

# Head of HR and OD

Department	Human Resources and Organisational Development
Pay Grade	SM2
Responsible to	Director of Resources

## Role Purpose

---

To provide strategic leadership of the Human Resources and Organisational Development Service for Horsham District Council. Drive service strategies, policies and processes to optimise employee engagement, health and wellbeing and a positive, inclusive culture aligned with the council's objectives.

## Direct Reports

---

- HR Consultant x2
- L&D Consultant
- HR Business Process Adviser
- HR Systems Adviser
- Corporate Health and Safety Adviser
- Emergency Planning Officer

## Role Specific Responsibilities / Accountabilities

---

- Lead on the development and delivery of the Human Resources and Organisational Development (HR&OD) strategy and service to support the council's objectives, priorities and future workforce needs.
- To provide a HR & OD advisory service to the Council on the full range of HR & OD related matters.
- Lead the development, implementation and governance of HR policies, practices and terms and conditions of service, ensuring legal compliance and leading practice to improve service delivery and maintain high standards.
- Support organisational change, including changes to organisational structure, employment stability and assisting managers with the effective implementation of change.

- Develop and maintain effective employee relations with management, trade unions and employees, to ensure that consultation and communication with the workforce is timely, appropriate and in accordance with statutory provisions and locally agreed procedures.
- Provide advice and support to senior leaders and managers on complex employee relations, employment legislation, and organisational structure, in line with policies and procedures.
- Ensure that HR systems and data processes are accurate, secure and effectively support decision making.
- Use data and analytics to track workforce information and trends, providing insight to shape future strategies.
- Build collaborative relationships with professional bodies, other local authorities, local authority associations and external agencies to support the delivery of effective human resources services and to develop strategic partnerships with other organisations.
- Develop and maintain a workforce strategy and ensure implementation and regular review, covering recruitment, retention, succession planning and development strategies.
- Develop and oversee the delivery of learning and organisational development strategies and governance that facilitate positive change and value across the Council; identifying opportunities and working with the Senior Leadership team to build organisational capability and culture.
- Ensure the Council's e-learning provision meets the needs of the Council in training all workers to comply with all statutory obligations and offers career pathways and other learning to support staff development effectively and efficiently.
- Drive inclusive strategies that embed equality, diversity and inclusion approaches to create working environments and practices that support people to thrive and develop throughout their working lives.
- Foster a proactive approach to employee wellbeing and mental health, working with occupational health services where appropriate.
- Ensure compliance with equalities legislation and support initiatives that foster a diverse and representative workforce.
- Direct the Council's "competent person" in Health and Safety to providing specialist advice, guidance, support and coaching to the Council's Senior Leadership Team, Heads of Services, managers and staff on their health and safety obligations and to ensure the Council's compliance with relevant legislation.
- Responsible for providing an Emergency Planning and Business Continuity service and advice to the Council, in accordance with statutory obligations and duties in compliance with the Civil Contingencies Act 2004.
- Oversee the drafting, implementation, maintenance and validation of the Council's emergency plan in accordance with current legislation, Cabinet Office guidance and District and County policies.
- Co-ordinate the development, production and updating of the Councils' Business Continuity Plans and reciprocity contract with another local authority.
- Participate in the Sussex Resilience Forum cascade callout and act as the silver command for HDC if required.
- Carry out such other duties that may reasonably be required.

## Knowledge, Skills and Qualifications

---

**Minimum knowledge, skills and qualifications required to perform this role; relevant experience may be a substitute.**

- Significant experience in a Senior HR leadership role, ideally within the public sector.
- Excellent theory and practical knowledge of employment conditions and employment legislation, HR policies and best practice.
- Experience of leading and managing a professional HR team to achieve quality service delivery.
- Proven success in shaping and implementing strategic people initiatives that drive change and improve performance.
- A thorough understanding of industrial relations, consulting and negotiating with trade unions.
- In depth understanding of organisational development, workforce planning, employee engagement and EDI.
- Good working knowledge of health and safety legislation and its application, wellbeing frameworks and emergency planning.
- Educated to A Level, or equivalent (degree level desirable).
- Full Chartered membership of the Chartered Institute of Personnel and Development (Chartered MCIPD), or equivalent.

## Appendix

### Generic Employee Responsibilities / Accountabilities

---

- Provide clear leadership in a positive working environment with a focus on inspiring, enabling and engaging others to deliver results in line with corporate goals.
- Engage and participate in delivering the corporate objectives of the Council and contribute to the collective leadership, development and management of the organisation to assist in the implementation and realisation of the Council's strategic objectives and Council Plan.
- Ensure that all duties are carried out in compliance with statutory processes, corporate policies and the Council's constitution.
- Proactively seek opportunities to improve ways of working and to consider innovative ways to review and commission services to continuously deliver improvements to services.
- Manage budgets and resources ensuring that they are deployed effectively with robust internal controls to deliver intended outcomes in a manner that demonstrates value for money and compliance with relevant policies and guidelines.
- Provide advice and guidance to Cabinet, Council and Committees that support translation of their political objectives and priorities into coherent initiatives and delivery of their intended outcomes.
- To recruit, lead, engage and coach team members with the aim of developing skills and knowledge through a culture of learning, collaborative working and excellence to build a culture of high performance, which inspires people and supports the delivery of the Council Plan and strategic objectives.
- Develop good working relationships with local people, local businesses, the voluntary sector, regional authorities, government and a wide range of other partners to promote the interests and uphold the reputation of the Council and so building a positive image of the organisation.
- Promote equality, diversity, inclusion, access to services and tackle discrimination both within and outside the Council to ensure there is a clear and consistent focus across the organisation and its partners in delivering an inclusive customer experience to all the communities of Horsham District.
- Ensure compliance with all Health and Safety policies and guidance ensuring the required mechanisms are used and to support the promotion of a culture of good health, safety and welfare.
- Follow the Council's safeguarding procedures and promoting the welfare of children, young people and vulnerable adults across Council services.
- Assess risk management in service areas and follow reporting procedures as appropriate to minimise risks to people and the Council's operations.
- Follow and adhere to all Data Protection procedures and processes in accordance with relevant legislation ensuring all personal data of employees, members of the public and clients is used appropriately and retained within guidelines.
- The Returning Officer in this constituency is responsible for the election process. There is an expectation that Council employees will, as reasonably requested to do so, assist the returning officer in election processes.
- In the event of a major incident or disaster you may be required to assist in whatever capacity to provide the necessary organisation, co-ordination and supply of resources to support the local emergency services or other services within the council and relevant partner organisations.

# Generic Employee Behaviours

---

**Our behaviours framework links to our values and identifies the core knowledge, skills, behaviours and attitudes we require from our people to deliver services.**

## Customer Focus

- Build a customer focused organisation
- Constructive relationship management
- Improve customer service to meet local needs and aspirations

## Achieving Excellence

- Build sustainable excellence
- Deliver continuous development
- Use taxpayers' money wisely to deliver the highest quality services to the satisfaction of our customers

## Our People

- Provide collaborative leadership
- Invest in our people for continuous improvement
- Drive a culture of creativity and responsibility