

Strategic HR Lead Workforce Reform

Role Profile

Service: Workforce Strategy Human Resources

Grade: Band 11

Reporting to: Head of Workforce & Core Strategy

Responsible for: Allocated HR staff



TRAFFORD
COUNCIL

We Have

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Working together to build the best future for all our communities / everyone in Trafford.

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

A day in the life

'A day in the life' section of this Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'you have' section explores what qualifications and experience you will need for the role and the 'your strengths' section is where you can tell us about what skills and knowledge you can bring with you to succeed in the role.

We are a values based organisation, so reflecting our values in your evidence will support your application.

Your Main Priorities

- Lead a professional and influential HR/OD Service team, advocating for a wide range of customers to embed a strategic approach to HR management and development, ensuring it's responsive, solution focussed, legally compliant and people centred.
- Lead development and delivery of key themes of our people strategy that reflect our vision, values and behaviours supporting our workforce to successfully achieve strategic priorities and plans.
- Support the design and delivery of the Trafford locality workforce strategy to enable workforce reform across Trafford.

Key duties

- Strategic HR Lead for a range of Council and partner priority change programmes, supported by a small team and working closely with service leads and partner agencies, providing strategic HR expertise across the end to end organisational change process.
- Influence and support the design of the Trafford locality workforce strategy in partnership with the locality PMO, external agencies and trade union colleagues to support delivery of TUPE, transformational change and reform across the borough.
- Lead on the implementation of large scale strategic business cases for change, engaging with senior leaders and project leads to ensure that options for new operating models are informed by robust design principles and provide agility to meet our future organisational and workforce requirements.
- To use a coaching style, guiding and facilitating feedback to team members and line managers to improve individual and

organisational performance.

- To drive the Council's People Strategy 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.
- Coach, mentor and feedback to the senior management teams and managers to improve individual and organisational performance, and prepare and deliver effective training session/briefings to customers, partners, and stakeholders, as required.
- Utilising HR best practice research, develop, implement and deliver strategic options for successful organisational design solutions that aligns structure, process, reward, metrics and talent.
- Ensure positive and effective communications and good working relationships across the whole HR service as well as Managers, elected Members, trade unions, partners and other stakeholders.
- To identify opportunities for improvement and provide high quality and timely intervention, advice and guidance to senior managers on service areas, policies, projects and initiatives.
- Prepare and present reports and papers for consideration by Senior Officers and Elected Members
- Ensure positive and effective communications and good working relationships across the whole HR service as well as Managers, elected Members, trade unions, partners and other stakeholders.
- To engage, add value and positively represent the Council and the People Directorate at internal and external meetings, conferences, events, collaborative working groups/projects, both within the Council and/or working with other public sector partners, undertaking necessary actions and sharing best practice learned/gained to enhance people management and performance.
- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.
- A flexible approach and undertake such other duties that are required from time to time that are commensurate with this position.

You Have

- Post Graduate Diploma in Human Resource Management (or equivalent)

Your strengths

- Inclusive & authentic leadership, empowering colleagues
- Effective presentation, communication and interpersonal

- Measurable commitment to your own and others' professional development.
- Relevant understanding and knowledge of the workings of local government including its legal, financial, social and political context, political processes and the current issues faced
- Relevant understanding and demonstrable evidence of successfully leading HR elements of large scale transformation projects including TUPE through the end to end organisational change cycle.
- Evidence of project management skills and knowledge
- Experience of building effective working relationships with a wide range of stakeholders by inspiring trust and confidence
- Able to produce written reports and papers to a high standard, often on complex subject matter
- Able to communicate positively and effectively with a wide range of people, including the ability to negotiate with and influence others
- A proven record of success in creating equality in service delivery and employment, integrating diversity and inclusion approaches into workforce and organisational strategy.
- Excellent working knowledge and application of organisational design, job evaluation processes and public sector terms and conditions.
- Excellent understanding of the GM landscape around workforce reform and evidence of working collaboratively across boundaries to embed HR and OD principles and expertise.

skills and the ability to adapt personal style to meet the needs of the audience

- Innovative, strategic and critical thinking and ability to create novel solutions
- Identifying and energising engagement in others.
- Solution focussed
- Collaborative working style
- Political acumen
- Analytical and high attention to detail
- Resilient – able to adapt and flex approaches to meet conflicting priorities
- Demonstrable coaching and mentoring skills.
- Role model our values, consistently leading by example and act with integrity, impartiality and independence.

Date prepared/revised: March 2019

Prepared/revised by:

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.