

SLOUGH BOROUGH COUNCIL

JOB DESCRIPTION

JOB TITLE: ASSISTANT DIRECTOR, HUMAN RESOURCES

DIRECTORATE: Resources

RESPONSIBLE TO: Strategic Director of Resources

RESPONSIBLE FOR: Employee Relations
Employee Well Being and Work Life Balance
Recruitment, Selection and Retention
Remuneration and Conditions of Employment
Equal Opportunities in Employment Policies
HR Information and Performance
Payroll and Pensions

MAIN PURPOSE OF JOB:

- ◆ To provide leadership, direction and management to achieve the effective and efficient delivery of HR services in the Council
- ◆ To make a major contribution to HR strategy and policy development so that the Council can be regarded as an employer of choice and a learning organisation

MAIN RESPONSIBILITIES:

Corporate

1. To work with the Chief Executive, Directors, Heads of Service and Members to ensure services are integrated at the point of delivery.
2. To support organisational change, ensuring appropriate systems of performance management and development, communications, quality measures, monitoring and review are in place.
3. To work as part of multi-disciplinary project teams to enable the breaking down of departmental barriers and engender the concept of both internal and external partnership working.
4. To be a member of the Directorate Management Team and lead the service Management Team, contributing to the development and implementation of policies and strategies that will optimise service delivery by the Council to its clients.
5. To work with a range of partners and the voluntary sector on improving service delivery and promote creative and innovative ways of tackling local problems. Ensure services are developed which meet the needs of the ethnically diverse community and are accessible to all users.

6. To promote a positive image of Slough and represent the Council at local and national level, attending and presenting at conferences, seminars and working parties, as may be required.
7. To comply with the Council's Rules and the Codes of Conduct and to advise the Chief Executive and Members as necessary.
8. To ensure full compliance with the Health & Safety at Work Act etc. 1974, the Council's Health & Safety Policy and all locally agreed safe methods of work.
9. To promote the Council's equal opportunity policies and to avoid all forms of discrimination as an employer and service provider.
10. To promote corporate working, undertake corporate projects as required, and undertake any other duties that are consistent with the Council's expectations of a senior manager.

Service

1. To organise the effective delivery of HR services to all Directorates of the Council in order achieve the outcomes required in corporate, service and business plans.
2. To develop, maintain, review and advise upon corporate and service strategies, policies, systems and best practice with regard to:
 - Employee Relations
 - Employee Well Being and Work Life Balance
 - Recruitment, Selection and Retention
 - Remuneration and Conditions of Employment
 - Equal Opportunities in Employment Policies
 - HR Information and Performance
 - Payroll and Pensions
3. To develop and maintain a business plan for HR Services ensuring link with other service delivery/business plans throughout the Council.
4. To provide effective and timely advice on HR services to Members, the Chief Executive, Directors and other managers in order to achieve service delivery outcomes and to secure and maintain an effective, efficient and motivated workforce,
5. To be the Head of Profession for HR and Payroll and Pensions and manage HR Business Partners, Recruitment, Occupational Health services ensuring that these are effectively organised to deliver timely and appropriate advice, that the staff are trained and developed to achieve high professional standards and that performance is regularly reviewed.
6. To undertake the lead role in developing effective processes and practices for communicating, consulting and negotiating with trades unions, employee representatives and employees.

7. To manage any allocated budgets and to commission and manage external contracts in accordance with Council Standing Orders and Financial Regulations.
8. To undertake casework on more complex cases in the application of the Council's HR Policies and Procedures.
9. To provide consultancy advice and/or lead projects on the broad range of people management issues to support corporate and service initiatives.
10. To advise on equality in employment issues in support of the Council's Equal Opportunities Plan.
11. To oversee the provision of effective and efficient Payroll and Pensions management closely integrated with HR information services.
12. To work in partnership with Organisational Development and Change Management Services so that the Council can be regarded as an employer of choice and a learning organisation.

Person Specification
Assistant Director, Human Resources

	Description	Essential/ Desirable
Experience	As a Business Partner or Team Leader managing an HR/OD team for at least 3 years with previous significant HR experience	Essential
	Gained in local government or a public sector organisation	Desirable
	Track record of success in developing and implementing HR policies in a unionised environment	Essential
	Record of achievement as a seasoned HR professional in leading a team providing HR services and in carrying out complex casework and policy development	Essential
	Budget management and procurement	Desirable
Knowledge	Expert knowledge of HR best practice, policies and systems	Essential
	Employment and Equal Opportunities law with a proficiency to guide managers and HR staff	Essential
	High level of understanding of current HR challenges in local government	Essential
	Payroll and Pensions management systems and procedures including a good understanding of the Local Government and Teachers' superannuation schemes	Desirable
	High level of understanding and commitment to diversity issues in HR services	Essential
Key Competencies	Delivers wide range of HR services which integrate with corporate and service plans and can contribute at a strategic level	Essential
	Has the leadership skills to motivate a range of teams of HR and other professionals and can support staff to deliver excellent services to customers	Essential
	Has personal credibility, communicating, influencing and negotiating skills to work effectively with politicians, senior managers and trades unions	Essential
	Good analytical skills with the ability to innovate in the delivery of HR services	Essential

	Description	Essential/ Desirable
	Manages conflicting and competing priorities effectively and has the resilience and organisational abilities to keep a wide range of issues on track	Essential
	Operates as a highly accomplished HR professional across a broad range of functions	Essential
	Can operate successfully as a consultant offering a range of OD interventions	Desirable
	Develops and applies ICT solutions to improve HR management	Essential
Qualifications	Degree or equivalent qualification	Essential
	Member of the CIPD	Essential
	Management Qualification e.g. DMS or MBA	Desirable
	Evidence of continuing professional development	Essential