



Role Profile

Our Values and Behaviours

Calderdale Council should be a fulfilling and enjoyable place to work; we know this enthusiasm rubs off on our residents and customers, and we also recognise the crucial role each and every one of us plays in helping to achieve our goals. By demonstrating our core values and behaviours, you will lead by example to help us create the next generation of public services.

Role Title:

Role Title: Head of Human Resources and Organisational Development

Directorate: Chief Executive

Grade: Chief Officer

Contract Details: Permanent

Post Number: TBC

Role Purpose:

To act as the Council's Strategic lead for HR, Employee Relations, Health and Safety and Organisational Development.

As a member of the council's extended management team to drive forward Calderdale's long term vision.

Actively contribute to the management and strategic leadership of the council. Fulfil the leadership role in relation to the development of strategic and policy for the delivery of services.

Manage the effective and efficient utilisation of all resources available in the service.

Promote a leadership style that fosters a culture of innovation, value for money, performance management and empowerment amongst teams and individuals.

Responsible for:

Health & Safety Manager
HR Manager - Advisory
Occupational Health Manager
HR Manager - Contracts & Payroll
Workforce Development Manager
Business Partner Operational Development and Change
People Development Manager
Recruitment and Resourcing Manager

Responsible to:

Chief Executive

Smarter Working Profile: The work style for this role is defined as:

Mobile Workers

Mobile Workers typically work from a hot desk in an office and may need ICT access. They tend to move about during the day to attend meetings with colleagues, customers, and staff, and attend workshops etc. Mobile Workers are based with their teams in zoned areas to ensure effective team working and co-ordination.

Circumstances

This post is not subject to a DBS check.

This is politically restricted post in accordance with Section 2(3) of the Local Government and Housing Act 1989, because of the nature of its duties.

The role requires working outside of the flexible working band hours to support service delivery this includes weekend and evening working.

Principal duties and responsibilities

1. Lead and manage the Human Resources and Workforce Development Service which supports the Council in delivering its strategic objectives, and the transformation of public services to ensure the pressures of demographic change, demand and reduced budgets is managed effectively.
2. Work with colleagues across the Council to implement and manage the Council's strategies which will deliver innovative, pragmatic and responsive HR and Workforce Development policies.
3. Lead on and monitor HR performance data, evaluate and review these initiatives.
4. Continually develop HR and Workforce Development in an innovative manner to deliver services which fit with the Council's overall objectives in meeting the needs of citizens, managers and staff.
5. Represent the Council at a regional and sub-regional level on HR and Organisational Development matters.
6. Lead on workforce strategy and planning to ensure the Council has a workforce that has the capacity and capability to deliver services and achieve the Council's objectives within the context of the Future Workforce Programme and other development programmes.
7. Lead on all functions relating to payroll, employment and industrial relations matters, including employee training and development, and health, safety and welfare, and to deal with appeals against dismissal, grading and grievances. Consult with the recognised trade unions with regard to all of these issues.
8. Explore and maximise opportunities for commercial thinking, income generation, collaboration and innovation across the public, private and voluntary sector in relation to HR and Organisational Development.
9. Authority to agree changes to the Council's staffing establishment including the deletion of posts through redundancy and early retirement.
10. Develop and maintain a proactive and innovative approach to organisational development benefiting the whole of the Council.

11. Maintain awareness of changing legislation and national/regional policy developments highlighting these within the Council in a timely and appropriate manner implementing relevant changes as necessary.
12. Ensure effective leadership and delivery of the Council's responsibilities in relation to Health and Safety, and ensure effective advice, training and support to staff
13. Ensure elected members and employees are fully engaged when changes to HR and Organisational Development policies are being considered.
14. Ensure that where appropriate effective and appropriate consultation and engagement with citizens, customers and other key stakeholders is able to influence the development of strategies which affect them, in the way that services are planned, developed and delivered within areas of professional accountability
15. Fully support all Members by providing briefings, updates in writing and at 1 to 1 meetings.
16. Working with the Management Team to establish shared responsibility for the corporate management of the Directorate, supporting cross-Council leadership and change.
17. Working with Elected Members to assist in determining and delivering core Council wide values and service provision.

All staff will be expected to maintain high standards of customer care in the context of the council's Core Values, to uphold the Equality and Diversity Policy and to participate in training activities necessary to their post.

Calderdale Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment.

The Health and Safety at Work Act 1974 and associated legislation places responsibilities for health and safety on Calderdale Council, as your employer and you as an employee of the Council. In addition to the Council's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities commensurate with your role are identified in the Council's Corporate H&S policy and in you are required to familiarise yourself with these responsibilities (all available on the Council intranet site).

All staff will support digital engagement and share expertise to build capability across the wider organisation and with external partners.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed; the responsibility level of any other duties should not exceed those outlined above.

