

LONDON BOROUGH OF BRENT

JOB DESCRIPTION

JOB DETAILS

Job Title: Deputy Director of Human Resources and Diversity

Reports To: Director of Human Resources

Grade: Hay 3

JOB PURPOSE

Work with the Director and Corporate Management Team to develop appropriate strategies for implementing organisational change.

Lead on the development and implementation of the Council's learning and development strategy, ensuring that managers and staff are developed in a performance management culture.

Work with Service Areas to ensure the future organisational staffing needs of the Council are robustly assessed and analysed.

Design and develop appropriate business, financial and communications systems for the department.

DIMENSIONS

The HR and Diversity Directorate serves the London Borough of Brent, which employs approximately 6000 staff including those based in schools.

The post holder has prime responsibility for a proportion of the Directorate budget amounting to approximately £1.34m and shared responsibility for a total budget of approximately £2.2m.

KEY RESULT AREAS

To deputise for the Director of Human Resources and Diversity as required.

Attend and support external bodies in the pursuit of achieving excellence in the provision of HR services.

To inspire all members of the team to champion Diversity and Equal Opportunities. Ensuring they are mainstreamed in all HR work, establishing equal access and inclusion to all activities in the Council relating to HR.

Lead on the development and implementation of Service Level Agreements, ensuring the provision of high quality cost effective HR services to the Council.

Prepare and submit tenders for work and draw up and negotiate contracts and agreements.

Lead on the business and financial planning systems for HR. Facilitating the development and production of an HR Business Plan that reflects the HR Strategy and balances with the Council's vision, values and goals.

Responsible for coaching, mentoring and developing the team to ensure they are in a position to lead on change initiatives.

Ensure that a comprehensive system of performance management and performance culture exists within the HR service and wider organisation, including target settings, appraisal and review, counselling, coaching and rewarding staff in order to improve results.

Develop and lead initiatives that assist with the development of individual HR professionals and continuously improve the knowledge of the wider HR community.

Lead on the development and implementation of a communications and marketing strategy for HR. Promoting and maximising the service to its full potential by producing brochures, mail shots, etc as required. Review and develop communication methods for consulting with Council staff on HR matters.

Advance the HR teams' achievements, highlighting the value they bring to the Council.

Challenge the status quo and drive through initiatives to support the Council in attaining and maintaining external accreditation for its people management activities.

Identify the need, develop and monitor policies in response to corporate/statutory issues. Ensuring that service areas, HR staff and the unions are fully consulted, and that appropriate mechanisms are in place for implementation and the training of staff in their use.

Working with the Chief Executive and Director of HR and Diversity, take the lead for HR on the Councils Improving Brent Programme, acting as a change agent and working with colleagues to achieve and sustain excellent performance.

Develop 'e-HR' to its maximum potential including greater use of the internet and intranet by internal and external customers.

Translate performance targets into action plans that have clear milestones and accountabilities and ensure that services standards are met.

Devise implement and monitor key performance indicators and 'showcase' standards for each HR activity that are capable of measuring HR effectiveness and quality.

Carry out regular surveys, collecting and publishing information on HR activities in other similar organisations for comparative purposes.

Survey HR customers on a regular basis and continually feedback to ascertain their needs and ensure these are being met. Develop and monitor standards and targets whose prime function is to meet these requirements.

Optimise the potential of the HR management information system, to ensure that the Councils corporate and operational needs are met, and use information to drive service improvements

Consider immediate and long-term requirements for comprehensive management information and the provision of data in order to highlight internal/external relativities and areas for concern.

Support service areas in developing and implementing appropriate workforce plans, ensuring the links are made with development, recruitment and retention and work life balance initiatives.

Review and develop the Council's approach to job evaluation, remuneration and reward systems.

Promote and develop within the Council the consultancy role provided by the Management Services Team.

Lead for HR on the security, integrity and confidentiality of the Councils staff related information and data, including raising awareness of the Councils responsibility under the Data Protection Act.

It is the responsibility of the post holder, to maintain confidentiality at all times, using the utmost caution before disclosing information to any third party.

Health and Safety is the responsibility of every employee and it is their duty to ensure that tasks are carried out in a manner which is safe and absent from risk to themselves or others.

This job description is not intended as an exhaustive list of the duties and responsibilities of the post. The post holder will be expected to carry out such professional and managerial tasks as are commensurate with the duties and responsibilities of the post.

COMMUNICATIONS AND WORKING RELATIONSHIPS

Working relationships with the Corporate Management Team, Senior Managers and staff at all levels of the organisation.

External relationships and information sharing with officers in other Boroughs, the ALG, other Public Sector organisations, etc.

Responding to Members queries and supporting the Administration in delivering its agenda, including attending various Council meetings as required.

VJ January 2004