is a role model for the Council's behaviours and leadership expectations.
- Maintains an awareness of contemporary employment law issues the impact on all human resource and organisational development requirements.
- Challenges and signs off financial strategies and plans/budgets within the scope of the role that support the effective delivery of strategic priorities; monitors the Directorate budgets within the scope of the role and ensure it is effectively controlled, driving down spend where appropriate; holds managers to account to manage their budgets and to provide services that are delivered or procured that represent value for money.
- Provides inspirational and professional leadership to staff, establishing and promoting an inclusive culture of personal development that enables staff to realise their potential, manage their careers and therefore improve outcomes.

1. Principal Accountabilities / Responsibilities

LEADERSHIP

- To lead and direct the HR and Organisational Development service to ensure that the Council's core values and strategic aims are achieved by providing a clear sense of purpose and direction in order to motivate and develop employees to achieve high performance.
- To develop and maintain a positive working environment encouraging active involvement of staff in shaping the development and delivery of capable and timely services and promotion of equal opportunities.
- Actively encourage innovation and creativity across the team, pushing boundaries to improve efficiency, provide value for money and achieve new ways of working.
- To act as an ambassador for the Council, promoting and developing the authority's image, forming strategic alliances and developing effective working relationships on a local, regional and national basis. To support and deputise for the Executive Director for Resources as appropriate.

PERFORMANCE AND RISK MANAGEMENT

- To develop and embed a performance culture that delivers results through rigorous open challenge, personal accountability, disciplined execution and continual improvement.
- To ensure that all Human Resource services/functions are delivered within and to budget and meet any identified and agreed savings targets.
- To provide managerial and strategic leadership to the improvement of corporate and service performance by ensuring that resources are targeted on the Council's priorities and meeting customer needs.

- To promote and ensure compliance with policies and procedures, all Statements of Required Practice for managers and the Council's Code of Conduct.
- To consider and develop opportunities for the commercial development of the service

FINANCIAL MANAGEMENT

- Responsible for HR and OD budget.
- Indirectly responsible for the Council's staffing budget
- To ensure the effective management and deployment of all appropriate budgets in line with agreed financial processes

NOTE:

The post holder is responsible for the full range of HR&OD service areas. The Council's payroll service is currently delivered on behalf of the Council by Hampshire County Council but will be brought back under direct control of the Council in April 2025. The Director for HR&OD is currently responsible for the client management of these services, ensuring that the services are joined up with the Council's HR service and holding Hampshire County Council to account for performance.

POLITICAL RESTRICTION

This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside work.

2. PERSON SPECIFICATION

<ul style="list-style-type: none"> • Substantial senior management experience in Human Resources and Organisational Development, evidenced by a solid track record of success, leading high-quality services including effective senior level engagement in building proactive partnerships with key internal and external stakeholders.
<ul style="list-style-type: none"> • Demonstrable success in managing organisational transformational change, new ways of working and securing support of others within a large complex organisation.
<ul style="list-style-type: none"> • A working knowledge of equality performance frameworks.
<ul style="list-style-type: none"> • Ability to balance strategic leadership and direction with effective operational management.
<ul style="list-style-type: none"> • Ability to apply discretion and initiative in dealing with complex issues.
<ul style="list-style-type: none"> • Culturally engaging with an ability to inspire and command respect, trust and confidence of Executive Management Team, Council Members and other colleagues and stakeholders.
<ul style="list-style-type: none"> • Excellent negotiation and influencing skills, able to persuade others to alternative points of view.
<ul style="list-style-type: none"> • Ability to adopt best practice, modern, innovative working practices, which enable the delivery of corporate priorities.
<ul style="list-style-type: none"> • Customer oriented, with well-developed networking and partnership skills, able to build relationships with a range of stakeholders.
<ul style="list-style-type: none"> • Financial and commercial awareness; effective budgeting and financial management skills.
<ul style="list-style-type: none"> • Political sensitivity with an ability to make progress in complex policy areas and a strong belief in the value of local democracy and accountability.
<ul style="list-style-type: none"> • Commitment to the Council's values and behaviours with an ability to demonstrate personal leadership on the importance of diversity.
<ul style="list-style-type: none"> • Authoritative and influential with highly developed relationship management and networking skills, with the ability to foster joint working across service and organisational boundaries for the benefit of residents and communities.
<p>SKILLS, KNOWLEDGE, AND EXPERIENCE</p>
<ul style="list-style-type: none"> • In depth knowledge of current good employment practice and policies in Human Resources and Organisation Development.
<ul style="list-style-type: none"> • Understanding of current local government context and HR best practice.

