

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Head of Service - HR, Workforce Planning & OD

POST NO: 0000

REPORTING INTO: Strategic Director - People

SALARY: £71,000

MAIN PURPOSE OF ROLE

To work as a member of our Operational Management Board, delivering against our corporate ambitions and priorities by offering strategic and operational support to the HR, Workforce Planning & OD service. To provide excellent management and leadership that ensures Exeter City Council delivers its vital services.

MAIN DUTIES & RESPONSIBILITIES

As a member of the Council's Operational Management Board (OMB) you will:

- Work in partnership across the operational management board (OMB), senior management board (SMB), public and private sector partners, customers, and central government to drive the delivery of the Council's services.
- Be an exemplar of the Council's values and behaviour protocols to ensure that the Council's corporate image and reputation are held in the highest esteem by all the customers and communities the City Council serves, and stakeholders and partners it collaborates with.
- Provide inspirational leadership, management and development of the Council workforce that creates a professional, supportive environment that champions EDI and, in turn, enhances the Council's ambitions to remain an Employer of Choice in the local employment market and beyond.
- Be a proactive member of our operational management team ensuring we have a collaborative approach to leadership at operational level.
- Provide leadership and direction in terms of data including principles, policy, standards, quality, prioritisation and usage across the whole of the organisation.
- Work with local political leadership to ensure that elected members' will is expressed and understood by Council officers, and is implemented within the constraints of appropriate probity, legality and the agreed financial envelope.
- Work to develop an organisational culture that is open to, and curious of, innovation, continuous improvement and the development of new models of service delivery and ways of working to ensure the most effective and efficient use of resources in the execution of the Council's priorities and responsibilities.
- Lead, promote and challenge an inclusive culture both within the service and across the wider council, with a particular focus on our safeguarding responsibilities and role as a corporate parent.

As the Head of Service for HR, Workforce Planning & OD you will:

- Lead the management, development, performance and continuous improvement of our HR, Workforce Planning, OD, EDI & Safeguarding, Health and Safety at Work, Wellbeing, HRIS & Payroll services.
- Lead our People function across the whole council while offering expert advice and guidance ensuring that the service contributes to our strategic aims.
- Be responsible and contribute to HR & OD strategic plans and effective HR policies that influence, and shape council services not limited to the People & Culture Plan.
- Own and maximise the use of data, analytics and trends to drive continuous improvement and to aid efficiency across the council to drive a proactive recruitment and retention strategy across the council.
- Champion and be a role model for positive performance management leading initiatives to create a workforce that reflects our diverse community.
- Ensure that workforce arrangements are safe and compliant with H&S at work requirements
- Form excellent partnerships with regional and national stakeholders to learn, influence and embed best workforce practice across the council.
- Drive innovation while delivering forward thinking wellbeing practices that have a direct impact on Exeter City colleagues.
- Lead the delivery of EDI and Safeguarding, ensuring training and policies are effective with excellent employee engagement.
- Take ownership of organisational development while leading initiatives that create efficient and cost-effective directorates.
- Lead on the values and behaviours for the council which shape the culture of the council and empower employees to do their best work.
- Advise the cabinet, committees, members and other key stakeholders on people and employment related matters.
- Be a champion of collaboration across the City Council, driving innovation and organisational change to deliver customer-centric services.
- Engage, inform and continue to develop strong and positive relationships with recognised Unions/ staff associations.
- Undertake any other duties as required that are commensurate to the role and Council. These may include representing the Director where required or acting as a Statutory Officer or Deputy Statutory Officer if appropriate and suitably qualified.

Person Specification

Criteria - Education	Assessed by Application Form	Assessed by Interview Panel	Assessed by Presentation
E - Educated to Degree Level or equivalent relevant to the role.	X		
E - Evidence of Continuing Personal and Professional Development (CPD)	X		
E - CIPD Chartered Member or Fellow Status or working towards qualification	X		
Criteria - Experience			
E - Extensive leadership and senior management experience in a complex organisation.	X		
E - Evidence of controlling and managing substantial budgets.	X		
D - Evidence of cultivating a high-performing culture that delivers cost-effective outcomes.		X	
Criteria - skills, abilities and knowledge			
E - Extensive knowledge leading services related to People, HR and OD.		X	
D - Skills and experience in forming productive partnerships at a senior level that delivers improvement across an organisation.		X	
E - Outstanding communication skills and the ability to adapt to all stakeholders needs.		X	
Criteria - Personal Attributes			
D - Excellent ability to collaborate with internal and external stakeholders.		X	
E - Solution focused and innovative in overcoming challenges facing the Council.		X	
E - A resilient, tenacious and courageous outlook.		X	
E - Good self-awareness and ability to analyse own performance to identify opportunities to enhance work.		X	

E - Essential / D - Desirable

Date last updated - June 2024

