



Job Description

JOB TITLE: ASSISTANT DIRECTOR FOR HUMAN RESOURCES & DEVELOPMENT

REPORTS TO: DIRECTOR OF GOVERNANCE

Job Purpose

To lead and develop the human resources (HR) strategy and function to support and deliver the Council's objectives and develop a performance, and customer focused culture.

To support the Chief Executive and Corporate Management Team to deliver the Council's strategic agenda.

To provide leadership, motivation and vision for the entire Council HR and Development service and ensure delivery of a quality service to the staff and management of the City Council.

To ensure that the Council's OD and cultural change activity is coherently planned, consistently communicated and effectively implemented to deliver the Council's objectives.

To attend the Corporate Management team of the Council as required to ensure that there is full ownership of key HR policies and strategies.

To lead on negotiations and consultations with trades unions on key and major issues

To be principal adviser to the Council on all workforce matters

To be a full participating member of the Governance Departmental Management Team (DMT) driving strategy and performance and identifying and championing the delivery of the Governance directorate's vision and strategy.

Organisation

The Assistant Director for Human Resources & Development reports directly to the Director of Governance. The post holder will be responsible for approx. 25 employees split across:

- HR Policy & Reward
- HR Business Partnering
- Occupational Health
- Organisation & Workforce Development

It is anticipated there will be up to 4 direct reports.

In addition, the HR transactional, payroll and schools HR service is provided on behalf of the City Council by SERCO. The Assistant Director is responsible for the client management of these services, ensuring that the services are joined up with the City Council HR service and holding SERCO to account for performance.

Principal Accountabilities / Responsibilities

- Lead the division and manage delivery of a support service and provide strategic and strong leadership to the staff in this service group.
- Build effective working relationships with internal and external partners, regulators, stakeholders and communities of interest in order to develop and improve services.
- To determine the most cost effective use and deployment of resources in order to achieve council and service objectives and to reflect value for money.
- To oversee specific service budget plans to ensure that income and expenditure is effectively managed and monitored and that budgets are fully accounted for and monitored
- Ensure that the service area is focussed on customer requirements and operate high

standards of customer service and that the service operates in a way which reflects the Council's value and standards.

- Select, deploy, manage and develop people to enable them to reach their full potential in the achievement of the purpose and priorities of the division.
- As a member of the Governance Management Team, to take a proactive role in the development of the directorate's vision, priorities and policies and communicate these in a way that enables people to translate them into effective actions.
- Lead an HR and Development Team that is customer driven, proactive, flexible, facilitates workable solutions and supports the Council in the achievement of its objectives.
- Ensure that HR and Development plays a leading role in the implementation and establishment of cultural change and organisational development
- To be responsible for an occupational health service that promotes a culture of effective health and wellbeing.
- Develop and implement a people strategy which contributes to the Council's objectives and develops a performance and service driven culture.
- Create a sustainable leadership culture supported by best practice leadership development interventions relevant to the Council's desired cultural and organisational needs.
- Ensure the delivery of robust workforce information and proactive analysis of trends to the Council and its managers to enable the Council to plan for its future workforce needs within agreed budgetary limits over both the short and long term.
- Plan and deliver a rolling programme of organisational and workforce development activity, benchmarked to the highest practice standards.
- To lead on senior recruitment as appropriate including advising Elected Members on appointments
- To establish a talent management strategy which includes succession planning and future leaders planning.
- Ensure that the Council's relationships with its entire workforce and trade unions are fair, consultative and meet best practice.
- Ensure the Council's reward strategy is designed to motivate staff to achieve the organisation's objectives
- Provide high quality HR advice to the Council, Chief Officers and Elected Members to underpin effective decision making, meet statutory requirements and ensure good general practice. This involves interpretation of the law and best practice for all of the Council's service delivery functions.
- Deliver a wide range of sensitive and high profile cases including new initiatives, policy development, major projects, corporate HR issues and other complex casework
- Provide HR advice to Employment Committee, Employment Appeals Committee, and other Committees as may be required.
- To contribute to corporate programme boards which develop strategy and policy, implement programmes and projects.
- To advise the Council on any legislative changes in the area of employment and implement changes where required.
- To report to Scrutiny Committee on the development of the team or service where required
- To actively pursue opportunities for shared services or other non-profit income opportunities.
- Develop and deliver strategies for the delivery of HR services so as to increase efficiencies and increase external income.
- To provide training to elected Members and senior officers on all aspects of the service and also on emerging issues.
- To ensure that a system of continuous review and improvement is embedded within the service so that "traditional thinking" is challenged and innovation pursued.
- To contribute to the management of the council at a senior level and actively participate in the departmental management team and other corporate groups by contributing to the achievement of the Authority's strategic aims and continuously improving its performance, understanding the council's priorities and ambitions and driving continual improvements within the service.
- To participate or lead on corporate projects and contribute to the development of corporate policies and strategic decision making as required.
- To manage relationships with trades unions including chairing Joint Consultative Forum

