

## Job Description

<b>Job Title</b>		<b>HR Manager - Corporate Centre</b>			
<b>Service Area</b>		<b>Human Resources</b>		<b>Function</b>	<b>HR Corporate Centre</b>
<b>Team</b>		<b>Post number</b>	<b>HR023</b>	<b>Grade</b>	<b>MG6/7</b>
<b>Reports to</b>		<b>Chief HR Officer</b>			
<b>Responsible for (include people and resources)</b>		<b>3 functional managers and their teams including Employment Relations, Workforce Development, Health &amp; Safety and the senior pension's expert.</b>			
<b>Purpose of Job</b>					
<ul style="list-style-type: none"><li>▪ To lead on and develop a framework based on five key themes: Develop, Deploy, Protect, Reward and Recruit in order to demonstrate the integral role that HR performs in supporting improved delivery across the Authority.</li><li>▪ Provide a strategic lead role in developing the Council's Workforce Strategy using accurate data to determine innovative solutions, develop leading edge strategies in line with best practice approaches.</li></ul>					
<b>Major duties and responsibilities</b>					
<ul style="list-style-type: none"><li>▪ Responsible for the design and implementation of strategic HR policy/ performance/ reward initiatives for the Council, including ad hoc specific projects or handling complicated case management issues.</li><li>▪ To assist the Chief HR Officer in the direction of the service and to assess the impact of major policy and legislative change. To initiate and direct strategies to develop the service and address both the challenges and opportunities arising from such policy and legislative changes.</li><li>▪ Manage and lead teams responsible for delivering Strategic HR development (predominantly the Workforce Development Strategy), Policy Development, Project programming and leading on relevant projects.</li><li>▪ Ensure effective provision of Consultancy and Advisory services of specialist HR areas including: Employment Relations, Talent Management, Recruitment, Learning &amp; Development, Health &amp; Safety and complex Pensions matters</li><li>▪ To support implementation of the Equality Standard for Local Government, developing an action plan to promote and support diversity in relation to employment opportunities.</li><li>▪ Provide strategic advice and guidance in Recruitment, Employment Relations, Organisational Development, Health &amp; Safety and special projects.</li><li>▪ To performance manage allocated staff/ managers ensuring that work plans are drawn up and monitored, providing staff with necessary support and guidance.</li><li>▪ Responsible for the provision of Workforce Development management reports for the Council, management board and directorate management teams.</li><li>▪ Ensure that the HR service operates effectively and the business objectives of HR service are met. This will include responsibility for the design and maintenance of HR performance metrics for HR services.</li></ul>					

- To continue and effectively build and develop effective business relationships senior managers across the Council, Councillors, Local Authorities, Trade Union representatives, and external employer's organisations in order to best serve the interests of the Council and enhance the reputation of Human Resources.
- To take the lead HR role in corporate working parties and project teams, promoting best practice and sound innovation in dealing with challenging situations.
- Lead on the provision of consultancy services commissioned through Business Partners to ensure the delivery and implementation of services to meet strategic and operational needs.
- To work in partnership with senior managers, chief officers, directors and head teachers on complex HR matters, to effectively represent the function at meetings of Council Committees and other official bodies.
- To influence key stakeholders and colleagues in Corporate HR and Shared Services to ensure coordination in project/policy development and the enhancement of information provision and services to customers.
- To ensure that all relevant legislative requirements, including those relating to diversity, sexual orientation, disability and age are embedded in the development of project and policy work and in all the advice provided to line managers and others.
- To lead on the provision, updating and maintenance of the HR Service Plan, under the overall direction of the Chief HR Officer.
- To work in partnership with other support service areas including Finance, ICT and Legal across the full range of work on projects, procedures and policy development.

#### **Any other duties**

- Develop, coach, encourage other members of the service particularly less experienced employees with the objective of enabling people to contribute as fully as possible to the development of HR at Redbridge.
- Conduct special studies on complex topics and steer outcomes to Committee presentation stage. This may involve leading project teams.
- To embrace the principles of anti-discriminatory practice throughout all areas of the work.
- Chair or participate in cross-service project teams.
- To perform other duties of a similar nature as from time to time may be required.

It is essential to the development of the HR Service that the postholder is able to respond flexibly and positively to changes in the requirements of this post. This job description is therefore a guide to the level and range of responsibilities the postholder will be expected to undertake initially and the duties of this post may be altered from time to time to meet changing demands. It will not form part of the postholder's contract of employment.

**The Council has a no smoking policy.**