

**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** | Strategic HR Lead | | |
| **Directorate:** | Workforce and OD | **Division/Section:** | HR |
| **Grade:** | SM3 | **JE Reference:** | TBC |

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| **Job Purpose:** |
| To act as a key relationship manager with senior leaders within #TeamOldham driving the development and embedding of the Workforce Strategy and other strategic priorities.    Provide comprehensive and timely information, advice and guidance to senior leaders across #TeamOldham to proactively improve employee confidence, competence and overall performance.  Understand the wider context surrounding #TeamOldham organisations, having an acute awareness of demands, threats and opportunities facing #TeamOldham.  Collaborate at all levels within #TeamOldham and partner organisations to build and maintain effective relationships with key stakeholders, shaping the strategic direction of own area of activity. |
| **Key Tasks:** |
| 1. To establish effective partnerships across #TeamOldham to enable the delivery of strategic interventions arising from the Workforce Strategy and other business demands. 2. Proactively support services in designing effective and efficient service delivery models, ensuring that these meet the wider needs of #TeamOldham and meet organisational priorities. 3. Contribute to the development and delivery of a proactive, innovative and competent workforce that is strategically aligned to business objectives. The aim is to define a clear pathway and transparent process for developing underperforming areas that engage and utilise support from areas such as Organisational Development and Learning & Development. 4. Demonstrating a clear understanding of the current business model in depth. Understand how the business operates, how well it meets its intended purpose, and its strategic performance drivers to inform the workforce plan and drive the core elements of the workforce strategy. 5. Lead and / or contribute to the development of Workforce Strategy Workstreams, HR policies and procedures to ensure these fit the needs, goals, and facilitate the vision for one co-operative workforce delivering better outcomes for people, and places across the Borough and beyond for #TeamOldham. 6. Lead multi-disciplinary teams in the development and implementation of strategic HR interventions arising from the Workforce Strategy or other organisation priorities and support senior leaders to embed the changes within #TeamOldham 7. Analyse, report and present employee-based information to support with all benchmarking activity and the development of HR strategies and solutions. Be instrumental in identifying trends, strengths, weaknesses, opportunities and threats requiring intervention from other colleagues across the HR and OD Service. 8. Act as an escalation point for a wide range of business complexities and work closely with OD for any issues including culture development challenges - drive change in a positive and supportive way. 9. Challenge #TeamOldham leaders to provide effective leadership, service management, business development and the realisation of strategic priorities. 10. Deputise for the Senior Strategic HR Lead on corporate matters such as Trade Union consultation, elements of the Workforce Strategy etc. 11. Manage the delivery of workforce related budget reduction proposals as part of the cyclical budget reduction programme ensuring services remodel their delivery in line with the proposals, meet specified quality / timeline requirements and effectively consult with their workforce. 12. Develop external networks (across Greater Manchester and wider) to understand developments in best practice, upcoming changes to legislation / demand and facilitate shared learning. 13. Represent #TeamOldham at regional, national and industry level forums, ensuring learning is captured / implemented and #TeamOldham’s good work relating to the workforce recognised. This should include opportunity to have #TeamOldham’s work recognised as part of award programmes. 14. Support the provision of advice and guidance, in conjunction with the HR Team leaders on complex, or sensitive employee relations cases to ensure timeliness, and compliance with policy and statutory guidance. 15. Support Directorate/Business Unit Managers in strategic negotiations and consultations with Trade Unions, under the direction of the Senior Strategic HR Lead and work collaboratively with all Trade Unions and their officials building an alliance that will support and enrich business function. 16. Provide support as an internal Hay job evaluation assessor. |

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| **Standard Duties:** | |
| 1. | To actively promote the equalities, diversity and inclusion agenda both in the workplace and in service delivery. |
| 2. | To uphold and implement policies and procedures of the Council; including customer care, data protection, finance, ICT, safeguarding and health & safety policies. |
| 3. | To actively engage with the behaviours and values of the Council to promote and support our Co-operative Agenda. |
| 4. | To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role. |
| 5. | Undertake any additional duties commensurate with the level of the post. |

