

Director – Human Resources

Role Profile

Service: Transformation and Resources
Grade: SM3A £83,021 -£86,298
Reporting to: Corporate Director - Resources
Responsible for: Staff and resources within the HR, Communications & Marketing, and Leadership Support services



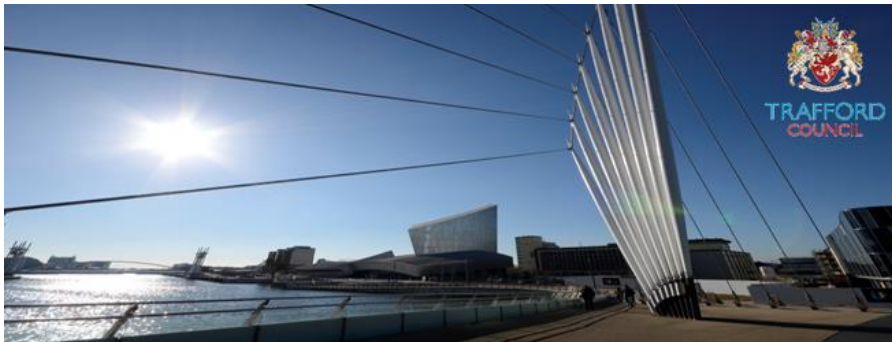
TRAFFORD
COUNCIL

We Have:

Trafford is a great place to live, work, learn, and visit. We have a diverse culture and history and are the economic powerhouse of the North West. Trafford Council and its partners in the public, private and third sectors are embarking on a Vision for 2031 that sees us work together to close inequality gaps and maximise Trafford's huge potential and ensure that we have **No one held back, No one left behind**. The principles behind this vision are:

People - We will help you to help yourself and each other

Place - Create places where people want to live, learn, work, invest and relax



Our Culture

We work hard to make Trafford Council an employer of choice, we care what you think, and believe you are more than just a job role. We have a great benefits package, as well as extensive development and engagement opportunities.

At Trafford Council we are:

Engaging the people of
Trafford

Always Improving

Leading the way

Acting with Integrity

Valuing our People

Using Time and Money
wisely

You Have

Your Strengths

The 'You have', 'Your strengths' and 'day in the life' sections of this Role Profile are there to give you an understanding of what skills knowledge and experience we would like you to bring with you and how you might succeed in your role.

We are a values based organisation so reflecting our values in your evidence will support your application

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| <ul style="list-style-type: none">• Relevant management and/or professional qualification• Chartered membership of the CIPD• Evidence of continued professional, managerial and personal development.• A proven track record of managing complex HR issues at senior level within local government or a large organisation.• Experience of working successfully and effectively as part of a management team and of formulating strategies, policies, objectives, and targets.• A proven track record of leading, motivating staff teams and of developing a culture that has achieved a high level of performance and continuous service improvement.• A successful record of delivering customer focussed services that involve users and drive up standards and performance.• A successful track record of leading and managing change within a large organisation.• Experience of successfully managing complex employee relations issues and negotiating/consulting with employee representatives in a large organisation.• Experience of successfully developing and implementing People and OD strategies, policies and plans• Success in developing and building effective teams in a large and complex organisation.• Evidence of working effectively in cooperation and partnership with a wide range of communities, partner agencies, private sector providers, public agencies, voluntary bodies and statutory authorities. | <ul style="list-style-type: none">• Ability to think, plan and act strategically• Ability to lead and motivate others to high performance, especially in difficult times and through periods of transformational change• Effective communication and interpersonal skills and the ability to adapt personal style to meet the needs of the audience.• Ability to analyse complex issues and adopt a creative approach to problem solving and service delivery in challenging circumstances and with competing priorities.• Ability to build positive relationships and lead and/or influence multi-functional teams to create improvement in service delivery or corporate working• Ability to foster partnerships, work collaboratively across organisational boundaries and achieve performance and results through others.• High degree of political sensitivity and awareness.• Excellent influencing and negotiation skills.• Ability to deliver customer focussed, flexible, efficient and cost effective HR services• Robust and resilient.• Ability to work irregular hours as required to meet the demands of the post, including the attendance at evening and weekend meetings and civic functions |
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| <ul style="list-style-type: none">• Evidence of successful resource and financial management, including evidence of formulating budgets, resolving conflicting priorities, and applying rigorous monitoring and control procedures.• Evidence of promoting diversity and creating equality in service delivery and employment.• Experience of developing and using performance management techniques/systems to ensure continuous improvement and effective service delivery.• Strong awareness of the current issues facing local government and the wider public sector.• Excellent knowledge and understanding of good human resource practice, employment law and the key issues relevant to effective human resource management.• Good understanding of equality issues and of managing diversity in employment• A broad understanding of the value and use of new technologies in improving services, and modernising working processes. | |
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Experience criteria to be used for applicant response/supporting statement