meetings and leading on key negotiations as appropriate.

- To foster strong and positive relationships between the Council and its recognised trades unions.
- To promote innovation, efficiency and customer focus in service delivery.

Leadership

- To support and deputise for the Director of Governance as appropriate.
- 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.

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 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 a budget of £1m
- Indirectly responsible for the Council's staffing budget (circa £51m).
- To ensure the effective management and deployment of all appropriate budgets in line with agreed financial processes

Job Knowledge

- In depth knowledge of current good practice and policies in Human Resources.
- Understanding of current local government context and HR best practice.
- Member of the Chartered Institute of Personnel and Development.
- Understanding of aspects of local government in particular the structural frameworks of local authorities.
- Substantial knowledge of public sector practice, the political environment and statutory obligations across the organisation as a whole.
- A strong understanding of the financial framework governing local authority activities.
- An understanding of the contemporary public change agenda.
- An up to date knowledge of employment law

Experience

- Extensive experience of operating as a senior manager in a complex HR service which incorporates decision making, strategic and business planning.
- Experience of working with trade unions and of general employee relations

- Proven experience of influencing strategic HR policy direction within a large complex organisation such as local authorities.
- Proven track record of leading strategic HR policy formulation, decision making, resources allocation and of problem solving and meeting objectives at a senior level
- Experience of working effectively in a political environment, demonstrating high levels of political awareness, sensitivity, confidentiality and understanding with the ability to translate that into delivering winning the confidence of senior managers and elected members.
- Evidence of developing and encouraging innovative ideas to drive improvement in the delivery of services.
- Extensive experience of managing at a senior level and providing leadership and direction across a range of HR services. Evidence of high level leadership with ability to impact, motivate, influence and develop others.
- Demonstrated evidence of significant service improvement through managing change including staff engagement, capacity building, workforce modernisation and organisational reform.
- Significant experience of the preparation, management and control and targeting of budgets, ensuring priorities and targeting of resources to achieve maximum value for money and income generation.
- Experience of identifying ways in which services can be delivered more efficiently by ensuring that the processes used and the resources needed to apply those processes, provide the optimum route to achieve cost-effective solutions.
- Evidence of personal commitment to diversity in the workplace and in the shaping of service outcomes.

Skills

- 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.
- Ability to relate to and win the confidence, trust and respect of Members, Colleagues, Partners and the wider community.
- Ability to operate in a complex, political, environment and act decisively within the context of accurately analysing risk and benefits of different courses of action.
- Excellent communication skills and the ability to communicate complex information both orally and in writing in a clear articulate and balanced way to a variety of audiences.
- Ability to devise innovative solutions to significant and complex HR problems.
- Excellent negotiation skills and an ability to influence outcomes through reasoning, persuasion and tact.
- Strategic and logical thinker and decision-maker able to provide practical and creative solutions to the management of corporate and directorate issues.
- High intellectual and analytical abilities; able to assimilate and analyse information quickly, identifying issues, priorities and solutions and using effective models, techniques and resources to resolve issues.
- Ability to use information technology to improve service delivery and reduce costs.
- Demonstrable continuous development and improvement of own leadership and professional practice.

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.