

## HR LEAD OFFICER

Reference No.	A4297	Type	Individual
Service	Human Resources		
Job Family	Human Resources/Learning/OD	Grade	FC9

### Purpose

Contribute to the provision of a business focussed HR Service which provides consultancy support for corporate and directorate initiatives.

Manage/lead complex HR projects to meet identified business needs and work collaboratively with partners to meet the strategic objectives of the council.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Leading corporate organisational change projects including all stages of project management from initialisation to evaluation.	Project Management skills	✓	
Ensuring the complex projects are delivered against desired organisational culture and behaviours.	Ability to manage conflicting priorities	✓	
	Analytical approach to problem solving and ability to determine creative and practical solutions	✓	
Using organisational awareness and technical knowledge to contribute to the design of HR strategies, policies and activities in line with corporate programmes.	Customer service skills aligned with strong organisational and business awareness	✓	

# Role Profile

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Monitoring, evaluating and reporting of HR policies and procedures ensuring deployment is consistent and responding to any risks or emerging issues.	IT skills	✓	
Applying understanding of customers to plan for challenges and external drivers and assess relevant workforce implications.	Experience of managing customer relationships		✓
Providing extensive professional knowledge, skills and expertise across a wide range of HR activities.	Educated to degree level or equivalent in a related field.	✓	
	Full membership of a relevant professional institute (e.g. Chartered Member CIPD)	✓	
Identifying the interdependencies of projects and working with colleagues and partners to collectively deliver priorities.	Ability to provide a regular and effective service	✓	
Managing on a daily basis project or team members. Ensuring work is completed to agreed standards and timescales. Set priorities and work-plans to meet customer expectations.	Experience of inspiring staff to achieve results	✓	
Representing HR at meetings, cross-service/functional working groups and projects and dealing with external bodies as appropriate.	Experience of collaborative working and maintaining effective working relationships	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

# Role Profile

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<b>Before confirming appointment:</b> 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.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"><li>• Skills Framework (if applicable)</li><li>• <b>How</b> we work matters</li></ul>	<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>