

POST TITLE	SENIOR HR CONSULTANT - LEARNING AND DEVELOPMENT
DEPARTMENT	CORPORATE SERVICES
DIVISION / SECTION	HUMAN RESOURCES
RESPONSIBLE TO	LEAD HR CONSULTANT - LEARNING AND DEVELOPMENT
NUMBER OF POST HOLDERS	4
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

To provide leading practice HR consultancy in Learning & Development, specifically with the development and delivery of:

- Learning interventions e.g. Conversation Spotlight, New Manager Induction, support with change
- Facilitation, mediation and team building with leaders and teams

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Is recognised as the 'subject matter expert' in facilitation, mediation and team building interventions, utilising research principles, data, networks (internal and external) and analytics to develop best practice approaches
- Lead and project manage specific people related interventions across the organisation e.g. Conversation Spotlight, New Manager Induction, support with change
- Leads on developing, delivering and evaluating our approach for Coaching across the organisation (including Coaching bank)
- Ensure comprehensive plans are developed to deliver the outcomes of specific strategic themes within the People Strategy
- Work collaboratively with other project leads in Organisational Development team and supports where appropriate
- Identify and work collaboratively with stakeholders (internally and externally), exploring alternative perspectives and seeking to develop and implement cutting edge practices and thinking into our organisation
- Championing the aptitude and attitude expected of colleagues
- Review activities against outcomes to ensure alignment with strategic priorities and that activities will deliver the identified business and HR outcomes from the Business Plan and People Strategy
- Champion change management principles and practices in the delivery of the People Strategy.
- Represent the organization with external contacts and special interest groups.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Highly developed facilitation and mediation skills with leaders and teams
- Highly developed internal consultancy and contracting skills
- Experienced coach with the ability to support and coach leaders to lead in alignment with our vision and values
- Experience in change management and strategic thinking, contributing to organisational decision making
- The ability to identify issues, analyse and interpret data, and develop innovative solutions to a variety of complex problems using independent judgment
- Excellent analytical, verbal and written communication skills to accurately document, report, and present findings to a variety of audiences including executive directors and senior management, senior external

- parties and government agencies
- Commercially and financially astute
- Ability to bring forward proposals for improvement and contribute to our organisational effectiveness.
- Ability to develop strong relationships across our function and our organisation and to influence the right behaviours and the best possible outcomes
- Ability to take a broad view in the analysis and resolution of complex issues, assess impacts and provide recommendations.
- Experience in report writing and development of business cases to support key outcomes
- A creative and innovative thinker with strong academic research, networking and benchmarking skills
- Excellent communication, engagement and team building skills, which inspires people to be at their best.
- The post holder should be educated to post graduate level / SCQF 11 or equivalent experience

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- Expected to manage own time, to meet deadlines and deliver outcomes to agreed quality standards.
- Physical demands and conditions will be predominantly within the range of normal office based activities.
- All employees are expected to adhere to Council standards of practice in line with policy, e.g. health and safety, code of conduct

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The Senior HR Consultant will be expected to lead project teams and supervise HR Consultants and work experience placements as and when required. In line with our learning culture Senior HR Consultants will be expected to coach and develop HR Consultants assigned to them on projects.

RESOURCES

- The post will not normally be responsible for managing Council budgets.
- The post will have shared responsibility for the security and maintenance of council wide information systems.

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Lines managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#)