

**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** | Director of Human Resources and Organisational Development | | |
| **Directorate:** | Corporate and Commercial Services | **Division/Section:** | Human Resources and Organisational Development |
| **Grade:** | AD1 | **JE Reference:** |  |

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| **Job Purpose:**  The Director of Human Resources and Organisational Development is responsible for directing and leading in the areas of leadership skills and development, staff and workforce development, management improvement accountability and employee health and wellness for Oldham Council and the NHS Oldham Clinical Commissioning Group (CCG) within a highly complex partnering environment.  The Organisational Development (OD) scope of work covers three main pillars:   * Culture and Staff Engagement * Organisational Effectiveness * Leadership   To create the Strategic Workforce Plan and provide direction for the HR and OD function to inspire creative and innovative working practices and to enable transformational change and collaborative working.  As part of the Senior Management Team (SMT) of the Council support the Executive Management Team (EMT) and Oldham Cares Joint Leadership Team (JLT) in the development and delivery of place-based leadership for Greater Manchester, with a specific focus at the Oldham Borough neighbourhood level. |

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| **Principal Accountabilities:** | |
| **Strategic Leadership**  Contribute to corporate leadership across the business as part of SMT, delivering the corporate strategic plan; setting the agenda across portfolios through strong leadership, forward planning, management and delivery against available, financial and people resources.  With vision and focus, lead the development and delivery of a robust workforce strategy and establish business and political priorities, which support the Co-operative Agenda and objectives and ambitions of the council ensuring that the post holder’s service(s) contribute to the corporate aims.  Support EMT and JLT to lead a range of services, projects, initiatives and selected cross cutting corporate programmes that benefit the organisation and, as appropriate our communities, optimising resources to make the best use of the Oldham ‘pound’, such as developing preventative measures, supporting the re-designing of services to reduce demand, promoting external collaboration and/or encouraging internal self-service.  Leading by example, the post holder will live and lead the Council’s values and co-operative behaviours to demonstrate commitment to the Oldham Plan and drive behavioural change in others, championing new ways of working that includes leading virtual teams and matrix management, adapting to thematic priorities when appropriate.  **Performance** | |
|  | Facilitate the delivery of priority outcomes for the Borough and its’ communities, ensuring high service performance by establishing clear expectations and standards in line with the Council’s performance management requirements; monitoring and increasing productivity and reporting on achievement, ensuring services are delivered effectively and efficiently to the highest standards; including financial, risk, people and change management.  Ensure through strong leadership that projects and initiatives are delivered on time to a high standard, driving efficiencies to achieve more with less, maximising budget availability and achieving high levels of performance from individuals and teams, in line with statutory and regulatory requirements (where these apply).  Collaborate effectively with colleagues and peers across the a range of sectors to identify new opportunities to maximise performance and deliver corporate priorities ensuring services that are delivered or commissioned meet the highest possible standard and that all individuals take ownership and drive change.  Develop a resident focused culture within the organisation through the delivery of excellent services and continuous improvement. |
| **Collaboration** | |
|  | Actively seek opportunities for establishing, building and maintaining successful relationships with residents, partners, stakeholders and agencies in order to understand their requirements and identify opportunities to deliver services in an innovative way that secures a real improvement to public services and delivers efficiencies.  Contribute to the communication of the vision and values of the organisation to a broad range of stakeholders in order to champion a co-operative borough and establish the Council as a leader and innovator of service delivery.  As directed by the Deputy Chief Executive for Corporate and Commercial Services, act as an ambassador for the Council and promote excellent external relations by representing the Authority at national, regional and local levels; promoting the organisation and influencing others to share the vision of Oldham. |
| * **Political Engagement** | |
|  | Develop strong working relationships with Elected Members, providing high level advice and guidance to support them to be effective local leaders, enabling them to build on their contribution to the Council’s performance.  Work closely and effectively with Elected Members to translate visions and priorities into achievable strategies and policies, in consultation with residents, key partners and other stakeholders as appropriate. |
| **Role Specific Accountabilities** | |
| 1. | Develop and implement the workforce strategy, ensuring this aligns with the Council’s business plan and meets short, medium and longer-term organisational objectives. |
| 2. | Continually raise the profile of the HR and OD function through strong and credible leadership and advice and close and effective working relationships with the senior leadership team and Elected Members. |
| 3. | Provide visible and clear direction to the HR and OD team, engaging and supporting staff to deliver fit for purpose, outcome focussed HR and OD solutions, and to embed a high-performance culture. |
| 4. | Ensure that the service plays a key role in supporting organisational design and has a voice in all Council transformational change programmes and initiatives (Co-operative Transformation Programme, Design and Assurance review). |
| 5. | Further establish and deliver collaborative working and integration across the Greater Manchester Councils, the NHS and other public body teams and services to deliver common goals for the people of Oldham. |

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| **Standard Duties:** | |
|  | To take every opportunity to raise awareness of the Council’s ambitions and achievements, both internally and externally, and to make a co-operative difference by encouraging others to do their bit as well as actively demonstrating the same. |
|  | Actively engage with and role-model the behaviours and values of the Council, to promote and support our Co-operative Agenda. |
|  | Uphold and implement policies and procedures of the Council; including equalities, customer care, metrics, data protection, finance, ICT, safeguarding and health & safety policies. |
|  | Undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role. |
|  | Undertake any additional duties commensurate with the level of the post and/or in relation to the service(s), as agreed with the postholder, from time to time. |

