

	<b>Job Title</b>	Director of Human Resources and Organisational Development
	<b>Department</b>	Governance
	<b>Section</b>	Human Resources
	<b>Grade</b>	Hay 3
	<b>Reports to</b>	Corporate Director of Governance
	<b>Staffing Responsibility</b>	Up to 6 direct reports

**Job Purpose:**

1. Acting as the Council’s principal adviser on all aspects of people management and development, setting and monitoring standards across the organisation, and fulfilling a robust and proactive Head of Profession role.
2. Leading the on-going development and implementation of the Workforce Strategy (including succession, recruitment and retention planning) and the development and implementation of new ways of working, contributing to the future design and operating models of the Council.
3. Developing and delivering transformational change to the HR services as currently configured, through improvements in processes and systems, including digital, in line with evolving business requirements. Identifying future changes in the demand for services (as the Council’s operating model changes) and responding with a transformed HR service proposition.
4. Leading, managing, developing and commissioning a confident, competent and proactive HR function (including recruitment and resourcing, learning and development, workforce equality, diversity and inclusion, employee relations and schools services) and Health and Safety service that meets the diverse and changing needs of its customers and demonstrates its own effectiveness, efficiency and value for money.

**Dimensions:**

**Annual budget responsibility**

- Directorate HR Services net budget = £3.8m
- HR related contracts budget = £31m

**Staffing responsibility**

- Direct reports (established post numbers) = 5 Senior HR Managers and the council’s recognised Trade Union Branch Secretaries
- Indirect reports (established post numbers) = 2 positions
- Service size - 36

**Dotted line responsibility to:**

The Chief Executive as Head of Paid Service

## Principal Accountabilities:

1. Work collegiately with colleagues on the HR Departmental Management Team (DMT), and make a proactive contribution to delivering departmental and corporate objectives.
2. Lead and manage a portfolio of services including HR and Health and Safety in alignment with both corporate and departmental aims and priorities.
3. Provide leadership and management to achieve high performance and effective operational delivery; which will include managing the effective use of resources and staff.
4. Work closely with the Corporate Director of Governance to support effective working relationships with the Chief Executive, CMT and relevant Portfolio Holders.
5. Support and develop partnership working, including acting as an effective ambassador and advocate with external organisations.
6. Lead on the development and implementation of the Council's workforce and employment strategy, and policy and practice, ensuring a proactive approach to identifying emerging issues on both the national and regional 'stage' and that they are consistent with current employment legislation and the equality standard for local government and are responsive to service needs.
7. Ensure workforce equality, diversity and inclusion (EDI) is proactively considered in all workforce policy and practice and be a visible role model and champion of EDI in the workforce.
8. Develop an organisational culture that focuses on quality, continuous improvement and high performance to support the growth and development of the organisation.
9. Lead on the development and delivery of a range of staff development programmes, initiatives and interventions to support services and build a talented and responsive workforce for the future.
10. Develop and manage the Council's human resources services and employment arrangements ensuring that employment processes are implemented with the highest governance and professional standards and that all decisions of the Council, its members and officers are made with the benefit of clear, accurate and timely human resources information and advice. To ensure the council's health and safety management framework reflects the requirements of the Health and Safety at Work Act 1974, Workplace Regulations 1992, and the Management of Health and Safety at Work Regulations 1999, as well as any associated statutory requirements.
11. Strategic leadership to designated services in order to meet departmental and partner expectations for managers and comply with statutory requirements arising from relevant legislation and Government guidance.
12. Responsible for the quality of service delivery, putting in place necessary processes to measure performance. Taking timely action to rectify under performance.
13. To work constructively with Trade Unions and staff representatives to ensure a culture of positive employee relations.
14. Responsible for providing advice to Councillors in both formal and informal settings. Attending Cabinet and other Member led meetings as and when directed.
15. Managing budgets allocated to HR and Health and Safety, playing an active role in the Council's financial planning and in particular the Governance Department's annual budget cycle.
16. Take on project sponsor roles as directed to lead the implementation of key departmental projects.
17. Deputise for the Corporate Director of Governance when and where required.
18. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
19. Carry out duties with due regard to the council's customer care; equal opportunities;

information governance, data protection , health and safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.

20. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
21. Undertake any other duties commensurate with the general level of responsibility of this post.

**Job Context:**

- Wide range of internal and external contacts including directors, senior managers, elected members, professional bodies, partner organisations and government functions involving the use of a wide range of interpersonal skills.
- Developing partnership working with key external stakeholders across the public, private and voluntary sectors.
- Management and leadership of a high performance team.
- Lead role in the development of the council's services in this area.
- Operates within a framework set by Corporate and Departmental Management teams but with considerable freedom to shape services.
- Leads on policy and development and ensures implementation of new legislative requirements.
- Ensures high professional standards.

**Additional Information:** Please use this space to provide any additional information about the role e.g. whether the role is politically restricted.

<b>DBS Status</b>	N/A
<b>Politically Restricted</b>	Yes

## Person Specification

### **Job Knowledge, Skills & Experience:**

*Specify the qualifications, experience, skills and abilities required.*

***All criteria are essential***

### **Knowledge and Qualifications:**

- Preferably a relevant professional qualification (MCIPD or equivalent)
- Evidence of significant relevant Continuing Professional Development (CPD).
- Evidence of a relevant management qualification or sufficient level of management training commensurate with this level of post.
- Knowledge of key issues facing local government, including the strategic, legal, financial and political context of public sector management

### **Experience:**

- Track record of achievement at a management level in a similarly large and complex organisation including:
  - Successfully managing a range of HR services.
  - Significant experience of developing HR policies and procedures.
  - Delivering service improvements.
  - Successful management of significant budgets and resources.
  - Delivery of significant organisational change and transformation programmes including culture change, change management programmes and project management.
  - Development of a performance management culture.in operational services and the delivery of high quality standards of customer service
  - Ability to develop and lead on strategic policy areas and change
  - Successfully working in partnership with Trade Unions and employee representatives and external partners.
- Delivering customer focused services and service improvements managing demands and pressures on the service and tight deadlines
- Ensuring that the service is effectively resourced to deliver to the required standard
- Planning for a minimum of one year anticipating priorities, changing landscape and predict the future service;

**Skills and Abilities:**

- Strong Leadership and management skills including people, performance and budget management
- Communication, negotiating and influencing skills
- Work collaboratively corporately and departmentally creating a strong team spirit
- Strong role model who demonstrates a personal commitment to high standards of public service, honesty and integrity and professionalism
- Strong analytical skills (analysing demand, priorities, trends and predicting future customer needs) in order to solve problems
- Able to design, develop and implement solutions with a clear focus on evidencing the difference this makes to the service.
- Able to represent the department and council in internally and externally forums.
- Communicate in an open style with honest; listening and responding to individual situations and the ability to have and instigate difficult conversations.
- Build honest, respectful and fair relationships based on dialogue and transparency.
- Keep things simple, learn from mistakes and challenge yourself and your colleagues to constantly improve.
- Take individual responsibility, but work as one team to manage risks and create seamless services.
- Show resilience and drive to cope with the demands and pressures of the post including the ability to cope effectively at times of crisis
- Ability to work flexibly across services as and when required.