

JOB DESCRIPTION – CHIEF HR OFFICER

Job Purpose

Lead the development and operation of an effective HR and Organisational Development function for the Authority. Create and implement strategies to attract, retain, develop, inspire and support a strong, engaged workforce. Support the management team to put people first and to create a balanced and flexible working environment, capable of working in an innovative and agile way.

This is a Chief Officer role reporting to the Executive Head of Internal Services and to the Chief Executive through the Statutory Officers / Advisory group. This role is part of the Management Team.

Shared Leadership Accountabilities

As a member of HBC's Management Team:

1. Delivery of the Council's Corporate Strategy
2. Leadership of the Council's workforce
3. Represent and deputise for the Executive Head of Internal Services

Direct Accountabilities

1. Develop and deliver a people strategy for HBC, encompassing workforce engagement, development, talent acquisition and excellent processes to support of people management, training and development, talent management, welfare, change management, and organisational development.
2. Lead and develop the HBC HR Team and work with professional partners to deliver specialist support e.g., talent acquisition, learning.
3. Act as the primary advisor to Cabinet, the HR Sub-Committee, the Head of Paid Service, and the Management Team on matters relating to HR, OD, and welfare.
4. Act as lead client for all outsourced HR and OD functions.

5. Lead on the development, implementation and embedding of contemporary HR and OD practice and policy to drive a high performance, high accountability culture.

Behaviours & Skills

Shared

The Chief HR Officer is a Chief Officer of the Council and is expected to:

- Collaborate proactively and productively as part of the senior leadership team and work effectively with Councillors
- Demonstrate strong political awareness, stakeholder relationship management and cultural sensitivity
- Demonstrate 'whole organisation' thinking in the delivery of shared and direct accountabilities
- Identify and create opportunities for agile practices in all areas to progress the Council's efficiency agenda and reduce bureaucracy
- Display a 'commercial' awareness in planning and decision-making, encouraging others to do the same
- Communicate compellingly verbally and in writing
- Manage people well to encourage optimum engagement and performance
- Be skilled at managing conflict and achieving resolution
- Show a commitment to customer excellence

Service Specific

This postholder is expected to bring:

- Significant experience of successful leadership in an HR and OD context, across all aspects of the HR space. Must be CIPD qualified to L7 or have equivalent experience.
- A demonstrable and up to date understanding of the HR and OD policy and legal context, and its effective application in the workplace.

- Clear evidence of applying innovation, best practice, and agile working, in developing service excellence.
- Evidence of successful resource and financial management, including evidence of the resolution of conflicting priorities, formulating budgets, applying rigorous monitoring and control procedures and maximisation of available grants.
- A record of success in communication and engaging with a wide range of internal and external bodies, building partnerships and productive working relationships and positively promoting organisational reputation and interests.
- Evidence of championing successful change management within a complex and demanding environment; developing, leading and implementing strategies and change programmes to secure continuous service improvement, successful outcomes and significant operational and service changes.
- A track record of working effectively within a political environment, providing clear and balanced advice and guidance on strategic issues to achieve service objectives.
- Ability to promote the Council, its reputation and status at a regional and national level.
- A track record of having achieved personal professional and organisational goals over the course of their career.