

JOB DESCRIPTION

Post Title: Assistant Director of People & Inclusion	
Department: Corporate Core	Post No:
Division/Section: Human Resources	Post Grade: D
Location: The post holder would be based within the Bury campus, however, may be required to travel within the locality to deliver the requirements of the role.	
Special Conditions of Service: <p>The nature of the post will require the post holder to work flexibly dependent on the needs of the job. This may include occasionally attending events or meetings outside of normal working hours and working agilely from different offices or home as appropriate.</p> <p>To contribute and participate in the Authority's emergency planning arrangements.</p>	
Accountable to: Chief Executive and to the Members of the Council as a whole and within the context of the decision-making processes in place.	
Immediately Responsible to: Executive Director (Strategy & Transformation)	
Immediately Responsible for: <p>HR Business Partners HR Operations Manager HR Business Manager Health & Safety Organisational Development Team Equality, Diversity & Inclusion Manager Payroll and Pensions Manager Project Teams as appropriate</p>	

Purpose and Objectives of the Post:

This post forms part of the Council's Human Resources function which is responsible for ensuring the Council has right people, with the right skills, in the right place, at the right level and at the right cost to enable us to meet our LET'S DO It! vision for Bury. The HR function provides the technical and specialist people management expertise to make this happen and drive the development of the organisation's people and culture.

The purpose and objectives of this post are:

- Responsible for ensuring high quality people management and employee relations including leadership of the Human Resources function and its improvement plan.
- Responsible for the leadership and direction of the Council's Human Resources (HR) function, including payroll and pensions.
- Ensure the Council's compliance with statutory employment obligations and responsibilities.
- Provide professional advice to Elected Members and Senior Leaders of the Council.
- Provide leadership and strategic management in the provision of a forward thinking, comprehensive HR Service for the Council.
- Responsible for the delivery and development of the payroll and pension services across Council Services and traded arrangements.
- A key member of the Council's Senior Leadership Team with responsibility for driving workforce improvement across the council and delivering programmes to support transformation and reform.
- To be responsible for statutory occupational Health and Safety functions across Council services, included traded arrangements.
- Provide leadership of Organisational Development across the Council, driving the creation and sustainment of an engaged, motivated and skilled workforce which embodies the LET'S behaviours and values.
- Deliver the Council's the internal and external inclusion strategy including specific recommendations for improvement and driving the Bury 2030 pledge to create inclusive communities across the Team Bury partnership.

Relationships: (Internal and External)

- Elected Members
- All Executive Directors and Chief Officers of the Council
- Lead Officers within the Team Bury Partnership, GMCA, regional and national bodies and agencies
- The recognised Trade Unions
- All employees and internal stakeholders

Control of Resources:

Finances: Control of revenue and capital budget for the HR Service, including payroll and pensions.

Equipment: Security of equipment, computer data and software

Personnel: Control, discipline, training and direction of all employees

Health and Safety: Health, Safety and Welfare of all employees of the service and Council as a whole

Duties/Responsibilities:

1.0. Human Resources

- 1.1. Accountable for the provision of a high-quality Human Resources function. Provide overall leadership to the Council's HR function and ensure the function operates effectively in support of the Council's Corporate Plan and strategic objectives.
- 1.2. Direct a service improvement programme for the HR service to address policies, processes and staff skills and engagement.
- 1.3. Responsible for the delivery and development of Payroll, Pensions and Transactional HR functions, including the integration and alignment of all operational HR activities, ensuring professional HR services are provided within other service areas and to those Bury Schools who access Council services.
- 1.4. Ensure HR Strategy aligns with other Council initiatives.
- 1.5. Lead HR to provide the Council with meaningful management information that supports improvement plans.
- 1.6. Oversee and support the management of constructive employee relations. Lead on complex and contention HR matters and cases, including Employment Tribunal matters.
- 1.7. Provide support and challenge to the way services are provided and to deliver change through creativity and innovation.
- 1.8. Work with partners across Bury and beyond to look for ways to continually improve the service.
- 1.9. Ensure that systems are in place to manage, develop, monitor, evaluate and review performance within HR to deliver these services to agreed targets, service standards within budget.
- 1.10. Working with the Executive Director (Strategy & Transformation), to ensure the provision of timely and appropriate professional advice to Members, senior leaders and managers throughout the Council services, preparing and presenting reports where required, identifying risk as appropriate.
- 1.11. To develop workforce policies, plans and priorities for the Council; to monitor progress against these and to ensure that they can be achieved.
- 1.12. To act as lead officer in supporting and advising the Council's Employment Panel and Joint Consultative Committees in relation to Employee Relations matters and to report to the Cabinet and appropriate Scrutiny Committees on all aspects of the function.
- 1.13. To deputise for the Executive Director (Strategy & Transformation) in maintaining effective partnership working, contributing to the wider GMCA agenda., health and social care partners and the GM Directors' Forum.
- 1.14. To ensure that effective mechanisms are in place within the HR Team to lead, motivate and develop the performance of employees within designated service areas.
- 1.15. To manage the provision and ensure that the following activities are effectively resourced and undertaken on behalf of the Council:
 - HR Operational activity, including recruitment
 - HR consultancy
 - Workforce planning
 - Pay & Grading
 - Application of the Job Evaluation Scheme
 - Occupational Health Service
 - The appointment of 1st and 2nd tier officers across the Council
- 1.16. Oversight of occupational health and safety arrangements across the Council, acting as Lead Director. Including liaison with Members, external regulators and the Trade Unions.
 - As lead Director for Occupational Health and Safety, ensure compliance with the Health and Safety at Work Act and other associated legislation and guidance
 - Drive a culture of honesty and continuous improvement in relation to occupational health and safety, working in partnership with the recognised Trade Unions

