

Job Description and Employee Specification

We deliver great services to local communities on behalf of their local Council. We are owned by the Councils and not external private shareholders, so we know our priorities and have strong values. At Publica we put people and our communities at the centre of everything.

Job title:	Head of Human Resources	Location:	Cirencester based
Job group:	Business Manager	Peer group no:	PGT5
Reports to:	AD Organisational Effectiveness	Working hours:	37
Business World Post number:	880000557	Line management responsibility:	Yes
		Direct Reports:	2
FTE Salary pro rata:	Up to £75,000 per annum	Contract type:	Full Time
Main purpose of this specific role:	<p>Represent the HR Department consistently and with professionalism across Publica and partner Councils and Clients.</p> <p>Be experienced in change and organisational design, establishing departmental accountabilities for the range of HR functions, which include Talent, Recruitment, Wellbeing, HR Support and Payroll.</p> <p>Will have a strategic mind-set and be able to champion a performance culture and continuously review productivity and employee development making recommendations for improvements.</p> <p>Design and lead on special projects, communicating on direct strategy and implementation across the organisation, driving key initiatives and gaining buy-in at all levels.</p>		

Translate key data into an effective and commercially focused HR and people strategy working with senior management, partner Councils and Clients to align people with strategic goals, influencing and advising on appropriate people plans.

Challenge the senior management, where appropriate, and suggest alternative paths and solutions and ensure the HR function is meeting its contractual obligations.

Provide strategic vision to identify opportunities to work in partnership beyond the partner councils to maximise the potential for efficiency gains (e.g. as partners grow, or via external opportunities).

Provide company-wide information by interpreting people data and analysing key HR metrics and KPIs to support business change and transformation.

Ensure legal compliance is met in all HR activities and that the partner councils (and any external organisations where a relevant service level is in place) meet all their statutory responsibilities with regard to their employees.

Update and review HR policies, procedures and guidelines and drive organisational values and behaviours across Publica and Clients.

Coordinate remuneration policies, pay and grading structures, pay levelling.

Control the HR budget and report on the current staffing costs and initiatives working in conjunction with the Assistant Director, Organisational Effectiveness and Talent Manager.

Demonstrate commercial acumen – a true partner to the business to deliver commercially focused people strategies and have a good understanding of company finances and uses this to develop policies.

Give counsel and oversee complex employee relations issues such as grievance and disciplinary and manager difficult cases with professionalism and strategic foresight.

Experience in restructuring, redundancy and TUPE situations ensuring effective communication with trade unions and employees.

Lead and maintain effective relations with the recognised trade unions and develop a collaborative climate of employee relations across clients (e.g., where a relevant service level is in place).

	<p>Solid employment law knowledge and a proven track record of applying updated legislation to a variety of HR situations.</p> <p>Experience of acting as a role model, coach and mentor, comfortable in developing team members and empowering staff.</p> <p>You will also play a role in Publica’s corporate emergency planning and business continuity arrangements.</p>
<p>Essential qualifications/skills/experience specific to this role:</p>	<p>You will be CIPD Qualified, Level 7 or equivalent.</p> <p>15 years + experience within HR and a track record of leading a range of HR functions.</p> <p>Proven track record of developing and implementing change and transformation strategies.</p> <p>Knowledge of HCM systems and implementation requirements.</p> <p>Experienced across multiple companies in OD and working within large, complex organisations or shared services.</p> <p>Able to problem solve and demonstrate operational and strategic skills.</p> <p>Passion for continual learning.</p> <p>Experience of implementing DE&I work streams with positive impact on culture.</p> <p>Knowledge of working with trade unions, partner clients.</p>
<p>Key Responsibilities:</p>	<ol style="list-style-type: none"> 1. Manage multiple stakeholders and clients, attending relevant meeting in order influence and negotiate with other services. 2. Makes sound recommendations to improve Publica’s effectiveness, efficiency and service delivery 3. Design, develop and implement plans within your function that translate the Publica Business objectives into working practices for excellent customer service delivery 4. Understand the business requirements, perspective of users' needs and resource requirements to unlock improvements in operational performance / efficiencies and add value to the customer experience. 5. Ensure both business as usual tasks and agreed projects are delivered within agreed time frames 6. Harness new ways of working and innovation in delivering our public services at all times 7. Monitor, plan and control projects as required using different approaches 8. Adopt a commercial mind set when monitoring and managing financial resources and budgets (both Publica and appropriate Council budgets) 9. Always seek to raise standards and performance levels across your function and area of responsibility

	<p>10. Lead by example and demonstrate commitment in managing and improving the key performance indicators for your area</p> <p>11. Act as a role model and coach in delivering the Publica Way and effective cultural change</p> <p>12. Communicate plans, policies and industry trends including statutory changes, issues, risks and consumer demand within your area of specialism throughout Publica, including where relevant client organisations.</p> <p>Work collaboratively to ensure non-siloed approach to decision making and delivering services to customers</p> <p>General Accountabilities</p> <ul style="list-style-type: none"> ● The post holder is responsible for maintaining a safe working environment and ensure as reasonably practicable that safe working practices are adopted by employees within the work environment ● Work in compliance with the Codes of Conduct, Regulations and policies of Publica ● To have effective business continuity arrangements in place for your services and ensure an appropriate response to a major incident can be made, including taking up a designated role within the emergency management framework
<p>Essential Requirements, Qualifications, Skills and Abilities:</p>	<ul style="list-style-type: none"> ● Educated to degree level or equivalent in a relevant profession ● Substantial (5 years plus) post qualification experience in a relevant field / specialism ● Significant experience of managing services during periods of large organisational change. ● Ability to inspire and successfully motivate others towards shared objectives ● Experience in preparing, negotiating and managing budgets ● Ability to translate and influence strategic direction ● Effectively manage knowledge and information across Publica and its clients ● Ability to demonstrate a dynamic and proactive approach to problems and challenges ● Be results driven as measured by your outcomes ● Operate with integrity and build trust amongst others ● Ability to address tactical issues in the short-term while maintaining strategic vision for the long-term ● Communicates effectively in providing feedback and actively invites feedback from others
<p>Desirable Requirements Qualifications, Skills and Abilities:</p>	<ul style="list-style-type: none"> ● Recognised management qualification ● Significant experience working with internal/external customers, partners/clients and elected members ● Knowledge, understanding and experience of project management ● Demonstrable commercial and political acumen

	<ul style="list-style-type: none"> • Ability to interpret relevant complex regulation, legislation and guidance
Special Conditions:	<ul style="list-style-type: none"> • There will a requirement to work at other Publica Group Ltd and/or client locations to meet the needs of the business. • You will be expected to work reasonable additional hours in line with the needs of the service • You will need the use of a car for work purposes • BPSS • This post is designated as politically restricted in accordance with the Local Government and Housing Act 1989. Politically restricted post holders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority, the House of Commons, or the European Parliament
Date reviewed:	01/02/2023
Reviewed by:	Zoe Campbell
Manager job title:	Assistant Director- Organisational Effectiveness
Date of issue:	01/02/2023