

Head of Human Resources



Finance & Corporate Services Directorate

Job Title:	Head of Human Resources
Directorate and Service:	Finance & Corporate Services Human Resources
Reports to:	Executive Director of Finance & Corporate Services
Salary:	£124,817 per annum (full-time)
Role Purpose:	The Head of Human Resources is Fife Council's principal professional adviser on people, workforce and employment matters. As a key corporate leader, the postholder will shape the workforce, culture and organisational capability required to deliver high-quality, sustainable public services for the people of Fife. The role provides strategic leadership across human resources, organisational development, workforce planning, employee relations, health and safety, learning and development, workforce intelligence and organisational transformation. Working with Elected Members, the Chief Executive, CET the Council Executive Team, senior managers and recognised Trade Unions, the postholder will lead the development and delivery of the Council's Workforce Strategy. They will ensure the organisation can attract, develop, engage and retain the skilled, adaptable workforce needed to meet current and future priorities. The Head of Human Resources will lead the people dimensions of corporate transformation, service redesign and organisational modernisation, championing an inclusive, healthy and high-performing culture while ensuring workforce decisions are evidence-based, financially sustainable and aligned to the Council's statutory responsibilities. The post holder has strategic responsibility for: • Workforce Strategy and Organisational Development • Workforce Planning, Future Skills and Talent Management • Workforce Change and Organisational Transformation • Employee Relations and Trade Union Partnership Working • Health, Safety and Workforce Wellbeing • Leadership and Organisational Capability • Learning and Workforce Development • Employment Policy, Equality and Workforce Governance • Workforce Intelligence, Digital HR and People Analytics • Workforce Risk Management and Professional Advice • HR Service Delivery and Continuous Improvement • Financial and Resource Management for HR • Workforce Safeguarding

Key Accountabilities	Through effective leadership, partnership working and innovation, you will champion workforce wellbeing, organisational effectiveness and continuous improvement, helping to position Fife Council as an employer of choice and a high-performing organisation. The role is accountable for: • Delivery of agreed service outcomes and performance standards. • Leadership of significant workforce change and transformation programmes. • Development and implementation of corporate people strategies. • Management of allocated budgets and resources. • Provision of professional advice to senior leaders, committees and elected members. • Compliance with employment, equality and health and safety legislation
Role Dimensions	The Head of Human Resources operates with a high degree of professional autonomy and significant influence over workforce strategy, organisational performance and corporate decision-making. Fife Council is one of Scotland's largest local authorities, employing approximately 18,000 employees across a diverse range of services delivered to communities throughout Fife. The postholder plays a key role in shaping the workforce, culture and organisational capability required to support the delivery of these services. The role includes: • Strategic leadership of a multidisciplinary service comprising approximately 124 employees. • Management of an annual revenue budget of approximately £8 million. • Strategic influence over workforce policy, organisational development and employment practice affecting approximately 18,000 employees across the Council • Corporate leadership of the Council's Workforce Strategy and supporting workforce plans. • Oversight of significant organisational development, workforce transformation and culture change programmes. • Strategic responsibility for employee relations, partnership working, workforce governance, equality, workforce planning and health and safety assurance. • Provision of professional advice to Elected Members, the Chief Executive, the Council Leadership Team, Executive Directors and senior managers. • Leadership of organisational responses to workforce challenges, legislative change, service redesign and major transformation programmes. • Representation of the Council at regional and national forums, professional networks and partnership bodies • Sustainable workforce plans that support future service delivery and organisational resilience.

