

Post title	Lead HR Consultant - Relationship
Service	Human Resources
Directorate	Corporate Services
Responsible To	Head of HR - Consultancy & Policy
Number of post holders	2
Acting up/ Secondment	No

Purpose of Job

The post holders will work in partnership with their aligned Directorates ensuring performance, effectiveness and contribution is optimised through the delivery of our Business Plan, People Strategy and underpinning Service Plans through building and maintaining trusted and collaborative working relationships and influencing the behaviours reflective of the organisational culture we aspire to.

Additionally, the role holder will be expected to contribute to the wider aspects of the development and delivery of our People Strategy across HR disciplines to ensure we are delivering a service for our customers which seeks to exceed their expectations.

'THE WHAT' – MAJOR TASKS AND JOB ACTIVITIES

- Provide a professional HR consultancy service across multiple directorates, supporting Executive Directors and Senior Leaders to identify, define, scope, plan and prioritise strategic HR interventions, which support the delivery of achieving our organisational strategy and commitments.
- Work with teams across HR to ensure we have a comprehensive HR plan (short to long term) which details the demand and requirements from Service Areas together with deliverables from across the HR team.
- Working with, and supporting, HR teams (through a matrix approach) to ensure we deliver our commitments included in the HR plan.
- Contributing to creative and innovative solutions which will deliver best value and exceed the expectations of our customers.
- Proactive internal and external networking to ensure we develop best practice and thought leadership to drive continuous improvement across Service Areas and our organisation.
- The post will provide expert advice and guidance to the highest level of the council.
- Contributing to the development of our organisational culture as a Senior Leader within our organisation.
- Writing Committee, Corporate Leadership Team and other papers/call for evidence as required.
- Exploring and realising opportunities for income generation and opportunities to realise our aspiration of leading the agenda on shared service provision.
- As a member of the HR Leadership Team, proactively drive effective cross-team working and upskilling of HR colleagues and line managers. Will also work closely with Chief Officers, Elected Members, senior officers and external agencies to represent the Council's interests.

- Identifying People risks within HR and across the organisation and developing and embedding effective management arrangements to mitigate.
- Present expert evidence and opinion at Public Enquiries, Planning Enquiries and court proceedings as required.
- Support the Council's democratic process, including Executive Committees and Neighbourhood Partnerships, meetings of the Council and Elected Members etc.
- This list is indicative, not exhaustive, and describes a range of typical activities undertaken by the post.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY, INNOVATION, RELATIONSHIP MANAGEMENT, DECISION MAKING)

- Degree plus post graduate qualification with comprehensive knowledge and experience of HR strategy and disciplines within a complex organisation.
- Strong commercial acumen and insight with a deep understanding of the principles of a Consultancy approach and a track record of delivering within such a model.
- Strong relationship, brokering, influencing and negotiation skills to build and manage strong, credible and trusting relationships with key stakeholder in order to deliver agreed strategic outcomes.
- A creative and innovative thinker with the ability to develop proposals set in a strategic context.
- The ability to make the links needed across the organisation ensuring thinking is 'one organisation'.
- Excellent leadership skills coupled with demonstrable values which are in line with our Organisational Values, supporting the development of our organisational culture we aspire to develop.
- Highly developed emotional intelligence with the ability to build effective relationships, gain the trust of others and demonstrate a collaborative approach.
- The ability to develop new approaches, innovative solutions and policy initiatives across our People Strategy and agenda.
- Provide advice, recommendations and proposals to Chief Officials, Elected Members and committees relating to policy, service practice and provision for a specialist service across the entire City/Council.
- The post holder should be able to demonstrate continuous professional development and experience.

ENVIRONMENT

Expected to manage own time and that of the team, to meet deadlines and deliver outcomes to agreed quality standards. Physical demands and conditions will be predominantly within the range of normal office based activities. All employees are expected to adhere to Council standards of practice in line with policy.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

The post holder will be responsible for the leadership and management of up to two Senior HR Consultants and one HR Consultant, ensuring clarity on expectations and deliverables and providing development and support as required.

RESOURCES

The post may be responsible for non-staffing budgets. The post will have shared responsibility for the security and maintenance of council wide information systems.

Health and Safety

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including

co-operating fully with the provision of witness statements and any other evidence that may be required.

Lines managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).