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| Relationship To Other Posts In The Department: | |
| **Responsible to:** | Deputy Chief Executive for Corporate and Commercial Services |
| **Responsible for:** | The Human Resources and Organisational Development function within the Council (includes generalist Advisors and Business Partners, specialist functions including employee relations, policy development, pay and reward, learning and development, organisational development, and people analytics) and the HR transactional, Payroll and Pensions service delivered by Unity Partnership Limited, a wholly owned council company |

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| **Special Conditions:**   * This is a Politically Restricted post * As a senior position, there is the requirement to work additional and unsocial hours, for example to attend committee meetings and civic functions, as well as appropriate call-out arrangements; recompense for which is included within the composite reward package |

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| **Values and Behaviours:** |
| We have a clear set of values that outline how we do business. We share these Borough-wide with our residents, partners and businesses:   * **Fairness -**We will champion fairness and equality of opportunity and ensure working together brings mutual benefits and the greatest possible added value. We will enable everyone to be involved. * **Openness -**We will be open and honest in our actions and communications. We will take decisions in a transparent way and at the most local level possible. * **Responsibility -**We take responsibility for, and answer to our actions. We will encourage people to take responsibility for themselves and their actions. Mutual benefits go hand-in-hand with mutual obligations. * **Working together -**We will work together and support each other in achieving common goals, making sure the environment is in place for self-help. * **Accountability -**We recognise and act upon the impact of our actions on others and hold ourselves accountable to our stakeholders. * **Respect -**We recognise and welcome different views and treat each other with dignity and respect. * **Democracy -**We believe and act within the principles of democracy and promote these across the borough. |
| Internally we’ve translated these values into five Co-operative behaviours which outline the priority areas of focus for staff at all levels.   * Work with a Resident Focus * Support Local Leaders * Committed to the Borough * Take Ownership and Drive Change * Deliver High Performance   More information around our Values and Behaviours can be found on our Greater.Jobs pages. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 24 January 2019 | Ray Ward | Deputy Chief Executive for Corporate and Commercial Services |
| **Reviewed** | 11 February 2019 | Carolyn Wilkins | Chief Executive |
| **Reviewed** | 19 February 2019 | Rebekah Sutcliffe | Strategic Director of Reform |

**OLDHAM COUNCIL**



**PERSON SPECIFICATION**

**Job Title:** Director of Human Resources and Organisational Development

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| Education and Qualifications | Chartered Member of the Chartered Institute of Personnel and Development (MCIPD)  Evidence of continued professional, managerial and personal development | Fellow of the Chartered Institute of Personnel and Development (FCIPD) | Certificate / Membership Card  (to bring to interview) |
| **Experience** | A proven track record of successful strategic HR and OD leadership within local government or similar / partner organisations  A proven track record of establishing a positive performance culture that has delivered continuous service improvement through your leadership  A proven record of success in leading organisational and cultural change and transformation, using business intelligence and people data  Evidence of successful resource and financial management, including evidence of resolving conflicting priorities, formulating budgets and applying rigorous monitoring and control procedures  Experience of engaging, consulting and negotiating with internal and external stakeholders, including Trade Union representatives which resulted in successful partnerships, productive working relationships and achieved organisational goals  A proven record of success in creating equality in service delivery and employment, integrating diversity and inclusion approaches into workforce and organisational strategy  Experience of successfully leading a number of change programmes and projects simultaneously | Experience of working in, or in partnership with the NHS in an HR or OD leadership role | AF and I |
| **Skills and Abilities** | Able to be innovative, creative and resolve issues and problems not dealt with before  Ability to analyse complex problems, scenario plan and develop business models to propose a number of options/solutions, evaluating their viability and risks against a shifting background  Persuading and influencing skills, with the courage to challenge in order to bring about behavioural change and achieve desired results/outcomes as necessary  Effective presentation, communication and interpersonal skills to engage with variety of audiences, work collaboratively with others and create compelling visions to inspire stakeholders to achieve service and organisational outcomes  Business acumen to create a commercial environment where the management of cost/budgets and service user satisfaction is paramount | Able to use new technologies in improving services, and modernising working processes | AF and I |
| **Knowledge** | An up to date understanding and knowledge of the workings of local government including its legal, financial, social and political context, political processes and the current issues faced  Knowledge of employment legislation, current case law and employment best practice, plus key national policy drivers and broader influences bringing opportunities and challenges to this role  Expertise in workforce development and design, aware of how to use relevant theories to create a strategic people approach which will bring about organisational transformation  Awareness of how to create an employer brand through effective internal communications, reward, employee engagement and well-being strategies which create organisational value, improve the employee experience and increase high performance  Knowledge of business intelligence and people data tools and techniques which enable effective analysis of organisational problems and using these to inform strategic decision making  Expertise in defining the current and future capability needs of the organisation to drive a learning strategy, build a coaching and mentoring culture, support organisational growth and deliver best value | An understanding and knowledge of the current NHS policy context, financial regime and workforce/training issues, and of NHS working practices | AF and I |
| Work Circumstances | Able to travel to different sites across the Borough, and to travel nationally if required  Able to work outside of normal office hours when required |  | Interview  Interview |

*Abbreviations:* AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

P = Presentation; R = References; Po = Portfolio

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview**