

EMPLOYMENT COMMITTEE	AGENDA ITEM No. 5
17 JUNE 2015	PUBLIC REPORT

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ASSISTANT DIRECTOR FOR HUMAN RESOURCES & DEVELOPMENT PROPOSED JOB DESCRIPTION AND JOB EVALUATION PROCESS

R E C O M M E N D A T I O N S	
FROM: Director of Governance	Deadline date: N/A
That the Employment Committee agrees the proposed job description for the post of Assistant Director for Human Resources & Development as set out in Appendix 1 of this report.	

1. PURPOSE AND REASON FOR REPORT

- 1.1 The purpose of this report is to provide Employment Committee with the opportunity to ensure that this role has a job description which accurately reflects the work undertaken and the standards expected of the post holder.
- 1.2 This report is for the Committee to consider under its Terms of Reference:
- No. 2.3.1.1 ‘To appoint Directors and Heads of Service, and determine terms and conditions of employment’.
 - No. 2.3.1.5 ‘To consider, and recommend appropriate actions where necessary in response to executive proposals relating to: (a) changes within a Department’s/Division’s structure which involve substantial changes in the responsibilities of first and second tier posts’.
 - No. 2.3.1.6 ‘To promote and pursue a policy of equal opportunities in employment’.

2. TIMESCALE

Is this a Major Policy Item/Statutory Plan?	NO	If Yes, date for relevant Cabinet Meeting	N/A
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3. BACKGROUND

- 3.1 The role of Head of Human Resources has been vacant for some time and has been filled by consultants and interim managers. However, since September 2014, the post has been filled on an acting basis by a City Council employee (a Human Resources Manager). This is in line with the City Councils Consultancy and Interims Policy which states:

“Officers should, wherever possible, seek to fill senior management posts with a permanent employee where it is beneficial for the Council and consider all other available options (e.g. internal employees acting up) before seeking to recruit an interim to a managerial position.”

- 3.2 It is now appropriate to recruit to the role on a permanent basis and the role has been advertised and Employment Committee will be asked to interview the applicant for the role.
- 3.3 By recruiting to the role at this time it has the following benefits:
- It provides stability to the HR service at a crucial time of change for the City Council
 - It reduces the number of consultants/interims engaged by the City Council

- It gives the opportunity to promote from within the City Council, utilising existing talent and “growing our own” leaders.

3.4 A detailed job description for the post has been written using a standard template to ensure consistency and to facilitate the evaluation process. The draft job description is set out in Appendix 1. Copies of the Governance Directorate organisation chart, in which the post is based is Appended 2.

3.5 In drafting the job description, careful consideration was given to the competencies required, such as leadership and performance. In addition, the job descriptions identify skills and experience, which are deemed necessary to operate successfully at a senior level within Peterborough City Council.

4. JOB EVALUATION PROCESS

4.1 The grading of posts at Head of Service level and above at Peterborough City Council is determined by reference to the Hay Group Job Evaluation Method, which is applied to determine the relative size and importance of jobs within the Council as well as their difficulty. The job evaluation process is in accordance with the City Councils Pay Policy.

5. JOB EVALUATION OUTCOMES / NEXT STEPS

5.1 The draft job description in Appendix 1 has been reviewed by Hay to provide a point score. The post has been advertised in accordance with Council policy and interviews will be conducted by Employment Committee.

6. IMPLICATIONS

6.1 Financial – the costs of this post is contained within the Human Resources budget.

6.2 Legal – Under part 1, paragraph 4(F) of the Employment Rights Act 1996 the Council is obliged to provide employees with a job description. By having accurate up to date job descriptions this not only ensures that the Council fulfils this obligation but also ensures that the requirements of the job are enshrined as contractual.

6.3 Human Resources -This paper deals with a senior management post. The proposed job description has been subject to independent evaluation by Hay, as with all job descriptions for posts at Head of Service level or above across the Council. As a result, there should be no implications for any other area, as all senior management posts will be subject to the same evaluation process, ensuring consistency, equitability and fairness in the evaluation of senior manager roles at Peterborough City Council.

7. CONSULTATION

7.1 Consultation has been undertaken with the postholder who is currently acting into this role.

8. ANTICIPATED OUTCOMES

8.1 The Council will have detailed job descriptions in place for its senior managers, which clearly define the scope of the role and the associated accountabilities and responsibilities as well as the knowledge, skills and experience required on the part of the post holder to successfully perform in the role. Through the implementation of an independent and rigorous job evaluation process, the Council can demonstrate credibility, transparency and fairness in managing its resources and will be able to maintain equity within its compensation processes and minimise the risk of equal pay issues.

9. REASONS FOR RECOMMENDATIONS

9.1 These proposed changes are to ensure the Council operates within frameworks that are lawful, transparent and consistent.

10. BACKGROUND DOCUMENTS

JNC Chief Officer Handbook, Hay Job Evaluation Scheme, Peterborough City Council Pay Policy 2015/16

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