

Job Description:

Corporate Director of Human Resources

Date: December 2011

Directorate: Business Strategy & Support

Division: Human Resources

Location: Variable

Grade: KR18

Responsible to: Corporate Director – Business Strategy & Support
Member of the Corporate Management Team

Job Outline

Direct and lead a professional, effective and efficient Human Resources service to the Council ensuring strategies are in place that balance the needs of individual directorate services with the need to deploy a flexible and cost effective service across the Council and partner organisations to support delivery of the Council's objectives and goals.

Act as Head of Profession for the whole Council to provide direction, leadership and guidance to staff in the Human Resources function and ensure the improvement and implementation of Human Resources standards across the Council and partner organisations.

Provide the means for the proper recruitment, retention and performance appraisal of highly skilled staff able to contribute significantly and deliver good quality and cost effective services for the people of Kent.

Enable the effective development of accurate, effective and timely personnel information and payroll systems towards a one Council system, streamlining processes and minimising bureaucracy. Ensure the development of manager self support fully maximising the capacity of Oracle HR and other corporate systems.

Lead the development and implementation of the Council's Organisation Development and Change programme and Human Resources strategy to support the delivery of 'Bold Steps for Kent' and 'Change to Keep Succeeding'.

Act as expert adviser on all personnel and development issues supporting Members and senior officers on complex/high level matters, taking leadership of corporate consultation and negotiation to maintain an effective employment

relations climate and advising the Head of Paid Service to ensure the organisational culture and structure of the Authority meets changes in service requirements, statutory obligations and funding regimes.

Develop and implement a business partner model to support all directorates and work in tandem with the other divisions supporting directorates in this way with Business Strategy and Support (ICT, Finance, Communications, HR and Property).

Lead and direct council wide learning and development activity to council officers and partner organisations to ensure wider sector workforce development.

Ensure that all services provided by this post are actively reviewed as to the 'right source' option for their future delivery - that will cover options of outsourcing, co-sourcing or insourcing to ensure the most effective and efficient delivery method has been chosen.

Structure

HR Business Operations
HR Employment Strategy
Organisation Development (inc. Learning & Workforce Development)
Business Partners – Directorate HR
Business Support
Health & Safety

Corporate Responsibilities:

As a member of CMT, develop a dynamic and collaborative relationship within CMT and between Cabinet and Chief Officers as the leadership team, taking key strategic decisions together.

Provide and facilitate advice to all elected members ensuring that significant issues of legislative, regulatory and County importance receive full and proper consideration within the democratic process.

All senior staff will operate as one leadership and management community, connecting across services and drawing together strategy and delivery as appropriate.

All senior staff in Kent County Council will fully engage with staff to understand the detail of service delivery models and challenge the practice that exists in order to eliminate unnecessary processes and activities to minimise the resources necessary to deliver services to the people of Kent.

All senior staff are corporate parents to the Council's looked after children and must take an active part in ensuring the needs of these children in our care are met.

Customers & Partners

As a member of CMT, work with the Cabinet to lead and develop relationships

with key stakeholders in government, business and communities in Kent, creating partnership to influence views and decisions for Kent's benefit.

Engage with and build positive relationships with customers to ensure that their requirements are at the centre of the design and delivery of services in accordance with the Council's customer strategy.

Ensure that the needs of everyone in Kent are met by modelling behaviour that fosters equality of opportunity in service provision and employment.

Contribute to the development and delivery of the one Council brand, enhancing the overall reputation of Kent County Council.

Build and promote successful partnership working with private, voluntary and other public sector organisations and with service users to deliver more cost effective and valued services.

Commission effective and efficient services through a range of direct delivery, innovative partnerships and commercial arrangements which meet the three ambitions of the medium term plan "Bold Steps for Kent".

Leading Services

Innovate and challenge established methods to secure continuous improvement to keep KCC at the cutting edge of local government. Implement change in the shortest possible timeframe.

Ensure that the Council performs its duties and functions in fulfillment of its statutory obligations. In pursuit of this responsibility, senior managers need to ensure that they, and their relevant staff, keep abreast of the Council's changing legal obligations and mandates. Responsible for ensuring relevant compliance with the financial regulations and standing orders of the Council.

Responsible for the managerial leadership of those services and functions that are set within the direction of this post as well as for Council services corporately. Promote managerial responsibility for cross-organisational team working, and across boundaries with other agencies and partners, to improve services and solve problems in a coherent and integrated manner.

Ensure that relevant and best professional advice, guidance and information is available in an intelligible and timely fashion to the Cabinet, Scrutiny, all elected Members, as well as to other stakeholders.

Sustain and improve the overall reputation of the Council and act in the best interests of Kent through effective representation locally, regionally and/or nationally.

Work as part of CMT to take early action if performance against corporate objectives is less than excellent

Leading People

Demonstrate the Council's managerial leadership values and behavioural competencies – providing positive leadership, acting with openness, honesty and integrity, and instilling a clear sense of direction, priority and pace. Leading people in an inclusive way to deliver strategic and operational objectives.

Ensure that effective arrangements are in place to secure the overall well-being and the health & safety of all employees and people delivering services for the Council.

Performance, Finance and Risk

Develop and embed a performance culture and standards for service delivery that deliver results for the people of Kent through rigorous open challenge, personal accountability, disciplined execution and continual improvement.

Ensure that all services/functions are delivered within and to budget.

Provide managerial leadership to the improvement of corporate and service performance by ensuring that resources are targeted on the Council's priorities and meeting customer needs.

Improve the overall management of resources (financial, human and other) in serving the public of Kent. Discover new ways to reduce the cost of services to taxpayers and their overall productivity and value for money to service users through a range of approaches, including: the strategic re-design of services and their costs; the use of business and operational process improvements; the smarter use of supply (through out-sourcing, co-sourcing and in-sourcing where appropriate); the better use of demand management; and improved asset management. Ensure managers within the directorate fully use the Council's systems, become self supporting through the use of technology and reduce duplication.

Ensure that effective risk management arrangements are in place to minimise the Council's exposure to risk and uncertainty. Responsible for resilient business continuity arrangements and robust response and recovery arrangements in the event of emergencies and critical incidents locally – in accordance with the requirements of the Council's Emergency and Business Continuity Plans.

Promote and ensure compliance with policies and procedures, all Statements of Required Practice for managers and the Council's Code of Conduct.

Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met for adults and children.