

## Head of Human Resources and Organisational Development

### Role profile

#### Job Description

##### **JOB PURPOSE**

1. Provide dynamic and positive leadership in managing the staff and teams allocated to the post –  
Human Resources, Health and Safety, Policy and Performance, Equalities, Workforce Health, Emergency Planning, Learning and Development.
2. Define and implement corporate organisation development, learning and training strategies plans and policies which are aligned with and facilitate the delivery of the Council's strategic delivery plan.
3. Provide specialist expertise to members and managers in the development of organisational culture, performance management, leadership, employee engagement and all aspects of organisation change and development.

##### **CORPORATE MANAGEMENT**

1. To lead and manage the delivery of the Council's services allocated to this post in an efficient and effective manner, within the strategies and policies approved by the Council
2. To provide the necessary leadership, guidance and direction to all employees and to oversee the management of budgets.
3. To play an effective part in the corporate management of the Council to ensure a "One-Council" approach is adopted at all times.
4. To role model through own behaviours and actions a coaching and empowering approach to leadership to ensure the council is driven by a truly customer-focussed culture.

##### **SUMMARY OF MAIN DUTIES AND RESPONSIBILITIES**

1. To provide elected members with appropriate advice and guidance in relation to the development, delivery and continuous improvement of Council services,
2. Challenge – to positively manage ongoing improvements within services by recognising the achievements of individuals and teams, whilst encouraging creativity and autonomy with responsibility.

3. Financial and Corporate Governance – to ensure that effective financial and corporate governance controls are implemented whilst seeking ongoing areas for improvement.
4. Corporate Strategies – to ensure Council's strategies / plans are delivered whilst seeking ongoing areas for improvement.
5. To lead on Workforce Strategy and Organisational Development, ensuring that structures, ways of working and employee relations are in place to support the Council's objectives.
6. To lead on the management of employee performance, ensuring that effective planning, reflections are followed consistently throughout the workforce, adopting competency frameworks where appropriate.
7. To be responsible for employee engagement, collecting and responding to the views and contributions of the whole workforce, including those from Trade Union representatives.
8. To provide comprehensive and integrated learning and development activities that equip the workforce to meet the Council's aims and objectives.
9. To provide advice and guidance in ensuring the Council meets its statutory equalities duties, including the Public Sector Equality Duty, by embedding equality and diversity into service provision, employment and community support.
10. To provide a core Health and Safety and Workforce Health service to Council employees, ensuring all legal and regulatory requirements are observed. To raise the profile, importance and relevance of health, safety and workplace well-being to embed a positive culture within the workforce.
11. To lead on Emergency Planning arrangements for the Council, in collaboration with the Leicestershire, Leicester and Rutland Resilience Partnership. This includes being the Council's representative on the Resilience Partnership Management Board.
12. To support the Council's Category 1 response to integrated emergency management and participate in the out-of-hours on-call rota as Incident Control Officer.
13. To ensure effective arrangements are in place to provide responsive HR transactional support and professional advice to managers and employees to effectively manage all aspects of the employee lifecycle.
14. To work with elected members to assist in their understanding and engagement of services and to provide them with appropriate support and advice regarding their casework and other council activities, including attendance at appropriate Council meetings.
15. To build and develop effective relationships with a variety of stakeholders including Parish Councils, Business and Enterprise organisations, voluntary sector groups etc.

16. To ensure that all procurement procedures meet EC and other statutory requirements, resulting in efficient and effective provision of good services.
17. To participate in the Emergency Planning callout rota of the Council as Incident Control Manager and to lead teams in collaboration with other agencies and stakeholders to effectively manage civil emergency situations.
18. To carry out such other duties required consistent with the general level of responsibility of the post.

### COMPETENCY STANDARDS

COMPETENCY	DESCRIPTION
Collaborates and works with partners	Actively engages and involves internal and external partners to develop and achieve shared community goals and objectives.
Engages with the community & other stakeholders	Ensures decision making is properly informed by others within the local community.
Delivers customer focussed services	Actively involves internal and external customers / partners to develop and deliver effective services.
Is politically sensitive	Engages effectively with elected members and other stakeholders to deliver effective solutions.
Is strategically focussed	Is able to see the bigger picture and focuses decision-making on the achievement of agreed long-term goals.
Manages diversity in practice	Values and respects differences between people (and the service benefits that can arise), challenges discrimination and treats others with respect.
Manages change	Understands the need for change and actively manages the change process to conclusion.
Manages performance	Agrees and sets targets and motivates others to achieve them.
Manages the job	Prioritises tasks to make the best use of resources to deliver the job.
Communicates	Gets the message across clearly and appropriately to the needs of the audience.
Develops talent	Makes the best use of talents and skills of people in achieving agreed objectives.
Manages within teams	Manages individuals and tasks and helps teams to achieve agreed goals.
Working together	Encourages working together for the benefit of customers.
Leadership	Leads by example through own behaviours and professional approach to work. Inspiring and results driven.
Developing commercial skills	Seeks and implements best practice from the private

	sector, to improve the customer experience and to drive best value-for-money.
Achieving excellence	Delivers high quality services to meet personal, organisational and customer expectations. Adopts a can-do, innovative approach.
Reducing bureaucracy	Actively seeks to minimise ineffective processes and behaviours. Structures communication and engagement processes to meet the needs of customers.

## Employee Specification

Key questions or criteria are developed to set minimum criteria for this job.

