

OLDHAM COUNCIL

JOB DESCRIPTION



Job Title:	Strategic Workforce Partner
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Directorate:	Resources	Division/Section:	HR & OD
Grade:	SM3	JE Reference:	3086

Job Purpose:

Working proactively with senior leaders in the relevant Directorate, the role will lead on driving forward Workforce Strategy priorities, including diagnosing and addressing workforce challenges.

Responsibility for helping Directorate service areas succeed in ways that lay the foundations for the future workforce, taking steps to improve performance and engagement across the whole employee lifecycle.

The role will lead on providing direction to the other aligned HR&OD resources within the Directorate, ensuring that the Directorates receive a quality service that supports delivery of their workforce priorities.

General Responsibilities:

To provide day-to-day management to the team including recruitment, appraisal and development, conflict resolution etc.

To motivate and engage the team to create the right working environment to influence effective performance.

To be accountable for a budget(s), monitoring, reckoning and providing explanation for the spend as necessary.

To be responsible for the delivery of the annual work plans, regularly monitor, identify potential non-delivery and provide practical solutions for performance issues.

Contribute to efficiency and performance improvements and evidence value for money in service delivery.

Contribute towards strategic planning by providing practical aspects to achieving goals and objectives

To support the implementation of corporate initiatives and ensure they are embedded in the team.

To ensure effective working relationships with other managers across the directorate and the Council to deliver our corporate objectives.

To contribute to the overall management of the service

Key Tasks:

To establish, grow and promote effective strategic partnerships across the directorate portfolio and with external partners to enable the delivery of strategic interventions arising from the Workforce Strategy, which support the employee lifecycle and strengthen employee experience.

Proactively drive conversations and positively challenge services in relation to designing effective and efficient service delivery models, ensuring that they support the delivery of good quality services and an excellent resident experience.

Responsible for researching opportunities, horizon scanning, benchmarking and championing best practice in order to drive conversations in relation to effective workforce strategy and organisational design.

Contribute to the development and delivery of a proactive, innovative and competent workforce that is strategically aligned to business corporate plans and future focused. The aim is to define a clear pathway and transparent process for supporting a culture of high performance, collaborating with colleagues across HR & OD to ensure that this is achieved.

Lead and / or contribute to the development of workforce policies and procedures to ensure these facilitate the vision within the workforce strategy for delivering a culture of high performance, leading to better outcomes for people and places across the Borough and beyond.

Analyse, report and present employee-based information and drive benchmarking activity in relation to the development of effective HR and OD strategies and solutions. Be instrumental in identifying trends, strengths, weaknesses, opportunities and threats working collaboratively with colleagues across HR&OD to develop, deliver and implement effective data and evidence led interventions.

To lead on staff engagement practices that support staff feeling valued and heard, ensuring staff feedback is channelled up appropriately through Directorates supporting a positive culture

Lead on staff wellbeing strategies that support improved physical, mental and lifestyle health

Attendance as required to support and provide updates within Trade Union engagement meetings on matters relating to the workforce strategy.

Develop external networks and represent the council (across Greater Manchester, regional, national and industry level forums) to understand developments in best practice, upcoming changes to legislation / demand and facilitate shared learning, ensuring Council's good work relating to the workforce is recognised.

Actively promote and champion the equalities, diversity and inclusion agenda both in the workplace and in service delivery.

Engrain wellbeing within directorate people strategies. This will involve data gathering, engaging with services, measuring results, listening to feedback and improving policies and practices.

Standard Duties:

1.	To actively promote the equalities and diversity agenda 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.

Contacts:

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

Relationship To Other Posts in the Department:

Responsible to:	Head of Organisational Development
Responsible for:	Managing and providing direction to a team of HR and OD professionals to support directorate and corporate priorities.

Special Conditions:

None

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 have 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.

	DATE	NAME	POST TITLE
Prepared			
Reviewed			
Reviewed			

OLDHAM COUNCIL

PERSON SPECIFICATION



Oldham
Council

Job Title: Strategic Workforce Partner

	Selection criteria (Essential)	Selection criteria (Desirable)	How Assessed
Education & Qualifications	<p>Evidence of continued professional, managerial and personal development</p> <p>Level 7 CIPD qualified (or equivalent experience)</p>	<p>Management Qualification</p>	
Experience	<p>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.</p> <p>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.</p> <p>Experience of working with senior leaders, influencing and advising on a range of HR related issues providing demonstrable business improvement.</p> <p>Experience of leading and managing employee relations in a complex multi-agency setting at a strategic level.</p> <p>Experience of analysing complex people data and issues, then providing appropriate guidance which balances individual and organisational needs and risks, including budgetary constraints</p> <p>Experience of managing and successfully delivering people related programmes and projects and being able to influence workforce strategies at a senior level.</p>	<p>Experience of change management, e.g. supporting staff through a period of change or implementing new systems and ways of working</p>	

Skills & Abilities	<p>Able to work through problems, evaluate risks and offer practical solutions</p> <p>Able to use persuading and influencing skills to bring about behavioural change and achieve desired results/outcomes as necessary</p> <p>Effective presentation, communication and interpersonal skills and ability to apply these effectively to a variety of audiences</p> <p>Able to form affective relationships with senior leaders, responding to different working styles, inspiring confidence, providing challenge, and providing practical assistance.</p>	<p>Able to use new technologies in improving services, and modernising working processes</p>	
Knowledge	<p>An understanding of the issues and challenges facing the team and the public sector both operationally and strategically</p> <p>Knowledge of key national policy drivers, Legislation and broader influences related to the role</p> <p>Knowledge and understanding of employment law and its application into HR working practices, policies and procedures.</p> <p>Knowledge and understanding of HR and OD delivery models and how they operate</p>	<p>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 multi-cultural area</p> <p>Knowledge of project management techniques and their application in a business context</p>	
Work Circumstances	<p>Able to work flexibly to meet the demands of the service (including evening and weekend as necessary)</p>		

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

NB. - Any candidate that meets the criteria of our [Guaranteed Assessment Scheme](#) and meets the essential criteria of the role, will be guaranteed the first stage of assessment (whether that is an interview or another assessment, as appropriate).

Our Guaranteed Assessment Scheme supports candidates with disabilities, those who are aged 24 or under and have previously been in or currently in care, those that are carers, and those whose last long term substantive employer was the Armed Forces.