<ul style="list-style-type: none"> • Member of the Chartered Institute of Personnel and Development.
<ul style="list-style-type: none"> • Understanding of aspects of local government in particular the structural frameworks of local authorities.
<ul style="list-style-type: none"> • Experience in implementing equality improvement initiatives in a complex organisation.
<ul style="list-style-type: none"> • Experience of developing policies and procedures for managers or staff to improve equality outcomes.
<ul style="list-style-type: none"> • Substantial knowledge of public sector practice, the political environment and statutory obligations across the organisation as a whole.
<ul style="list-style-type: none"> • A strong understanding of the financial framework governing local authority activities.
<ul style="list-style-type: none"> • An understanding of the contemporary public change agenda and up to date knowledge of employment law.
<p>PERSONAL SKILLS</p>
<ul style="list-style-type: none"> • Proven ability to negotiate complex matters of high value, translating those matters into action that best represents and protects the interests, desires, and good governance of the authority.
<ul style="list-style-type: none"> • Proven ability to relate to and win the confidence, trust and respect of Members, senior management colleagues, partners, and the wider community.
<ul style="list-style-type: none"> • Demonstrates proficiency in navigating complex, political environments, exhibits fairness and decisiveness while methodically assessing the risks and benefits associated for the council, partners, and the wider community.
<ul style="list-style-type: none"> • A proficient communicator with exceptional interpersonal skills to expertly convey complex information both verbally and in writing, ensuring clarity, articulation, and balance for diverse audiences while showcasing a high level of emotional intelligence.
<ul style="list-style-type: none"> • Ability to devise innovative solutions to significant and complex HR and organisational challenges.
<ul style="list-style-type: none"> • Excellent negotiation skills and an ability to influence outcomes through reasoning, persuasion, and tact.
<ul style="list-style-type: none"> • Ability to use information technology to improve service delivery and reduce transactional costs.
<ul style="list-style-type: none"> • Demonstrable continuous development and improvement of own leadership and professional practice.

Our Values & Behaviours

PUTTING COMMUNITIES FIRST

- We put local people at the heart of decision making in everything we do.
- We seek to include and involve: all voices matter.
- We provide quality services that are responsive, effective and efficient.

The following examples are indicators of effective behaviour:

- I actively involve and include the communities that I serve in my work.
- I shall reflect the views of the communities in my daily work.
- I shall improve the service I provide through seeking feedback from others.

Our residents will feel that:

- I have been included
- I can see how my views have been taken into account
- I can see improvements and developments based on my input

RESPECT

- We listen to everyone and value the personal experiences of people in our communities and of each other.
- We adopt a fair, and involving approach regardless of any way in which an individual is different to us.

The following examples are indicators of effective behaviour:

- I adapt my approach to take account of all differences and cultures in the community and with colleagues.
- I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves.
- I communicate in a way that is respectful, encourages involvement and meets people's needs.

Our residents will feel that:

- I feel my culture and background are respected.
- I have confidence that action is being taken.
- I feel I am being treated fairly.

INTEGRITY

- We act with openness, honesty, compassion, responsibility and humility.
- We let people know what we are doing and communicate why and how decisions have been made.

The following examples are indicators of effective behaviour:

- I demonstrate empathy in my interactions with others.
- I am honest and transparent about the decisions I take.
- I follow through on the actions I say I will take and take ownership for communicating the outcome.

Our residents will feel that:

- I am told when something is not possible and the reasons why are explained to me.
- I feel my perspective is listened to and understood.
- I feel my views are valued

WORKING TOGETHER

- We work together and in partnership with everyone that has an impact on the lives of our residents.
- We want to understand, learn from each other and continually adapt.

The following examples are indicators of effective behaviour:

- I work with others to provide an effective service for residents, local communities and other departments within the Council.
- I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.
- I seek out opportunities to learn from my colleagues and build on good practice.

Our residents will feel that:

- I can get my issue resolved without being passed around departments.
- I find it easy to access the services that I need.
- I feel the Council is open to new ideas.