Person Specification		
Key Strengths	Requirements	How Identified
Coping with pressures and setbacks	<p>Coping with pressure, keeping emotions under control, balancing work and personal life, keeping optimistic, handling criticism.</p> <p>(A) Works productively in a high pressure environment.</p> <p>(B) Keeps emotions under control during difficult situations.</p> <p>(C) Balances the demands of work life and personal life.</p> <p>(D) Maintains a positive outlook at work.</p> <p>(E) Handles criticism well and learns from it.</p>	Strengths matching
Entrepreneurial and commercial thinking	<p>Keeping up to date with competitor information and market trends, identifying business opportunities, showing financial awareness, controlling costs.</p> <p>(A) Keeps up to date with competitor information and market trends.</p> <p>(B) Identifies business opportunities for the organisation.</p> <p>(C) Demonstrates financial awareness</p> <p>(D) Controls costs and thinks in terms of profit, loss and added value.</p>	Strengths matching
Persuading and influencing	<p>Making an impact, gaining agreement, negotiating, persuading, convincing, promoting ideas, managing conflict.</p> <p>(A) Makes a strong personal impression on others.</p> <p>(B) Gains clear agreement and commitment from others by persuading, convincing and negotiating.</p> <p>(C) Promotes ideas on behalf of self or others.</p> <p>(D) Makes effective use of political processes to influence and persuade others.</p>	Strengths matching
Formulating strategies and concepts	<p>Working strategically, setting strategies, visioning, thinking broadly about the organisation.</p> <p>(A) Works strategically to realise organisational goals.</p> <p>(B) Sets and develops strategies.</p> <p>(C) Identifies and develops positive and compelling visions of the organisation's future potential.</p> <p>(D) Takes account of a wide ranges of issues across, and related to, the organisation.</p>	Strengths matching
Writing and reporting	<p>Writing clearly, succinctly and correctly, convincing through writing, avoiding jargon, structuring information.</p> <p>(A) Writes clearly, succinctly and correctly.</p> <p>(B) Writes convincingly in an engaging and expressive manner.</p> <p>(C) Avoids the unnecessary use of jargon or complicated language.</p> <p>(D) Writes in a well structured and logical way.</p> <p>(E) Structures information to meet the needs and understanding of the intended audience.</p>	Strengths matching
	Ability to work in a political and sensitive environment requiring confidentiality and sound	Strengths matching

Skills	judgement	Assessment/Interview
	Leadership	
	Effective resource and financial management/including budget formation	
	Strong communication negotiation and analytical skills	
	Proven senior team management experience	

Qualifications			
Type	Level	Essential	Desirable
Level 7 qualification e.g. MBA or equivalent or demonstrable equivalent experience in a complex, unionised, large environment	7	X	
CIPD membership		X	

External Recruitment Only

	Requirement	Essential	Desirable	How Identified
Knowledge /skills	Thorough understanding of local government and the public sector in the context of delivering appropriate and effective HR and Workforce Development	X		Application form/ Assessment/ Interview
	Thorough understanding of corporate and partnership working	X		Application form/ Assessment/ Interview
	Detailed understanding of legislation and the trends in national policy with regard to HR and Organisational Development and the impact at sub regional, regional and local level	X		Application form/ Assessment/ Interview
	Political awareness and full understanding of issues facing Local Government.	X		Application form/ Assessment/ Interview
	Knowledge of related Council services where close partnership working will provide benefits		X	Application form/ Assessment/ Interview
	Skilled in operational transformation and significant change programmes	X		Application form/ Assessment/ Interview

Experience	A successful track record of leading strategic policy development and implementing strategies to drive continuous improvement with evidence of managing change	X		Application form/ Assessment/ Interview
	A track record of successful leadership and development in either HR or Organisational Development, in a comparable organisation, with evidence of implementing effective communication programmes which have contributed to the corporate goals of an organisation	X		Application form/ Assessment/ Interview
	Working effectively in a political environment and engaging with cabinet/members as appropriate.	X		Application form/ Assessment/ Interview
	Experience of developing and implementing customer contact strategies to improve the responsiveness of services and enhance user experience.	X		Application form/ Assessment/ Interview
	A proven track record of successful leadership of staff and achievement of targets and objectives.	X		Application form/ Assessment/ Interview
	Experience of developing local partnerships.	X		Application form/ Assessment/ Interview
	Experience of sound financial management.	X		Application form/ Assessment/ Interview
	Experience of working with Trade Unions and undertaking large scale, complex negotiations	X		Application form/ Assessment/ Interview

Role Profile prepared by/author: Natalie Shaw
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Date: Sept 17

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Job title: Recruitment & Resourcing Manager

Date: Sept 17