2.0. Organisation Development

- 2.1. Develop and implement a Workforce Strategy and Delivery Plan which addresses workforce skills, behaviours and culture. Manage the delivery of the Workforce Strategy through the co-ordination of internal resources including commissioning external capacity where applicable.
- 2.2. Provide leadership of the development and implementation of a comprehensive organisation development plan which aligns internal practice with the LET'S principles including:
 - The cultural development of the Council to establish a clear and unified Council culture, agreed ways of working and embeds the LET'S values and behaviours.
 - Leadership development at different tiers and common systems and competencies for delivery.
 - Workforce skills including a focus on career pathways and talent management aligned to the Council's supported employment offer as a core element of a new Workforce Strategy.
- 2.3. Ensure that the Workforce Strategy fully supports the delivery of the Transformation Strategy by contributing to and shaping workforce development plan to deliver reform and innovation.
- 2.4. Drive a Performance Management Culture.

3.0. Equalities and Inclusion

- 3.1. Accountable for development and delivery of the Council's Inclusion strategy and statutory equality objectives.
- 3.2. Leadership of the Council's inclusion strategy including delivery of a comprehensive delivery plan and assurance of service compliance; driving actions to deliver the Bury 2030 pledge for inclusive communities and engagement of staff and community stakeholders and capacity across the borough.
- 3.3. Management of commissioned provision and directly employed equalities officer across the Council.

4.0. Corporate Leadership

- 4.1. As a member of the senior leadership group, provide direction, support and challenge to drive corporate objectives and ensure the Council leads the delivery of services that meet the needs of residents.
- 4.2. Supporting the Executive Director and Chief Executive in supporting and advising Councillors, senior officers and external stakeholders on issues affecting partnership-wide policy, strategy and commissioning
- 4.3. A member of the Corporate Core Management Team to provide joined up and efficient services which drive corporate strategy across the council.

5.0. Resource Management

- 5.1. To lead, motivate, direct, manage and develop employed and commissioned staff to ensure strategic and operational priorities and work plans are delivered.
- 5.2. To ensure effective service integration and joint working across the Council working within and across traditional departmental boundaries.
- 5.3. As an employee of Bury Council you will contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.

6.0. Performance

- 6.1. To ensure effective performance management arrangements are in place within the HR& OD Service to achieve the Council's corporate aims and compliance with statutory and locally agreed performance indicators.
- 6.2. To ensure that systems are in place to manage, develop, monitor, evaluate and review performance within HR and deliver services against agreed targets, service standards, Service Level Agreements, performance indicators and budgets.

Person Specification

Assistant Director of People & Inclusion

	Essential	Desirable
• CIPD – Chartered Membership of CIPD	P	
• Evidence of continuous professional development	P	
• Significant experience at senior leadership level in providing a range of HR Services in a large public sector organisation or similar and delivering successful outcomes.	P	
• Experience of leading and advising on complex strategic projects across a workforce.	P	
• Demonstrable experience of effective management of employee relations and undertaking of successful negotiations on contentious and challenging agendas.	P	
• Experience and ability in the presentation of reports to a wide range of audiences, including Elected Members and Senior Leaders.	P	
• Experience of supporting Elected Members, Senior Managers and partner organisations on complex workforce and employment matters.	P	
• Up-to-date knowledge of employment legislation	P	
• Knowledge of the major developments facing local government and the wider public sector at local, regional and sub regional levels.	P	
• Ability to effectively manages team and individual performance	P	
• Demonstrable understanding of and commitment to the principles of equality, diversity and inclusion.	P	
• Excellent planning, organisation and co-ordination skills – able to evidence the ability to self-motivate and be resilient when under pressure.	P	
• Ability to think strategically influencing new developments and making a positive contribution to organisation development and cultural change programmes.	P	
• Displays high standards of integrity and personal and professional performance.	P	
• Works in a positive and collaborative approach.	P	
• Encourages personal development and has the ability to act on new ideas, whilst mitigating risks.	P	
• Up to date knowledge of equalities legislation and good practice across local government and he wider public sector and proven leadership experience of inclusion strategies	P	
• Developed expertise in the theory and practice of organisation development including personally delivering interventions and able to demonstrate the impact	P	
• Understanding of the legal and practical responsibilities placed on the organisation in relation to occupational health and safety	P	
• Experience of large-scale project and programme management	P	
• Other Requirements		

<ul style="list-style-type: none"> • Work outside of standard hours, including evenings and weekends may be required from time to time – including attendance at meetings and events. 	P	
<ul style="list-style-type: none"> • A member of the out of hours emergency rota 	P	