

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

PURPOSE OF JOB

To support the delivery of the following areas of our People Strategy:

- Talent
- Performance
- Wellbeing
- Strategic Org Change
- Leadership
- Purpose & Behaviours
- D&I
- Resourcing & Workforce Planning

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Partner with Senior HR Consultants to design and deliver solutions aligned to the People Strategy
- Support Senior HR Consultants with people related projects and campaigns across the Council in line with the priorities set out in our People Strategy;
- Gather and analyse data and recommend ways to use HR metrics to measure outcomes
- Support excellent project management practices and stakeholder engagement
- Conduct research and draft reports and recommendations
- Facilitate specific HR activities in line with the priorities set out in the HR Plan;
- Support Organisational Reviews under the guidance of Senior HR Consultants;
- Act as the HR Lead on cross council People Plan activities under the guidance of Senior HR Consultants

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

- Ability to support and coach leaders to lead in alignment with our vision and values
- Experience in change management
- Experience of thinking strategically and influencing and contributing to organisational decision making
- Commercially and financially astute
- Experience of 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.
- Proven ability to build and develop productive working relationships within the team and across the organisation.
- Experience in report writing and development of business cases to support key outcomes
- Demonstrate creativity and innovation to develop proposals within a strategic context
- Demonstrate effective communication skills and understanding of the target audience.
- Highly proficient in Microsoft Office
- Demonstrate a curiosity to grow knowledge and personal insight to help with continuous personal and professional development.

- Should be qualified to HND or SCQF 8 or equivalent experience
- Applied knowledge of HR policies, systems, practices and processes

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 has no formal people management responsibilities but will be expected to support work experience placements

RESOURCES

- 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](#)