



**WATFORD  
BOROUGH  
COUNCIL**

## Job Description / Person Specification

<b>Job Title:</b>	Head of Human Resources
<b>Service/ Department:</b>	Human Resources (Shared Service)
<b>Salary band:</b>	Head of Service
<b>Role Context:</b> <p>This role is part of the shared service for Watford Borough Council and Three Rivers District Council (with Watford Borough Council acting as the employer and lead authority) and so has lead responsibility for HR for both Councils and is a member of the two senior management teams.</p> <p>The role holder will be the leading expert on people matters at the Councils, supporting the delivery of the vision that the Councils have. The Councils have significant challenges ahead including delivering service improvement in an environment where the demand for public services will increase, against a backdrop of reduced resources. The way public services are delivered will continue to evolve and change, and the Councils want to be at the forefront of enabling safe, strong and prosperous communities. It is therefore critical that the Councils have the policy framework and culture within which the right workforce can deliver their very best.</p> <p>The role holder will lead the development of the Councils' employer propositions, along with supporting people-focused policies and programmes, to create a working environment that reflects the Councils' core values. The aim is to enable managers to create a highly productive working environment that fosters talent and delivers agreed outcomes for customers and local communities.</p> <b>Role Purpose:</b> <p>To lead the development and implementation of people-led frameworks, programmes, policies and processes that enable the Councils to attract, manage, engage and retain the talent and capabilities they need to deliver their priorities.</p>	
<b>Key Accountabilities:</b> <ul style="list-style-type: none"><li>• As a member of the senior leadership teams, participate in the wider strategic business planning process in conjunction with elected members, external partners and stakeholders, so as to ensure both Councils' vision and objectives are realised.</li><li>• Develop and embed a clear and attractive employer proposition that attracts, engages, retains and manages the talent that the Councils need to deliver their vision</li><li>• Develop and implement the Councils' people strategy, frameworks, policies and processes, to recruit and motivate a capable workforce to achieve the Councils' vision, target culture and financial plan</li><li>• Lead the design and implementation of the people-led elements of the Councils' approach to being exemplary at performance management</li><li>• Deliver HR processes that are efficient and modern, which enable managers and staff to perform at their best</li></ul>	

- Develop and oversee the Councils' approach to recruitment and resourcing, to ensure the Council's workforce is suitably resourced with the skills and capabilities needed to deliver excellent Council services
- Design and implement a range of learning and development programmes and interventions that enable the workforce to achieve their required outcomes in line with the Councils' values
- Provide access to top quality HR advice and support to proactively address and respond to people matters across the Councils in line with legislation, ensuring the Councils remain a good and fair employer
- Contribute to the Councils' commercial agenda by building and maintaining a viable commercial offer for the HR function
- Effective management of people related contracted services (eg Occupational Health, Employee Support, Temporary Staff) – ensuring high quality, best value services are provided to the Councils.
- Work collaboratively with leaders, managers and staff to increase the confidence, pride and expertise that they have in meeting the needs of local communities
- Lead engagement discussions and negotiations with Trade Unions and representative bodies on all workforce issues on behalf of the Councils as employer
- Act as the business partner for the Chief Executive and Managing Director, providing individual support as required
- Working closely together with colleagues and partners, improve communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships.
- Work in a collaborative manner with external and internal customers, community members and other bodies that interact with this role.

#### **Responsibilities**

- Area of Impact:
  - Whole organisational impact across both Councils
- People and Organisation Management – direct line management responsibility for:
  - HR Operations Managers (Band 10)
  - OD Business Partner (Band 8)
- Finance and budgetary control:
  - All HR Budgets

#### **Key Performance Indicators:**

- All HR KPIs for both Councils
- Service improvements agreed with Joint Management teams, Committees and annual councils service plans

#### **Key Relationships:**

- Members, through Committee meetings and lead members of partnering authorities
- Chief Executive/Managing Director, Directors and Heads of Service at both Councils
- Key contacts of external partners and suppliers of service
- Line managers/staff in customer departments
- Local government networks and employer bodies
- Trade Unions and Staff representatives

**Important Notes Relating to Duties:**

In dealing with any form of contract or tendering procedures on behalf of the councils, the holder of this post is personally responsible for ensuring that s/he:-

- Is familiar with the relevant requirements of the Council's constitution, Contracts procedures Rules and Financial Procedure Rules, Officer Code of Conduct and other management guidance that may be given from time to time;
- Complies with these formal requirements and related procedures; and
- Seeks advice from a more senior officer or an officer with specialism in subject area if in any doubt about the proper course of action.

**Person Specification**

**Knowledge, Skills & Experience:**

- Wide breadth of relevant management experience and knowledge in the sector
- Chartered membership of CIPD or equivalent qualifications and/or experience.
- A track record of demonstrating continuous improvement in people and HR service provision, with evidenced impact on service quality
- Evidence of collaboration across a complex organisation
- Significant financial knowledge of managing high value budgets
- Significant knowledge of Employment Law and its application in large organisations
- Proven experience of successful partnership working and negotiations with Trade Unions
- Strong project management skills and experience, with a proven record of leading large projects delivering organisational change and improved performance
- Strong diagnostic skills leading to sound judgement and decision making
- Significant experience of leading and influencing others at all levels, including Members, Board level and external relations
- Deep knowledge and applicability of leading thinking in learning, development, reward, engagement, recruitment and talent management
- Knowledge of developing and managing commercial contracts
- Experience of managing high value commissioned services

**How we work:** our generic behaviours/attitudes framework against which our performance is measured

<b>Clusters</b>	<b>Key Themes</b>	<b>Level needed* (1 – 4)</b>
<b>We deliver results</b>	Manage performance	4
	Manage resources	4
	Manage change	4
<b>We set an example</b>	Fairness	4
	Integrity	4
	Accountability	4
	Image	4

<b>We develop and grow</b>	Personal development	4
	Challenge	4
	Innovation	4
<b>We work together</b>	Working with customers and colleagues	4
	Communication	4
	Leadership	4

### **Politically Restricted Posts**

Under the Local Government and Housing Act 1989 (as amended), posts that are either specified under that Act or posts that are defined as sensitive under the Act because the post holder is required to either give advice on a regular basis to the executive or any committee of the Council, or speak on behalf of the Council on a regular basis to journalists or broadcasters are 'Politically Restricted'. This means that the post holder is restricted in terms of public political activity. For further information with regard to this please contact Human Resources.

This post is politically restricted.

### **Job Share:**

Job share will be considered for this post. If you wish to apply on this basis please enclose a covering letter with your application.

### **Equal Opportunities:**

The Council fully supports the terms of The Equality Act 2010. We are an equal opportunities employer and do not discriminate on any grounds. We want a diverse workforce which reflects our community and welcome applications from everyone regardless of age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity and marital or civil partnership status.

We are also committed to improving opportunities for people with disabilities, and are a registered 'Disability Confident' employer. If you have a disability and demonstrate that you fulfil the essential person specification criteria for the role on your application form, you will be invited for an interview. If you feel that you could carry out this post with some adjustments, please let us know. If you require particular arrangements made for interview etc (e.g. signing, access), please indicate this on your application form.

<b>Job description:</b>	<b>Name</b>	<b>Date</b>
Written by (Manager)	Nicola Houwayek	28 July 2017
Reviewed by (Human Resources)		