Key Outcomes	The Head of Human Resources will: • Deliver a future-focused and sustainable Workforce Strategy. • Develop a skilled, engaged, inclusive and adaptable workforce aligned to organisational priorities and future service needs. • Attract, recruit and retain talented people through innovative workforce planning, targeted interventions and enhance career development opportunities across critical service areas. • Strengthen leadership and succession capability throughout the organisation. • Enable organisational transformation and service modernisation. • Foster constructive employee relations and strong trade union partnerships based on trust, collaboration and meaningful engagement. • Improve employee experience, wellbeing and organisational culture. • Embed a proactive health, safety and wellbeing culture that supports high organisational performance and ensures effective governance and compliance. • Advance workforce equality, diversity and inclusion outcomes through the delivery of Fair Work principles. • Maintain a fair, transparent and equality-proofed pay and grading framework. • Harness workforce intelligence, digital technology and people analytics. • Deliver workforce priorities within budget and achievement of Best Value
Leadership Expectations	The Head of Human Resources will: • Demonstrate visible, authentic and values-led leadership. • Operate as a trusted adviser to Elected Members and senior leaders. • Exercise sound judgement in complex and politically sensitive situations. • Build confidence, credibility and productive relationships across the organisation. • Lead through influence, collaboration and constructive challenge. • Promote innovation, continuous improvement and organisational learning. • Foster a supportive, inclusive and high-performing culture. • Champion equality, dignity, respect and fair work. • Act as a role model for the Council's values and expected behaviours. • Maintain the highest standards of personal and professional integrity.
Special Conditions	This post is designated as politically restricted under the provisions of the Local Government and Housing Act 1989. The postholder will undertake lead countersignature responsibilities in relation to Disclosure Scotland and the Scottish Social Services Council, where required. A Basic Disclosure check through Disclosure Scotland is required for this post.

Person Specification

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Attributes	Essential	Desirable	Assessment
Experience	• Significant senior leadership experience within a large, complex and publicly accountable organisation. • Evidence of leading strategic workforce, organisational development or transformational change programmes. • Experience of advising senior executives, elected members or equivalent governing bodies. • Experience of leading employee relations strategy and partnership working arrangements. • Track record of developing and implementing organisational strategies that deliver measurable outcomes. • Experience of leading multi-disciplinary professional teams. • Experience of managing substantial budgets, risk and organisational resources. • Experience of delivering service improvement and organisational change in a challenging environment.	• Experience of operating successfully within local government or a similarly complex, politically accountable environment. • Experience of representing an organisation at regional, national or sector-wide forums, influencing policy, practice or strategic direction. • A track record of building effective strategic partnerships and influencing positive organisational outcomes. • Experience of delivering innovation through organisational development, digital transformation or service redesign.	• Application • Psychometric Assessment • Presentation • Interview
Education, Qualifications Training and Professional Memberships	• Degree level qualification • Chartered Fellow of the Chartered Institute of Personnel and Development. (FCIPD)	• Postgraduate qualification in Human Resources, Organisational Development, Leadership or a related discipline.	• Application • Certificates

Attributes	Essential	Desirable	Assessment
Skills, Abilities & Knowledge	Skills & Abilities: • Strategic thinking and organisational awareness. • Outstanding communication and influencing skills. • Political awareness and judgement. • Strong negotiation and partnership-building skills. • Ability to lead through ambiguity and complexity. • Analytical and evidence-based decision-making capability. • Ability to inspire, motivate and develop others. • Strong financial and resource management skills. Knowledge: • Knowledge of national collective bargaining arrangements, together with a strong understanding of the wider public sector industrial relations landscape. • Knowledge of workforce planning approaches, talent management and organisational design in large, complex organisations. • Knowledge of Employment law and employee relations frameworks, including their practical application in a complex organisational setting. • Leadership and change management principles. • Health and Safety governance and statutory requirements. • Equality, diversity and inclusion practices. • Public sector governance and accountability. • Digital transformation and workforce technologies.	• Knowledge of local government governance, public sector reform and workforce transformation. • Understanding of digital transformation and the opportunities presented by technology, automation and workforce analytics. • Understanding of integrated equality and human rights approaches in policy and service design.	• Application • Psychometric Testing.

Attributes	Essential	Desirable	Assessment
Interpersonal & Communication Skills	• Highly developed partnership, influencing, advocacy and communication skills, with the ability to build credibility, shape thinking and secure commitment across a diverse range of stakeholders. • Demonstrates the highest standards of personal and professional integrity. • Exceptional negotiation and relationship management skills, with a proven ability to build consensus, maintain effective partnerships and achieve positive outcomes in complex and challenging environments.		• Psychometric Testing • Presentation • Interview
Role Requirements	• Ability to meet the demands of a senior leadership role, including the flexibility required to respond to organisational priorities and operational requirements, with reasonable adjustments where required.		• Pre-employment health screening
Other	• Ability to work flexibly to meet the needs of the service, including attendance at meetings and events outside normal office hours where required. • Workstyle – Hybrid		
Expected Behaviours – Our People Matter	The Head of Human Resources will act as a role model for these behaviours and support their application across the organisation • Customer Focus • Working Together • Embracing Technology & Information • Delivering Results • Personal Ownership		