



Senior Human Resources Officer

LEVEL: Level 5

ACCOUNTABLE TO: Interim Head of Human Resources

SALARY: £41,177 to £45,529 per annum (pro rata for part-time hours)

LOCATION: Totnes/Tavistock/Agile

CONTRACT: Fixed Term for 12 months

Job Purpose

The Senior Human Resources Officer will contribute to the successful delivery of the HR Service Plan and the Organisational Development Plan, supporting and enabling services to deliver their business objectives.

The postholder will play a key role in delivering service improvements by working with the HR Team and managers across the organisation to devise and implement new ways to deliver improvements in people management and support the successful delivery of their business objectives.

Role Profile

- To contribute to the delivery of the HR Service Plan and OD Plan
- To contribute to the further development and improvement of the Human Resources and Organisational Development service
- To provide support to managers, including the provision of sound advice and support on service design and improvement, culture change, best employment practice, learning and development, organisational development, recruitment and retention, employee relations.
- To ensure that all HR interventions are consistent with current HR policies and strategies.
- To support the development of corporate HR policy and procedures and the implementation of contemporary HR policies and procedures whilst fostering a culture of co-operation and joint working with Council and other partners
- To lead or participate in cross-service teams on specific policies /projects, as required



- To work with trade unions and employee representatives to ensure the continued development and maintenance of good employee relations, participating in formal and informal consultation and negotiation exercises as required
- To interpret and implement HR implications of local and national governmental and employment law initiatives
- To identify / participate in learning and development activities in order to retain and enhance personal and service performance
- To keep up to date with employment law, good practice and organisational development in order to ensure the HR Service is fit for purpose

Person Specification

Qualifications

Essential	Desirable
Educated to degree level or have equivalent work experience	Relevant management qualification or significant management experience
Proven experience of working as a HR Business Partner, successfully delivering solutions with senior managers.	Membership of a relevant professional organisation, such as Chartered Institute of Personnel and Development, ideally at Level 5 (or working towards this)

Knowledge / Experience

Essential	Desirable
A proven track record of delivering solutions in a busy HR Team, ideally in local government or similar public sector organisation	Experience of supporting a professional department or business unit in a local government environment or multifunctional commercial organisation
Up to date knowledge of employment law	Experience in managing and monitoring budgets



Experience in translating stakeholder ambitions into visionary, intelligence led strategies underpinned by tangible delivery plans	Procuring and managing contracts or service level agreements to ensure objectives are met
Experience of advising and supporting Heads of Service and senior officers	Proven experience of leading corporate projects and programmes which have delivered tangible benefits to residents
Political awareness and the skills and behaviours needed to operate effectively in a political environment	Demonstrable experience to manage, motivate and lead a range of services to deliver improvements that contribute to Council priority outcomes and that reach required performance levels
	Experience of advising and supporting Director level officers and elected Members
	Ability to manage change, including supporting teams in a positive, influential, and resilient way whilst taking customer impact into account

Skills / Abilities

Essential	Desirable
Strong communication skills and the ability to communicate through various channels with a range of staff and managers at all levels of the organisation	Ability to manage change, including supporting teams in a positive, influential, and resilient way whilst taking customer impact into account
Able to plan, organise and prioritise work effectively	



Excellent IT skills including MS Office products and databases	
Ability to handle complex and emotive customer issues sensitively	

General / Other

Essential	Desirable
An engaging, enthusiastic and positive manner with a strong “can do” approach	

General

The list above is not exhaustive; this role profile sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

Safeguarding Children & Adults at Risk

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

Equality, Diversity & Inclusion

The Council has an Equality, Diversity and Inclusion policy which outlines its commitment to creating a culture that respects and values each other’s differences, promotes dignity, equality, diversity, and inclusion, encourages individuals to develop and maximise their true potential and combats prejudice, discrimination, and harassment.

Staff Code of Conduct

The public, our communities, customers, and colleagues are entitled to expect the highest standards of conduct from all people working for the Councils. The Code of Conduct sets out the general standards of conduct expected of everyone working for the Councils.



Climate Change

Contribute to the Council's corporate objectives in relation to climate change by considering the environmental impact of individual and collective actions, working to reduce resource and energy use, minimise waste, and anticipate and enhance the efficiency of services in response to a changing climate, wherever possible, to help the council reduce its own carbon footprint and that of the district.