



Coventry City Council

Job Description

Job Title:	Director of Human Resources	Job Number:	
Directorate:	People (with a Corporate remit)	Post Number:	
Service:	Human Resources	Grade:	AD1
Location:	One Friargate		

Job Purpose:

1. Reporting to the Deputy Chief Executive for People you will lead on the delivery of an excellent HR Service that meets the needs of Coventry City Council in the short, medium and long term.
2. Working as a member of the Corporate Leadership Team to the Senior Management Board you will lead the implementation of key workforce strategies and initiatives taking forward the Council's strategic HR direction and ambitions, based on the best human resources practice.
3. Contribute to the leadership of the organisation, ensuring a high calibre, motivated and effective workforce. Ensure the embedding of a digitally focussed, agile way of working with employees embodying a 'One Coventry' philosophy.
4. Provide leadership in driving the Equality, Diversity and Inclusion Agenda for the benefit of all employees'.

Main Duties and Responsibilities:

1. Provide leadership and strategic direction to deliver HR related activities across the Council ensuring the highest standards and professional practice.
2. As a member of the Corporate Leadership Team you will work with senior leaders to create an effective and healthy culture where employees want to stay and give their best.
3. Develop and lead corporate transformation programmes such as the Council's 'Our Future Workforce' change programme.
4. Be the employer lead for Employee Relations with the Trade Unions, including consultation and negotiation.
5. Support the growth and maintenance of a positive and productive employee relations relationship between the Council and its Trade Unions, including fostering such relationships at local and regional levels.
6. Act alongside the Council's solicitor who leads on employment law, as a source of knowledge and expertise.

7. Develop and implement an HR Strategy that ensures the Council has the people, policies, experience and competences it requires to meet its aspirations.
8. Ensure strategic HR advice and support, delivers effective employee relations, performance management, workforce planning and employment policy and procedures.
9. Ensure that the HR policies and strategy are aligned to deliver organisational priorities and objectives and promote best practice and are fully compliant with employment legislation.
10. Give expert advice to the Senior Management Board, Members and Senior Managers on employment issues and the wider strategic human resource agenda, and to ensure development of the role of managers in effective people management.
11. Develop an effective relationship with Elected Members to ensure the HR Strategy reflects corporate priorities.
12. Ensure that Council's Employee Relations allow all employees to feel motivated and engaged in the work they do for the Council.
13. Provide strong professional leadership for all employees working in the wider HR service, including Transactional Services (i.e. payroll, pensions, employment services, HR analytics and recruitment) Employment Policy & Practice, OD, Health and Safety, and Occupational Health).
14. Provide strategic leadership for the championing and furthering of equality, diversity and inclusion within the workplace and in the delivery of our services.

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible to: Deputy Chief Executive - People

Date Reviewed: January 2019



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Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none"> Proven experience of leading an HR team in a large, diverse, complex dynamic organisation, preferably in the public sector in a political management setting.
	<ul style="list-style-type: none"> Significant experience at a Senior Management level in a HR function
	<ul style="list-style-type: none"> Has a proven track record of implementing equalities best practice in a large public sector organisation
	<ul style="list-style-type: none"> A significant understanding of the workings of local and national government or clear evidence of transferable skills and experience
	<ul style="list-style-type: none"> Experience of undertaking high level negotiations with Trade Unions
	<ul style="list-style-type: none"> Success of working with staff and their elected Trade Union representatives to bring about sustainable and beneficial change
	<ul style="list-style-type: none"> Experience of introducing new ways of working, policies and practices to improve departmental and organisational effectiveness
	<ul style="list-style-type: none"> Advanced theoretical and practical knowledge of HR policy and legislation
	<ul style="list-style-type: none"> Evidence of leading and facilitating significant programmes of change and actively seeking development and improvement opportunities in conjunction with colleagues

Skills and Abilities:	<ul style="list-style-type: none"> The ability to work constructively and co-operatively with elected members and all colleagues within an organisation
	<ul style="list-style-type: none"> Strong analytical skills to enable clear understanding of management information and to use it to drive improved decision making
	<ul style="list-style-type: none"> Excellent communication and influencing skills enabling you to communicate by a range of media on a range of issues specific to the needs of the people you are addressing
	<ul style="list-style-type: none"> Effective presentation skills/experience
	<ul style="list-style-type: none"> Ability to negotiate effectively at a senior level and in a variety of settings both internal and external

	<ul style="list-style-type: none"> • Effective leadership and managerial skills with the ability to motivate, lead a team to achieve targets and actively seek opportunities to improve individual and team performance
	<ul style="list-style-type: none"> • The ability to set the strategic people management direction for the Council
	<ul style="list-style-type: none"> • A strategic thinker and leader with the ability to balance competing priorities and deliver within tight timescales
	<ul style="list-style-type: none"> • A corporate team player, highly motivated and resilient
	<ul style="list-style-type: none"> • Has the ability to be able to lead on the Council's equalities agenda
	<ul style="list-style-type: none"> • Ability to influence and negotiate effectively along with the ability to lead, motivate, inspire confidence and enthusiasm
	<ul style="list-style-type: none"> • A decision maker with resilience, emotional and political intelligence

Qualifications	<ul style="list-style-type: none"> • Chartered Institute of Personnel & Development (MCIPD) or (FCIPD)
	<ul style="list-style-type: none"> • Masters' Degree in Strategic HRM, Employee Relations or similar
	<ul style="list-style-type: none"> • Evidence of continuous professional development

Budget responsibilities	£7,665,302
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Date Produced: January 2019