In the role of Head of Human Resources and Organisation Development it is essential that you can answer yes to the following criteria:

1. Are you eligible to work in the UK?
2. Do you have a relevant degree level qualification and membership of a recognised professional body, e.g. chartered membership of the CIPD?
3. Do you have a track record of demonstrable achievement at a senior management level?
4. Do you have previous experience of working in the public sector?
5. Do you have experience of effective organisational development and performance management?
6. Do you hold a current full driving licence?

- **KNOWLEDGE, AND EXPERIENCE**

<b>Criteria</b>	<b>Essential requirements</b>
<b>Knowledge and experience</b>	<p>Extensive experience in HR management including employment law and HR best practices.</p> <p>A proven track record in managing organisational change and transformation, ideally in the public sector.</p> <p>Able to develop and implement HR strategies that align with the Council's goals and objectives.</p> <p>Extensive experience in organisation development strategies that align with the Council's goals and objectives.</p> <p>Experience of effectively consulting and working with trade unions.</p>

	<p>Proven track record of leading and managing change initiatives to drive organisational outcomes and benefits.</p> <p>Evidence of engaging stakeholders and building strong relationships to achieve collective outcomes.</p> <p>A track record of consistent and demonstrable achievement at management level, ideally within the remit of the post.</p> <p>Evidence of providing visible and supportive leadership, empowering, enabling, motivating and developing a team and its members.</p> <p>Experience of working in a pressurised environment and managing competing priorities whilst delivering on a range of projects and adapting to changing circumstances.</p> <p>A clear understanding of the context of potential challenges facing the public sector.</p> <p>Experience of managing strategic relationships with key stakeholders and partners at a senior level.</p> <p>A good understanding of political processes and experience of managing politically sensitive issues and of working with officers and elected members (or equivalent in an alternative public sector or private sector environment).</p> <p>Evidence of delivering an effective performance management culture to drive continuous improvement, including service planning, target setting, performance and staff management.</p> <p>Knowledge of the legislative framework relating to the provision of services in the public sector.</p>
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## Conditions of service

A full statement of the terms and conditions of employment will be given to you if you are the successful applicant. However, the following provides a summary of the main terms and conditions.

The post is covered by the Chief Officer National Conditions of Service with some local variations.

### Salary scales

This is on a salary scale (HoS12) comprising nine incremental points – see below.

1	£64,241pa
2	£65,478pa
3	£66,771pa
4	£68,062pa
5	£69,356pa
6	£70,647pa
7	£71,939pa
8	£73,231pa
9	£74,525pa

Starting salary within the range will be subject to discussion with the successful applicant.

Salaries are paid on the 25<sup>th</sup> day of each month, by bank transfer.

Incremental progression is normally automatic, awarded annually on the 1<sup>st</sup> of April.

In addition, the Council will reimburse the payment of one annual professional subscription, and you will be provided with a mobile telephone.

### Annual Leave

Annual leave entitlement is 30 days per annum plus eight bank holidays and one extra statutory day.

### Hours of Work

Your hours of work are unspecified subject to a minimum of 36.25 hours per week and will include evening and weekend work as necessary. It is a requirement of the role that you are a member of the Emergency Planning Incident Control Officer 24/7 out of hours service. This is undertaken on a rota basis with other members of the Senior Management Team, so will generally involve one week in every eight.

An agile working hours scheme is in operation, which allows for greater flexibility in working times, and many of our employees now undertake a significant proportion of their work from home. We will provide a laptop, screen etc. and contribution towards the cost of a desk and a suitable office chair if needed.

There will be a requirement to attend the offices when needed for face-to-face formal Council meetings and as part of your wider management role.

#### **Political Restriction**

This post is politically restricted in accordance with the terms of the Local Government and Housing Act 1989. Due to the seniority of this role, and the nature of the post, there is no right of appeal against this restriction.

The final decision on the appointment to this post will be by a small Appointments Member Committee chaired by the Leader of the Council.

#### **Notice**

This post requires a notice period of 12 weeks.

#### **Pension**

You are automatically included in the Leicestershire Pension Fund. Pension rights are usually transferable if an officer moves from one public authority to another.

#### **Smoking at work**

The council has a Smoke Free Council Policy in place.

#### **Use of vehicles**

With this post you have the option to lease a car in accordance with the terms and conditions of the Authority's policy. This scheme allows the choice of any lease car, and the Council will pay a defined contribution towards the cost of the vehicle depending on engine size and CO2 output. As an alternative you may choose to receive a lump sum car allowance currently valued at approximately £4,500 per annum. The car allowance is not classified as pensionable pay. The nature of this job role means that you will need to use your own vehicle for business use so you must ensure that your insurance documents reflect this. Any business mileage will be paid at the lease car rate – currently 16.6p per mile.

#### **Relocation scheme**

A generous relocation scheme is available for candidates seeking to move to the area. The scheme provides for financial assistance with removal costs, legal and other fees associated with house sale and purchase, settling in allowance and assistance with costs where two properties are temporarily being maintained or support with travel costs. There is a requirement to move within a 20-mile radius of the Council offices – this area includes parts of the large nearby urban areas of Derby, Leicester and Nottingham and a significant rural area containing numerous villages. Further details of the scheme are available on request.

### **Other Benefits**

We offer a range of other benefits to all employees which include 24/7 confidential support line, the option to buy additional leave, a healthcare cash plan scheme, discounts at our leisure centres, workplace bike scheme, star recognition process to recognise outstanding achievements, coaching opportunities, free car parking, free will service, salary sacrifice electric and PHEV car leasing scheme, and excellent support for continued professional and wider career development.

### **Immigration, Asylum and Nationality Act 2006**

You must be eligible to work in the UK. Candidates will be required to provide original evidence of his/her eligibility to work in the UK. (Passport, national insurance number, or visa/work permit).