



Director of People

The role and person specification:

You will be an experienced, senior HR professional with a demonstrable track record of inspiring colleagues, delivering transformation programmes and building excellent relationships with internal and external stakeholders. Operating with integrity and openness, you will have the confidence and credibility to engage and lead colleagues, elected Members and partners and deliver against the Council's agreed People Strategy and Diversity and Inclusion Strategy.

Role and responsibilities

- Direct the development of workforce strategies and frameworks to meet statutory requirements and support efficient service delivery by the Council and its partners; provide and commission quality, cost-effective, value enhancing HR, Learning & OD services; provide innovative and professional leadership in co-operation with stakeholders.
- As a member of the Council's Joint Leadership Team, contribute broadly to the development and operation of the Council through effective corporate working, taking responsibility for personal development and for the development of the Council as a whole.
- As a member of the Resources Management Board, contribute to the overall management of the Resources directorate and provide leadership of People Services.
- Manage and lead the HR and payroll service and associated contractual and other partnerships to ensure effective and competitive service provision that adds value, appropriately bench-marked and rigorously performance managed, within budget and in accordance with the Council's values and behaviours.
- Develop and deliver the People Strategy for the Council to support the corporate and service plans.
- Working with the Chief Fire Officer, lead Hertfordshire Fire & Rescue Service's response to people issues raised by national reviews and inspection regimes, ensuring that that HR processes, policies and systems to create a fair and inclusive environment for our people.
- Establish effective mechanisms for liaison, engagement and communication across the Council and with other stakeholders, including the recognised trades unions.
- The lead advisor on workforce and HR matters and engage senior management and elected Members on these issues in order that knowledge is increased, informed judgements can be made and accountability is enhanced, and these are aligned to the council's corporate plan and objectives.
- Lead the Council's workforce planning strategy so that it delivers the short, medium term and long term workforce requirements. This includes developing projections, scenario planning and workforce modelling to support decisions for options appraisal and with finance colleagues for business cases.
- Ensure that effective processes are in place across the Joining, Working, Learning, Reward and Leaving Employee lifecycle, in line with Council policy and agreed values and behaviours
- Work in partnership with all tiers of government, voluntary and community and private sector and professional organisations, representing the Council at local, regional and national level to promote Hertfordshire and the development of innovative and efficient services
- The duties and responsibilities listed above describe the post as it is at present.
- The post holder is expected to accept any reasonable alterations or duties that may from time to time be necessary.

Experience

- Managing all aspects of People Services in a local authority or other complex public sector environment.
- Directly responsible for a £8m annual budget and indirectly a £300m + payroll budget/establishment for Hertfordshire County Council.
- Managing and providing assurance and compliance of a payroll and pension provision servicing over 28,500 employees, including schools, academies and the Council's traded services. This includes oversight of a range of terms and conditions, including the teachers pensions scheme.
- Providing strategic workforce leadership in a large organisation.
- Designing, implementing and embedding transformational change in a complex organisation.

- Introducing high standards of performance in all aspects of service delivery, including developing and managing processes and systems.
- Managing change programmes designed to deliver the required outcomes and evidence of these within the required timescale and budget.
- Developing and delivering traded service offerings.
- Challenging thinking and behaviours at all levels in a complex public sector organisation.

Skills and abilities

- Political sensitivity to enable productive working relationships with elected members and senior colleagues.
- Ability to translate strategic business objectives into focussed projects and deliverables.
- Ability to drive innovation in the delivery of services to improve standards and cost effectiveness and implement best practice.
- Ability to take difficult decisions within the management framework set by the Deputy Chief Executive and Executive Director of Resources.
- Ability to lead and motivate the HR team (a multi disciplined team circa 150 colleagues) to deliver service and organisational objectives.
- Ability to build effective teams and relationships and to support others in developing and achieving their personal, professional and organisational goals.
- Ability to get things done through collaboration with colleagues but also challenge where necessary.
- Ability to forge and maintain relationships with a wide range of parties including contractors, schools and other relevant external agencies in the public and private sectors.
- Excellent oral and written communication skills.
- Ability to demonstrate compassionate leadership and active listening skills to respond to feedback.
- Ability to work with elected members at the highest level.

Training and qualifications

- Management qualification or relevant management experience
- FCIPD qualification ideally or minimum MCIPD
- Knowledge of employment law to ensure the highest levels of professional standards and practice.
- Programme management qualification or equivalent experience

Organisational structure

