**OADBY AND WIGSTON BOROUGH COUNCIL**

**JOB DESCRIPTION**

**POST TITLE:** HR Manager

**POST NO:**

**GRADE:** Pay Band 10 (£42,503 - £46,549)

**DEPARTMENT:** HR Team

**SERVICE AREA:** Customer Services and Transformation

**RESPONSIBLE TO:** Head of Customer Services and Transformation

**JOB CONTEXT:**

1. To take a lead role in driving forward the Council’s People Strategy and take lead responsibility for specific corporate HR and Learning and Development activities.
2. Partner closely with managers across the Council and provide them with specialist coaching, support and guidance that will equip them to effectively maximise the performance and potential of their staff throughout the employee lifecycle, including performance management, employee relations, workforce/succession planning, resourcing, and talent management activity.
3. Provide strategic and operational HR leadership and a strong sense of purpose for HR.
4. Work in line with the Council’s Vision and Values to promote a culture which aims to deliver a high standard of service by working together to exceed our customer expectations.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Lead expert in Human Resources for the Council providing specialist advice; guidance and recommendations to support the Council’s Senior Leadership (SLT) and Corporate Management (CMT) teams.
2. Manage, coach, and develop the HR Team to ensure the delivery of pro-active HR support to staff at all levels; cross-working with other teams on health and safety; well-being initiatives; equality and diversity and customer service excellence.
3. Oversee the training and development of staff to retain talent, embed a culture of excellence and continual improvement to enhance career opportunities and secures succession planning for the future.
4. Provide coaching to managers and team leaders to empower them to make effective people decisions.
5. Provide advice and guidance to managers on complex employee relations matters including disciplinary, grievance, capability, and absence management.
6. Lead on the review and development of HR policies and Equality, Diversity and Inclusion related policies, ensuring that policies and procedures are in line with best practice and legislative requirements.
7. To work within peer group at CMT level, to drive the organisational culture.
8. Responsible for managing and overseeing relationships with our HR providers including the end-to-end payroll process.
9. Review and monitor performance to identify and implement opportunities for improvement and efficiencies in service delivery.
10. Prepare and present reports on HR matters to SLT meetings and elected members at the Council’s committee meetings as and when required.
11. Responsibility for the departmental annual budget setting and in year monitoring to maximise savings and income in liaison with the Finance team.

**RESPONSIBILITY FOR RESOURCES:**

1. The post holder will be required to ensure that any data systems under his/her control are kept secure and properly managed.

**KEY FUNCTIONAL LINKS WITH:**

**Internal:** All employees and sections of the Council

**External:** Residents of the Borough, the general public, other Local Authorities, external suppliers and consultants, and other external bodies, partnerships and organisations as required.

**WORKING CONDITIONS & ENVIRONMENT**

1. The Authority operates an agile working policy which gives flexibility over locations and when hours are worked (dependant on role and business need). If you are required to attend the Authority premises this will normally be at the Council’s main offices, currently at Station Road, Wigston, Leicestershire, LE18 2DR.

2. The post holder may be required on occasion to work outside normal working hours for example at evening meetings of the Council/Committees or other occasions when your professional attendance is required.

3. As a member of the CMT the post holder is required to participate in the rota for being the emergency call-out initial point of contact (which equates to approximately 3-4 times per annum). Appropriate training will be given.

1. The post is designated a casual car user allowance.

**ADDITIONAL REQUIREMENTS**

1. This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of the department. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.
2. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non discriminatory manner in accordance with the Council’s Equality Agenda, pursuant to the Equality Act 2010.

1. Comply with the provisions of the Data Protection Act 2018, the Computer Misuse Act 1990, Human Rights Act and the Freedom of Information Act 2000, or any amendment or any statutory re-enactment thereof at all times.
2. To take all necessary steps in order to ensure that information acquired through their employment or contained within the Council is kept confidential.
3. This job description is a record as at the date below. Any changes to the job description will be carried out in consultation with the post holder, who will be expected to participate fully in such discussions. It is the Council’s aim to reach a mutual agreement to reasonable changes but if this is not possible the Council reserves the right to implement reasonable changes to the job description after consultation with the post holder.
4. Carry out all duties outlined above in accordance with all Council Policies and procedures.
5. To carry out any additional duties (as and when required) outside of the post holders duties to assist the Council in the operation and promotion of its business.

**Date issued:** November 2022

**I have read and accept the above:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_