** **

PEOPLE AND WORKFORCE DEVELOPMENT

HR OPERATIONS AND WORKFORCE STRATEGY SERVICE UNIT

Job Description

**Job Title:**  Human Resource Consultant

**Service:** People and Workforce Development

**Post Objectives:** To ensure that the individual and collective relationships between the organisation and its employees are managed appropriately within a clear framework underpinned by organisational culture, practices, policies and ultimately by relevant law.

To support the delivery of the Council’s People Plan as part of the overall workforce development programme.

**Main Duties:**

1. To provide a professional advisory/consultancy service on human resource/workforce development issues across the Council, schools and external customers.
2. To advise and assist Managers/Head Teachers with the management of organisational change and human resource planning.
3. To manage a large and complex human resource caseload and ensure that casework and investigation processes are streamlined and handled quickly and efficiently.
4. To develop policies and procedures in support of the service’s business plan priorities, including pay and reward policy and strategy; development of career pathways and job redesign, ensuring their development is in line with the Council’s priorities and are compliant with relevant legislation.
5. To support the Job Evaluation Programme.
6. To support the Council’s workforce development programme (known as the People Plan) by identifying opportunities and supporting activities to ensure we have an appropriately skilled workforce and a culture and ethos that enables all to do their best whilst enabling good health and wellbeing.
7. To prepare and deliver training session/briefings to Managers/Employees/Head Teachers and other customers as required.
8. To develop and maintain effective working relationships with Trade Unions, Professional Associations and other staff representatives. Attend consultation meetings as appropriate.
9. To represent the People and Workforce Development Service on collaborative project working   
    with other public sector partners, undertaking necessary actions as directed by the project.
10. To undertake research and project work on human resource/organisational development issues including preparing and presenting reports; analysing and presenting statistical information.
11. To develop, monitor and maintain up-to-date electronic records and systems to ensure excellence in practice.
12. To represent the People and Workforce Development Service at internal and external meetings, conferences, events etc.
13. To work flexibly across the People and Workforce Development service to ensure effective service delivery.
14. To contribute to the effective performance management and development of the People and Workforce Development service.
15. To maintain a thorough knowledge of and a strong commitment to the Council’s equal opportunities policy. Ensure that all advice/guidance is within the framework of the policy.
16. To take responsibility for own learning and development and keep up to date on all employment related legislation and organisational development best practice.
17. To carry out any such duties as reasonably correspond to the post and are commensurate with the level of responsibility.

# Person Specification – Human Resources Consultant

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| Attribute | Essential | **Desirable** | **How Identified** |
| **Education/**  **Qualifications** | * Human Resource Management Degree / Combined Degree with Human Resources / Employment Law qualification (Level 6 or above)   OR   * A degree **with** CIPD Post Graduate Diploma (Level 7 or above)   OR   * Experience of working in a HR generalist role and willing to work towards the CIPD qualification | * Project Management Qualification/ course * Member of the Chartered Institute of Personnel and Development or other professional body * Portfolio of certificated /accredited professional development activity undertaken in relevant areas. This could include employment law, job evaluation, coaching, mediation, train the trainer, team development, change management. | Certificates  Application Form |
| **Skills/Abilities** | **Ability to:**   * Provide specialist advice and support to a range of customers, understanding and meeting their needs * Generate creative solutions, demonstrating resourcefulness to work issues * Develop and produce policy/strategy documents * Facilitate training events, groups and workshops * Understand, interpret and critically analyse data and information. * Use information, insight and knowledge in a structured way to identify options for managers/employees. * Think strategically * Think ahead to anticipate problems and opportunities * Evaluate a variety of solutions before taking decisions * Give recommendations and robust defendable and decisions in a timely manner * Demonstrate effective interpersonal skills including a high degree of self-awareness and self-regulation. * Speak and write clearly and fluently to both individuals and groups * Influence others through effective listening, consultation and negotiation, to gain the necessary commitment and support in pursuit of the best interests of the organisation and its individuals. * Speak up skillfully and confidently; challenging others, even when confronted with resistance or unfamiliar circumstances * Remain calm and controlled in difficult situations * Adjust style to achieve the desired outcome in a variety of situations. * Take responsibility for own learning and development * Use project management techniques * Retain a focus on quality/efficiency * Work cooperatively, effectively and sensitively as part of the team * Acknowledge own pressures and their impact * Actively promote equity and seek to redress inequity and discrimination * Competently use Microsoft Word, Excel and PowerPoint * Proficiently use ICT systems and packages   Be future-focused, inquisitive and open-minded. |  | Test/Interview |
| **Experience** | * Working in a multi professional organisation/environment in a HR context * Experience of writing reports, letters, policy documents * Experience in the design, development and delivery of training/learning events * Experience of working with Trade Unions Representatives * Experience of local government, health sector and school teacher’s national terms and conditions of employment. | * Working in the NHS/Local Authority * Working with Job Evaluation Schemes. * The design and development of pay and reward strategies * The design of career pathways, talent management and succession planning structures | Application Form  Interview |
| **Knowledge** | * High knowledge of HR theory, practice and employment law matters. * Knowledge of the core principles relating to organisational change * Knowledge of the core principles relating to the development of workforce policy and strategy * Knowledge of the core principles relating to the design and development of training/learning events * Management and leadership theory and best practice | * Job Evaluation schemes and methodology * Awareness of health and social care landscape * Pay and Reward strategies | Application Form Interview |
| **Other**  **Requirements** | * Motivated self-starter * Highly organised and methodical in approach * Completer/finisher * Reflective practitioner willing to learn and develop further * Ability to establish and maintain effective relationships and credibility at all levels * Keeps up to date on relevant information and changes in legislation * Able to combine commercial and HR experience to bring value to the Council, schools, external customers and peers. * Courage to challenge * As a role model, consistently leads by example and acts with integrity, impartiality and independence. |  | Application Form  Interview |