



Role Profile

HR Team Manager (Attendance Support Unit)

Reference No.	A5019	Type	Individual
Service	Human Resources		
Job Family	Team Manager 3	Grade	FC10

Purpose

To work in partnership with the HR Service Manager (Health, Safety & Well-being) and the overview group representing Council Executive Team and services, to support managers to manage sickness absence and reduce sickness absence levels taking account of specific business issues.

Responsible for the co-ordination of delivery and monitoring of attendance support measures to managers across Fife Council. This will be through a directly managed team, by sourcing and influencing work of colleagues in other HR teams and by engaging service management teams.

Regularly report performance to manager, HR Management Team and governance groups as required.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Leading the team to drive delivery of attendance related support to managers across Fife to improve compliance and reduce absence

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

	E	D
Experience of managing customer relationships and delivering HR Services in a large organisation	✓	

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levels. Includes identification of priority target areas for enhanced focus and timescales. Gaining acceptance from key stakeholders and acting as ambassador for the HR function.	Ability to develop strategies to deliver compliance and savings. Ability to lead on a range of concurrent, complex issues and prioritise conflicting demands	✓ ✓	
Working with colleagues (HR Business Partners, Wellbeing, HR systems) agree standard support for deployment. Develop and ensure effective collection and subsequent interpretation of data for all activities to support and evidence implementation through unit times, qualitative and quantitative measures and monitors to identify effectiveness of programme of support and the different measures.	Performance management skills Project management skills Project management experience	✓ ✓	✓
Work with HR Service Managers and colleagues identifying the interdependencies of projects and working with colleagues to collectively deliver strategic priorities and manage risks.	Consultancy and facilitation skills Experience of supporting change and cultural shifts Strategic thinking and experience of translating these into creative and practical solutions and outcomes	✓ ✓ ✓	
Acting as a conduit and using knowledge of the directorates and operational issues, work with Service Manager to identify strategies and policy and provision changes. Support attendance management activities and related policy developments providing in depth professional knowledge, skills and expertise. Lead consultation events as required and support manager with policy process. Work effectively with key stakeholders, engaging Trade Unions at an early stage in developments. Liaise with and equip Service Champions to drive culture change and compliance improvements within their directorates.	Graduate calibre with supporting professional qualification. Full membership of MCIPD (Chartered) Excellent understanding of Employment and related law. Substantial experience of implementing HR policies and advising managers Understanding of DPIA requirement Experience of Equality Impact Assessments Understanding of delivering in a political environment	✓ ✓ ✓ ✓ ✓	✓ ✓
	Logical and data rational	✓	

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Run tests of change/pilots ensuring robust monitoring, evidence and analysis.	Experience of running evaluated pilots Ability to analyse cost effective practice		✓
In liaison with relevant HR Lead Officers ensure reporting and reporting culture evolves to maximise standardised digital solutions and self-service.	IT skills Influencing skills	✓ ✓	
Exercise responsibility for the systematic overview of policy and practice compliance throughout the council. Identify gaps, plan and effect change. Where required reporting and escalating through service champions and agreed governance routes. Ensure performance data, evidence and reports are available to meet the governance and scrutiny framework timescales and requirements. Attend meetings as required.	Professional written and oral communication skills Evidence of influencing and developing manager and service practices Experience of reporting to governance boards	✓ ✓	✓
Model good working practices and appropriate work-life balance personally and ensure the team does likewise to demonstrate what we advocate for others. Maintain the actual workload within the capacity of the team.	Good delegation and supervision skills. Good understanding of the impact of demands that cannot be met within capacity. Personal ability to manage this.	✓ ✓	
Communicate the standards expected and approach being taken. Ensure that all HR colleagues (in unit and elsewhere) and relevant staff in services have a clear understanding of their role in delivering collective improvements. Ensure a programme of regular induction/refresher and other relevant training is provided for supervisors, managers and employees. Ensure communications have appropriate reach when advising changes and regularly brief managers on developments.	Communication skills	✓	

E = Essential Criteria D = Desirable Criteria

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Managing and ensuring that all work carried out by allocated team members is completed in line with council policy, procedure and guidelines, HR and professional boundaries and meets published standards and relevant project timelines. Setting priorities and team work-plans and meeting customer expectations. Managing team development and performance.	Experience of managing staff and inspiring them to achieve results Coaching experience	✓	✓
Ensure staff working in and for the unit work to support managers without crossing into the line manager role.			
The budget will be held by the Service Manager. Work with the Service Manager to identify development and set up requirements.	Understanding of budget management		✓
Representing the Service Manager and HR and contributing to the management of the Health, Safety and Wellbeing Team and HR.	Experience of collaborative working, and developing and maintaining effective relationships (Work together)	✓	
Contributing to Team and HR planning and strategy development and monitoring.	Strategic thinking and experience of translating these into deliverable plans and outcomes	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p>Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>