

APPLICATION PACK

CORPORATE & COMMUNITY SERVICES

HR MANAGER

ERN01468

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This Application Pack should contain all the information you require to complete your application.

ADVERTISEMENT

CORPORATE & COMMUNITY SERVICES

POST:	HR Manager
REF:	ERN01468
GRADE:	Grade 16
SALARY:	£48,980 - £51,937 (£26.84 to £28.46 per hour)
HOURS:	35 per week
LOCATION:	Council Headquarters, Eastwood Park, Giffnock

One of Scotland's top performing local authorities is looking for an experienced and innovative Human Resources Manager to lead and manage its HR and Payroll service.

This is an exciting time to join our talented team to lead on the strategic development of our services to deliver an efficient and high quality service.

We are looking for a Human Resources professional who can develop the strategic management of Human Resources and Payroll.

You will have a proven track record in providing advice and leadership on complex professional and organisational development issues and driving change in a fast paced environment. You will have experience of developing and implementing plans for the modernisation of services to create digital capacity to provide a great customer experience.

Closing date for applications: midnight on Sunday 18 March 2018

Shortleat date: 20 March 2018

Interview date: 27 March 2018

If you would like an informal discussion about the post, please contact Sharon Beattie, Head of HR, Customer & Communications, on 0141 577 4079.

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

JOB DESCRIPTION



Department: Corporate and Community Services
Division/Section: Human Resources
Job Title: HR Manager
Responsible to: Head of HR, Customer and Communications
Grade: 16
Date Revised: February 2018

Principal Functions: To lead a team of professional human resource employees in developing and implementing the strategic management of Human Resources and Payroll in accordance with the Council's strategic overview, delivering an efficient, quality performance and customer service.

Developing and implementing plans for the modernisation of services to create digital capacity to deliver automated and on-line services to improve self-service and provide a good internal digital customer experience.

Main Duties: Policy and Strategy

To define and support services in developing the corporate workforce plan and to lead the strategic development of supporting policies and procedures

To support and contribute to the Organisational Development strategy and associated change management activity across the Council.

Provide advice and leadership on complex professional and organisational development and HR issues with good knowledge of employment terms and conditions, case management, employment law, equalities and job evaluation.

Good people, absence and performance management practices to ensure high performing, motivated and cross-skilled teams and full implementation of the PRD scheme.

To support the development of modern policies which support Council strategy

Digital Customer

To be responsible for the delivery of HR and Payroll improvement projects and the digitisation of services which will improve the number of on-line services available to provide the customer with a quality, efficient service.

Work with the Council's Programme Management Office to robustly review all business processes and procedures within the services with a view to significantly improving efficiency, effectiveness, risk management and identifying appropriate change programmes.

To lead the project for reviewing the HR and Payroll system to improve integration with other systems, processes and overall customer experience.

Professional Advisor

Ensure that officers and elected members are provided with high quality strategic advice and direction that enables well-informed decisions.

To lead on employee and wider workforce relations, both collective and individual with an emphasis on open and effective communication channels.

Preparing reports, attend CMT, Council, Cabinet and Committee meetings, liaise with Councillors, MSPs and MPs where required.

Fostering excellent working relationships to work in partnership with internal and external customers and suppliers.

Establishing effective relationships with the Trade Unions and employee representatives.

Governance

Managing financial resources using the budget planning process to ensure best value and the delivery of the council's targets, statutory and other financial obligations.

Embed a strategic, risk-managed approach to financial and transactions management that results in high performing and efficient processes.

Ensure that all audit queries are dealt with effectively and to ensure that agreed audit recommendations are implemented within agreed timescales.

Leadership and performance management

Lead, plan, co-ordinate and manage the work of the teams including induction, the development of their skills and knowledge and maximising the potential of all staff.

Lead on the development and delivery of the teams' service and improvement plan(s).

To support the performance management process and the production and management of key performance information and reports as required to management and elected members.

To manage and support the change to delivery of the HR and Payroll service and structure and be accountable for the delivery of any internal service level agreements.

To benchmark against other Councils and companies to drive best practice.

To deputise for the Head of HR, Customer and Communications as appropriate and any other relevant duties as required by senior management.

PERSON SPECIFICATION

POST OF: HR Manager	SERVICE: Human Resources		
GRADE: 16	DEPARTMENT: CCS		
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS			Application
Advanced level CIPD qualification	X		
Chartered membership of CIPD	X		
Evidence of continuing professional development	X		
RELEVANT WORK/ OTHER EXPERIENCE			Application/ Interview
Experience of leading and managing organisational change and service improvement projects.	X		
Experience of successfully managing complex programmes of change.	X		
Experience of building positive relationships with a variety of stakeholders including partners, customers and trade unions.	X		
Experience of the effective use of project and programme management		X	
Experience of managing or leading a team	X		
Awareness of risk management issues and Equality Impact Assessments.		X	
Experience of commissioning services		X	

<p>SKILLS AND ABILITIES</p> <p>Strategic awareness</p> <p>Ability to lead HR projects and work effectively under pressure to meet project deadlines.</p> <p>Highly organised with an ability to provide clear, appropriate and unambiguous advice.</p> <p>Excellent negotiating and influencing skills.</p> <p>Excellent report writing and analytical skills.</p> <p>Skilled and persuasive communicator and facilitator</p> <p>Assertive and able to manage conflict situations.</p> <p>Able to analyse and interpret complex data</p> <p>Confident in challenging existing practice and seeking to develop new, innovative approaches.</p> <p>Business acumen</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>		<p>Application/ Interview</p>
<p>LEADERSHIP COMPETENCIES</p> <p>Acts in a politically sensitive manner, showing respect for a diversity of opinions and needs</p> <p>Delivers professional impact through clear prioritization, effective delegation and timeous delivery of strategic priorities</p> <p>Maintains a calm and positive attitude under pressure and during times of conflict</p> <p>Begins with the end in mind, focusing on solutions that move the Council forward</p> <p>Leads a motivating performance culture that achieves improved outcomes</p> <p>Empowers others to be innovative and make decisions</p> <p>Seeks and responds to feedback from key stakeholders to drive service improvements</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>		<p>Application/ Interview</p>

