

POST TITLE	HR CONSULTANT - RELATIONSHIP
DEPARTMENT	CORPORATE SERVICES
DIVISION / SECTION	HUMAN RESOURCES
RESPONSIBLE TO	LEAD HR CONSULTANT - RELATIONSHIP
NUMBER OF POST HOLDERS	2
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

The post holders will work in partnership with their aligned Directorates ensuring performance, effectiveness and contribution is optimised through the delivery of our Business Plan, People Strategy and underpinning Service Plans through building and maintaining trusted and collaborative working relationships and influencing the behaviours reflective of the organisational culture we aspire to.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Provide HR consultancy across the Council in line with our Council Business Plan and People Strategy;
- Advocating the organisational change needed to deliver our Business Plan and strengthen our organisational culture
- With appropriate support from the Lead HR Consultant and Senior HR Consultants, lead and support projects and campaigns across Directorates;
- Organisational Review consultancy

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

- Ability to develop strong relationships across our function and our organisation and to influence the right behaviours and the best possible outcomes
- Internal consultancy and contracting skills
- Ability to support and coach leaders to lead in alignment with the culture we aspire to
- Experience in change management
- Experience of thinking strategically and contributing to organisational decision making
- A proven ability to plan, manage and deliver projects and assignments
- Commercially and financially astute
- Experience of facilitation, and working with people and groups at times of significant change and challenge.
- Ability to bring forward proposals for improvement and contribute to our organisational effectiveness.
- Be seen as a trusted adviser and who can be relied upon to deliver superb 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 research, networking and benchmarking skills
- Strong L&D, communication, engagement and team building skills, which inspires people to be at their best.
- Proficient in Microsoft Office
- Demonstrate a curiosity to grow knowledge and personal insight to help with continuous personal and professional development.

- Good knowledge of human resources policy, practices and process at an organisation of similar size, scale and complexity.
- The post holder should have relevant professional or academic qualifications 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 HR Consultant will not have any formal line management responsibility but may be expected to support work experience placements as and when required.

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](#)