- 1) Relevant management and/or professional qualification and evidence of continued professional, managerial and personal development.
- 2) A successful track record leading and managing a range of HR issues at senior level within local government or a large organisation including successfully developing and implementing People and OD strategies, policies and plans, negotiating/consulting on employee relations issues, good human resource practice, employment law and the key issues relevant to effective human resource management.
- 3) Significant experience of ensuring continuous improvement of user focused services, developing modern working processes and new technologies which drive up standards with effective performance management.
- 4) Evidence of successful resource and financial management, including evidence of formulating budgets, resolving conflicting priorities, and applying rigorous monitoring and control procedures.
- 5) Substantial experience of successful corporate working as part of a management team; formulating strategies, policies, objectives, and targets.
- 6) Successful experience working effectively in cooperation and partnership with a wide range of communities, partner agencies, private sector providers, public agencies, voluntary bodies and statutory authorities.
- 7) A successful track record of leading and managing change within a large organisation in challenging market environments, displaying commerciality and a range of innovative approaches.
- 8) A proven track record of leading and motivating effective staff teams, promoting and ensuring diversity and equality while developing a culture that has achieved a high level of performance and continuous service improvement.

A day in the life

Your Main Priorities

- As a senior leader and advisor to the Corporate Management Team, to role model the Council's values and behaviours, to ensure staff have clear objectives and work priorities and work effectively in line with the Council constitution and financial procedure rules and standing orders, compliance and best professional practice.
- To act as an ambassador for Trafford Council, promoting and developing the Council's reputation, forming robust strategic alliances and developing effective working relations with partners, other relevant organisations, Government departments and agencies.
- To play a full part in the management and leadership of the Transformation & Resources Directorate, including the development and delivery of plans, strategies, resources and service reviews.
- To ensure leadership of service programmes and projects which link to the Council's objectives and improve the service delivery and performance of Trafford Council.
- To lead and direct allocated services and staff, ensuring they deliver agreed outcomes on time, within budget and meet the Council's objectives.
- As part of the Directorate Management Teams ensure that the requirements for the development, monitoring and updating of appropriate statutory and non-statutory plans are fulfilled.

Key duties

Service Management

- To take a full part in the work of the Directorate Management Team and provide mutual support for members of that team and the service leadership of staff and services.
- To provide confident service leadership and a clear sense of direction and purpose that enables the Directorate to contribute to the vision, values, policies and priorities of Trafford Council
- Ensure that the service contributes fully to the Council's significant transformational change and organisational development agenda by:
 - creating a positive, customer focused performance improvement culture
 - proactively implementing policies and procedures and promoting learning and development
 - motivating and inspiring staff and ensuring that they have a clear sense of purpose, know what they are accountable for, receive regular feedback and are developed to provide excellent services.
 - providing clear and timely advice, guidance and support to the Corporate Director and the wider Corporate Management Team and to actively contribute to service policy and decision-making.
 - taking a professional lead and being accountable to the Corporate Director for the leadership, direction and operational effectiveness of the allocated service areas, including the cost-effective achievement of agreed outcomes.
- To lead, inspire and manage allocated staff and ensure teams and individuals deliver customer focused strategies, plans and services.

- Provide regular service updates to the Corporate Directorate on budget, human resources, transformation activities and performance in line with agreed timescales and ensure that opportunities for continuous improvement are identified.
- To develop service policies, plans and budgets and implement within the framework of agreed priorities for the Council.
- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communication.
- To ensure proper service governance and compliance with the Council's agreed standards, policies, procedures and all relevant regulations and legislation (e.g. Health and Safety, Data Protection, Sustainability and Equal Opportunities).

Specific Service Responsibilities

- To act as principal adviser to the Council on all human resource matters
- To support the delivery of corporate objectives and the management of change within the council by ensuring the development and delivery of:
 - effective HR and transformational change policies and procedures;
 - an Organisational Development Strategy, including a costed training plan;
 - a comprehensive Workforce Plan
- To develop, deliver and embed effective employment strategies in relation to equality and diversity within the Council.
- To develop and deliver best practice human resources policies, procedures and arrangements which support the recruitment, development, training, management and deployment of the Council's workforce.
- To ensure the provision of flexible, customer focussed, efficient and cost effective HR services including: HR advisory services; learning and development; pay and reward; recruitment and selection; health & safety, occupational health and well-being.
- To undertake negotiation and consultation with recognised representative bodies in order to constructively resolve complex HR issues.
- To attend National, Regional and Local forums on behalf of the Council and influence the decisions of external stakeholders
- To establish and maintain effective working relationships and partnerships with key stakeholders on service area related issues.
- To effectively monitor and manage allocated budgets in accordance with the Council's Financial Regulations.

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning