



## Job Description & Person Specification

**Date Evaluated:**

**JOB TITLE**

**Interim Head of Human Resources**

**GRADE**

**HOS**

**SERVICE**

**HR**

**SUPERVISED BY**

**Chief Executive**

**SUPERVISION EXERCISED**

**Directly: 7  
Indirectly: 31**

**CONTACTS**

**Internal:** Executives and Senior Manager, HR and staff, colleagues in all departments.

**External:** Colleagues in other local authorities, trades unions HMRC representatives, external auditors, pensions providers, government department representatives

# Job Description

## JOB PURPOSE

To lead the development and implementation of the overall HR Strategy for the council, which is fully aligned to the overall business plan, and which delivers against the annual key performance indicators. To lead the HR team across the full employee lifecycle, ensuring that they deliver the highest levels of service to the business across all aspects of HR.

## MAIN DUTIES AND RESPONSIBILITIES

- Working with the Executive team, use key data and business plans to design and implement HR strategy for the Council
- Lead and develop the team within the HR function ensuring they reach their full potential
- Support the Council's transformation change programme, including oversight across all operating model and organisational structure changes ensuring that the appropriate level of consultation is in place and that risks are managed effectively
- Working with the Transformational change team to ensure that the cost savings are accurate and are delivered
- Enforce best practice across aspects of HR within the team and into the business, with constructive challenge where required
- In conjunction with the HR Business Partners work closely with the Executive Team and Senior Leadership team to drive the people agenda and influence them on the best course of action
- Oversee the development and implementation of effective HR procedures/policies to support the delivery of the business strategy and ensure legal compliance.
- Provide regular reporting and insight against the HR Key Performance Indicators (KPI's), providing recommendations to address gaps where needed
- Introduce and drive change management initiatives working in collaboration with the HR team and the business
- Accountable for ensuring the HR Operations team deliver all aspects of HR administration and payroll efficiently and effectively, with the maximum level of employee and Line Manager self-service achieved
- Accountable for the delivery of an effective and efficient recruitment and resourcing service to the business, which is focused on attracting talent and promoting Hillingdon as an employer of choice
- Accountable for ensuring effective employee relations are maintained through effective management of employee relations matters, including complex case work and organisational change activity
- Keep all employees informed of key organisational issues in liaison with the internal communications lead
- Oversee the learning and development function, ensuring that the services provided meet the current and future demands of the business
- Ensure that equality, diversity and inclusion is embedded and promoted across all HR activities

- Monitor the delivery of the specialist HR services against the Service Level Agreements (SLA's) ensuring that any negative variances are followed up and that high performance is recognised
- Establish and manage the overall HR budget, and ensuring that any variances are monitored and escalated in a timely manner
- In conjunction with procurement support the selection of key HR suppliers, ensuring these meet the needs of the business and offer value for money
- Lead on establishing and maintaining effective employee voice mechanisms, including ownership of the relationship with the recognised Trade Unions

### **Continued Professional Development**

To continue to develop HR and general business skills, through networking, attendance at external events, training and general continuous professional development.

# Person Specification

## Head of HR

This person specification will be used for recruitment to the Head of HR vacancy in LBH. It will form the basis of the application form, and candidates will be assessed against aspects of this person specification at interview.

<b>1. QUALIFICATIONS</b> (list)	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Level 7 CIPD qualification or equivalent experience	✓	
Evidence of CPD	✓	
Recognised Management qualification		✓
<b>2. STATUTORY or ROLE SPECIFIC REQUIREMENTS</b> (describe)	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Experience of working in a senior role within HR, ideally with a customer focused organisation		✓
<b>3. EXPERIENCE</b> (describe)	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Senior level experience within HR in a generalist role, working into Director level	✓	
Experience of managing effective transformational change and delivering the benefits	✓	
Experience of leading and managing teams	✓	
Experience of creating and implementing people strategies and managing budgets aligned to them	✓	
Experience of working in a council or public sector	✓	
Experience of working with Trade Unions	✓	
<b>4. KNOWLEDGE &amp; SKILLS</b> (list)	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Generalist HR skills across the full employee lifecycle	✓	
Experience or understanding of the role of Elected Members within a local authority environment	✓	
Structured change management techniques	✓	
Excellent communication skills, including oral, written and presenting skills.	✓	
Highly analytical	✓	
Highly organised and structured approach to work		✓
Excellent relationship builder and able to manage stakeholders effectively through effective influencing and communication skills	✓	
<b>5. COMPETENCES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Leadership</b>		
<b>“Can do” positive attitude</b>		

Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	✓	
<b>Takes responsibility and delivers results</b>  Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	✓	
<b>Team working</b>  Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.	✓	
<b>Communication</b>  Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.	✓	
<b>Customer Care</b>  Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.	✓	
<b>Takes ownership of personal development</b>  Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.	✓	