


Job Description			
Title: Head of Human Resources, Workforce and Organisational Development	Service Group: Customers, Governance and Employees	Post Ref: Band G	
Job Purpose <ul style="list-style-type: none">• To act as the professional head of function and the principal adviser to the Council on all human resource matters including acting as lead officer on matters relating to employment, employee relations, equalities, corporate workforce planning and development and organisational development.• To lead the integrated Human Resources function, providing a range of professional advice, guidance, and support to managers across the Council and to school leaders as part of a sold service offer.•			
Key Responsibilities <ol style="list-style-type: none">1. To provide professional advice and act as principal adviser to members and senior officers on human resources, workforce, equalities, and organisational development matters.2. To lead and manage Human Resources functions providing strategic and operational advice, guidance, and support in relation to equalities, terms and conditions, employment and employee relations matters, job design/evaluation, workforce and resource planning, workforce development and organisational development.3. To lead, develop and maintain a positive employment relations environment through partnership working with recognised trades unions via the agreed framework of joint negotiating and consultative panels and lead on consultation and negotiation on terms and conditions, employment policies and procedures.		Key Accountabilities <ol style="list-style-type: none">1. Ensure that the Council has access to appropriate advice on employment, human resources, equalities, workforce, and organisational development.2. Lead, develop and manage a team of HR generalist and specialist professionals.3. Ensure that the Council has in place effective plans, and tools to ensure appropriate staffing resources, resource planning and workforce and organisational development to meet current and future needs.4. Ensure that services are delivered as agreed in the published service offer and service plan within agreed resources, including targets for improving efficiency and customer satisfaction.	

<ol style="list-style-type: none"> 4. To ensure that appropriate strategies, policies, and procedures are in place to support and enable ongoing delivery and transformation of council services and development of our workforce in line with the requirements of a 21st century public service organisation. 5. To monitor and report on implementation and application of employment strategies, policies and procedures and their impact across the Council which recognises the importance of flexibility and management discretion in a large diverse organisation and identifies areas for development and improvement. 6. Create, develop, and maintain relevant people strategies and action plans to ensure the Council recruits and retains appropriate staffing resources and effectively engages and maximises the contribution and performance of the Council's workforce. 7. To ensure that equity, fairness, and diversity are embedded in the Council's approach to employment and human resources matters through the provision of appropriate advice, guidance, and support; the development, application, monitoring and reporting on the impact of employment policies and procedures; leading on the development and implementation of action plans and strategies to address identified challenges and issues. 8. To lead work to instil, encourage and develop a culture across the Council which embodies the Council's values, vision and ambitions as set out in the Nottinghamshire Plan and Nottinghamshire Way, including working with managers, employees, trades union representatives and staff support groups to ensure effective engagement and ownership. 	<ol style="list-style-type: none"> 5. Staff performance within the services managed. 6. Delivering the service within the allocated budget. 7. Taking decisive action and reporting issues where unforeseen events impact on service delivery targets including budget. 8. Providing data, intelligence, and key information to elected members and corporate leadership team about the impact of the application of employment and equalities policies and procedures and approaches across the Council. 9. Meeting statutory or regulatory standards that apply to the services managed and relevant areas of work. 10. Ensuring that the provision of services is legally compliant and accords with best practice.
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<p>9. Providing timely and accurate workforce intelligence, including data on past and future trends, through the development of an HR analytics function.</p> <p>10. Development and delivery of service plans including agreeing priorities and targets with the Service Director Customers, Governance and Employees.</p> <p>11. Develop a package of services, deliver, and monitor the impact of sold services to schools and other partners.</p> <p>12. Delivering the services in accordance with the performance targets in the service plan/s and the published service offer.</p> <p>13. Fulfilling all duties to effectively manage the performance of and ensure the welfare of all staff within the HR service.</p> <p>14. To work with colleagues across the division and wider Chief Executive's Department to continue to deliver effective, efficient enabling services understanding the synergies and economies of scale such an approach can deliver.</p> <p>15. To develop and maintain effective partnerships with internal and external stakeholders to maximise the employment benefits for the Council and across the wider public sector.</p>	
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

Person Specification

Education and Knowledge

1. Professional/Management qualification or equivalent experience
2. Evidence of continuous professional development.
3. Deep knowledge and current understanding of the main issues and influences affecting the business operations of local government or a similar organisation.
4. Detailed knowledge of main issues and influences affecting the services and activities allocated to this post.
5. Detailed knowledge of employment policy/law and HR practices, principles of effective employee relations, employee engagement and organisational development.
6. Comprehensive knowledge of the principles and practice of:
 - effective people management.
 - excellent customer service.
 - continual improvement using an evidence-based approach.
 - stringent budget management
 - appropriate risk management
 - inclusive approaches which value and encourage diversity.
7. Member of the Chartered Institute of Personnel and Development
8. Detailed knowledge of current issues affecting workforce, Employment, HR, and equalities issues in Local Government or wider public services.

Experience

11. Extensive experience of advising senior managers and/or members on the areas of responsibility within the role, ideally in a strategic context.

Leadership and Management Skills

5. A high level of personal drive and integrity and an understanding of how their personal leadership style impacts on service outcomes.
6. Strong interpersonal skills enabling the post holder to provide purpose and direction to others in a changing environment to ensure effective engagement with customers, staff, and other key stakeholders.
7. Ability to make decisions and solve problems in a changing and complex service environment, involving planning solutions and prioritising personal and service resources.
8. Ability to meet agreed broad service objectives and delivery targets through the organisation of human, physical and financial resources.
9. Flexible and agile approach able to anticipate and adapt quickly to changing circumstances.
10. High level partnership working skills and ability to effectively influence and negotiate on behalf of the Council.

12. Extensive experience of effective and efficient service delivery, including a significant proportion involving the management of resources and performance at a strategic level.
13. Significant experience of leading changes in a service delivery environment with responsibility for direction of a service involving the co-ordination and integration of a number of sub functions
14. Significant experience of commissioning or procuring services and contract management particularly in relation to the contingent workforce.
15. Experience of cultural change and organisational development activity in a complex environment.
16. Experience of working effectively in partnership with trades union colleagues.
17. Experience of strategy and policy development, review, monitoring impacts and implementation.
18. Ability to analyse and interpret workforce data and intelligence and present clearly to senior leaders to inform strategic decision making.
19. Ability to effectively and appropriately challenge for the benefit of the wider organisation.

Role Dimensions

1. **Financial Responsibility: £2,340,526**

Contract management in excess of £15 million per annum

Income generation: £660K

2. **Staff : 57.7 FTE**