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| **Contacts:**  Contacts are employees and managers, divisional colleagues, subject matter experts, the council, partners, external organisations and the public |

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| Relationship To Other Posts In The Department: | |
| **Responsible to:** | **Senior Strategic HR Lead** |
| **Responsible for:** | No direct supervisory responsibility. May be required to supervise staff in project work on an ad hoc basis. |

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| **Special Conditions:** None |

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| **Values and Behaviours:** |
| We have a clear set of values that outline how we do business. We share these Borough-wide with our residents, partners and businesses:   * **Fairness -**We will champion fairness and equality of opportunity and ensure working together brings mutual benefits and the greatest possible added value. We will enable everyone to be involved. * **Openness -**We will be open and honest in our actions and communications. We will take decisions in a transparent way and at the most local level possible. * **Responsibility -**We take responsibility for, and answer to our actions. We will encourage people to take responsibility for themselves and their actions. Mutual benefits go hand-in-hand with mutual obligations. * **Working together -**We will work together and support each other in achieving common goals, making sure the environment is in place for self-help. * **Accountability -**We recognise and act upon the impact of our actions on others and hold ourselves accountable to our stakeholders. * **Respect -**We recognise and welcome different views and treat each other with dignity and respect. * **Democracy -**We believe and act within the principles of democracy and promote these across the borough. |
| Internally we’ve translated these values into five Co-operative behaviours which outline the priority areas of focus for staff at all levels.   * Work with a Resident Focus * Support Local Leaders * Committed to the Borough * Take Ownership and Drive Change * Deliver High Performance   More information around our Values and Behaviours can be found on our Greater.Jobs pages. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 25/11/20 | Claire Ingle | Senior Strategic HRBP |
| **Reviewed** | 10/12/20 | Stephen Keogh | JE Advisor |
| **Reviewed** |  |  |  |

**OLDHAM COUNCIL**



**PERSON SPECIFICATION**

**Job Title:** Strategic HR Lead

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| Education & Qualifications | CIPD qualified *(or equivalent experience)*    Evidence of continuous professional development. | Chartered Fellow of the CIPD    Recognised leadership and management qualification    Programme and Project management    Recognised coaching qualification  Hay job evaluation training | A, I  A / I  A / I |
| **Experience** | Significant experience of leading, developing and delivering customer focused HR services and solutions, working in close partnership and building credible, long lasting relationships with all stakeholders.  Experience of planning and adapting/reviewing work programmes e.g. organisational change programmes, in conjunction with managers to ensure that all business objectives/HR strategies are met and continuous improvement is sustained.  Significant experience of working with senior leaders, influencing and advising on a range of HR related issues providing demonstrable business improvement.    Experience of leading and managing employee relations in a complex multi- agency setting at a strategic level.    Experience of analysing complex people data and issues, then providing appropriate guidance which balances individual and organisational needs and risks, including budgetary constraints  Experience of managing and successfully delivering people related programmes and projects and being able to influence workforce strategies at a senior level. |  | A / I  A / I  A / I  A / I  A / I  A / I |
| **Skills & Abilities** | Display a high level of emotional intelligence to form affective relationships with senior leaders, responding to different working styles; inspiring confidence, providing challenge, and providing practical assistance.  Staff leadership and management – ability to delegate and work through others.  Highly developed communication and presentation skills to interpret and explain complex information clearly and concisely, appropriate to the intended audience  Able to work through problems, evaluate risks and offer practical solutions    Highly developed interpersonal skills to bring about behavioural change and achieve desired results/outcomes as necessary |  | A, I  A / I  A / I  A / I  A / I |
| **Knowledge** | Understanding of the issues and challenges facing the public sector both strategically and operationally.    Knowledge of key national policy drivers, Legislation and broader influences related to the role.    Good knowledge and understanding of employment law and its application into HR working practices, policies and procedures.    Good knowledge and understanding of HR delivery models and how they operate | A clear understanding and knowledge of the workings of local government and including its legal, financial, social and political context, political processes and the current issues faced in a multicultural area | A / I  A / I  A / I  A / I |
| Work Circumstances | Able to work flexibly to meet the demands of the service |  | I |

*Abbreviations:* AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview**