Recruitment Information Pack

Human Resources Manager FTC

Job Closing midnight, Tuesday 1 December 2026

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Job Advert

Human Resources Manager FTC

Job Title:	**Human Resources Manager FTC**
Team / Department:	**Chief Executive and Paid Services, Human Resources**
Location:	**Elizabeth House, Stratford-upon-Avon and Remote Working**
Employment Status:	**Fixed Term Contract - until 31st March 2028**
Hours per week:	**37**
Working Arrangements:	**Hybrid Working**
Salary Grade:	**Grade C - £58,571 – £61,980pa**

About Us:

Based in the heart of Warwickshire, the beautiful district of Stratford-on-Avon is, without doubt, one of the most scenic and historical regions in the UK. Stratford-on-Avon District Council's headquarters are located in the heart of William Shakespeare's hometown. In the District, you will find thriving market towns, home to over 146,000 residents and a tourist destination for millions of visitors each year, from across the globe. We are proud to provide public services to residents, businesses and visitors across this magnificent region, making it a great place to live, work and visit.

At the Council, our people are our superpower and by choosing to bring your talents to our organisation, you will be joining a great team where everyone feels that they truly belong, full of dedicated people all working with passion and purpose, across a dynamic portfolio of work providing high-quality services.

Benefits:

As part of our team, you will enjoy a comprehensive benefits package, including:

Flexibility:

- A minimum of 25 days of annual leave, plus Bank Holidays (pro-rata for part time posts)
- Hybrid working arrangements with the flexibility to work from home for up to 60% of your hours (dependent upon the role)
- Flexi-time scheme for a better work-life balance.

Lifestyle:

- Health Cash Plan Scheme for medical and dental expenses.
- Eye test voucher scheme

- Everyone Active Gym Membership discount

Professional Development:

- Training and Development opportunities.
- Payment of one professional subscription fee

Financial Planning:

- Access to the Local Government Pension Scheme to secure your future.
- Access to free Will writing services.
- Employee Assistance Programme
- Salary Sacrifice schemes e.g. Cycle to Work etc.
- Free town centre parking

What to Expect in the Role:

As HR Manager, you will act as a trusted strategic advisor to managers and senior leaders, providing expert HR guidance across a broad range of employee relations, organisational change, and employment law matters. This is a fixed term contract to enable the current HR Manager to lead on the on Local Government Reorganisation programme, though there will still be an expectation for this role to support the delivery of any associated activity linked to this programme.

The successful candidate will lead the Council's Staff Strategy initiatives, helping to build a high performing, engaged, and capable workforce. You will oversee learning and development, drive continuous improvement in HR policies and practices, manage complex employee relations cases, and work closely with Trade Union representatives and key stakeholders to deliver positive outcomes for both employees and the organisation.

This role offers the opportunity to influence strategic decision-making, champion best practice, and make a tangible impact on the Council's ability to deliver excellent services to the communities it serves.

Key Accountabilities and Responsibilities (Please see Job Description and Person Specification for more details):

- **Trusted HR advisor**, providing proactive guidance to managers and employees on HR matters, employment law, policies, and workplace issues to achieve effective and compliant outcomes.
- **Leads complex employee relations cases**, including disciplinaries, grievances, investigations, appeals, and trade union negotiations, while maintaining strong stakeholder relationships.
- **Drives organisational development and people strategy,** aligning workforce initiatives, culture, and talent development with corporate objectives.
- **Owns learning and development programmes,** managing budgets, corporate training plans, and providing expert advice to enhance organisational capability.
- **Ensures HR compliance and governance**, developing and updating policies, monitoring legislative changes, and presenting strategic HR reports to senior committees.
- **Oversees key HR operations**, including recruitment, workforce establishment control, HR systems, job evaluation, contractual changes, DBS checks, and payroll-related processes.

What You'll Need (Please see Job Description and Person Specification for more details):

- **Highly qualified HR professional** with CIPD Level 7 accreditation, strong academic foundations, and a proactive commitment to continuous professional development.

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- **Experienced senior HR generalist**, providing expert advice on complex employee relations matters, organisational change, restructures, and workforce challenges.
- **Employment law and HR best practice specialist,** with the ability to interpret legislation, assess risk, and deliver clear, commercially focused guidance.
- **Strong communicator and influencer**, confident in presenting to committees, briefing senior stakeholders, and engaging effectively at all organisational levels.
- **Strategic relationship builder**, skilled in developing productive partnerships with managers, employees, trade unions, and external stakeholders.
- **Resilient, analytical, and self-motivated**, able to manage competing priorities, work independently, remain calm under pressure, and leverage HR systems and data to support decision-making.

Right To Work
Applicants must have existing Right to Work in the UK, as visa sponsorship is not available for this position

Use of Artificial Intelligence (AI) e.g. ChatGPT, Copilot, Gemini etc.
Artificial Intelligence could be a useful tool to support your application. However, all examples and statements provided must be truthful, factually accurate and taken directly from your experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by AI, as your own) applications may be withdrawn and internal applicants may be subject to disciplinary action.

Interview Format
All interviews for this position will be held face to face, as we believe this offers the best experience for candidates and panel members.

For an informal chat about the role, please contact **Sam Myatt, HR Manager on Samantha.Myatt@Stratford-dc.gov.uk.**

Applications will close at **midnight** on **Tuesday 1 December 2026**
Interviews will be held week beginning **7 December 2026**

To apply, please visit our website: Stratford-on-Avon District Council - Current Vacancies or email hr@stratford-dc.gov.uk

The Council is committed to equality of opportunity and aims to create a welcoming, inclusive workplace where we are all able to bring our whole selves to work and perform at our best.

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Job Description

Stratford-on-Avon District Council

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions
e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title	**Human Resources Manager (FTC)**		
Salary Grade	Grade C	**JE ID**	A13278
Contract Length	FTC – Until 31st March 2028		
Hours	37 hours per week		
Department	Chief Executive and Paid Services		
Section	Human Resources		
Location	Elizabeth House, Stratford-on-Avon, CV37 6HX		
Responsible to	Chief Executive		
Responsible for	Human Resources Advisors & Human Resources Support Officers		

Role Purpose

In conjunction with the Human Resources Manager (Employee Relations), to manage and deliver a full HR service for the Council; providing high quality, pro-active professional advice on a wide range of human resources matters in a manner responsive to the needs of the Council.

The lead officer role for specialist areas within this job description will be distributed between both Human Resources Manager posts and is subject to change as required and determined by the Chief Executive.

Principal Duties and Responsibilities

This job description is not exhaustive and the postholder may be asked to carry out other tasks and duties as directed by their line manager.

- To provide pro-active support, advice and guidance to managers on all aspects of human resource management as it relates to the employees in accordance with

corporate policies and procedures and employment law. To advise managers on individual employee issues and assist them to resolve matters effectively.

- To counsel individual employees on work-related problems, including advising on employment legislation and conditions of service.
- To keep abreast of current developments in employment legislation and to ensure practices, procedures and policies comply.
- To assist and advise in employee relations matters, including;
    - Attendance at grievance and disciplinary meetings, to an appropriate level;
    - Advising appeal panels on employment law and related procedural issues;
    - Investigation of employment relations cases and presenting findings to appropriate parties;
    - liaison and negotiation with UNISON representatives over employment relations cases.
- To maintain a positive working relationship with the Council's recognised trade union and/or staff representatives.
- To lead and advise on the Council's strategic approach to Organisational Development, in line with the Council's key corporate objectives.
- To manage the corporate learning and development budget, ensuring the provision and subsequent achievement of an annual Corporate Training Plan.
- To manage the development and review of the Council's People Strategy.
- To provide advice and guidance to staff and managers on a range of learning and development issues.
- To write new and update existing HR policies following introduction of new employment legislation and to ensure practices, procedures and policies are in compliance with the legal frameworks, ACAS guidelines and other best practice.
- To produce and present reports for the Joint Consultation and Negotiating Group and Employment Committee, as requested by the Assistant Chief Executive, as appropriate.
- To manage and oversee contractual staff changes, including correspondence to staff, instructions to payroll, pension and redundancy calculations.
- To manage and develop the Council's Human Resources Software system, including establishment control.
- To oversee the recruitment and selection processes and be responsible for the procedures which accompany the processes.
- To manage the Council's process for third party verification of criminal convictions through both the Disclosure and Barring Service and Disclosure Scotland.
- To job evaluate and analyse jobs as and when necessary throughout the Council's chosen job evaluation scheme and assess future staff regrading claims through the same scheme.
- To be aware of your responsibilities in terms of health and safety, including identifying at your appraisal, appropriate health and safety training.
- To ensure that you approach your duties taking into consideration the principles of Best Value.

Budgetary Responsibilities

- To ensure that your designated team operate within the Council's Constitution and Contract Standing Orders.
- To monitor expenditure and income against agreed revenue and capital budgets for the service and identify corrective action as required. Meet efficiency targets through

service and process redesign and identify opportunities to increase income streams and reduce expenditure.

Management Responsibilities

- To manage all staff within the designated teams effectively and efficiently.
- To be accountable for developing and supporting direct reports ensuring objectives and targets are delivered, ensuring staff comply with professional working practices and standards.
- To be responsible and accountable for the performance of the services providing leadership for staff, championing a 'can-do' approach, flexibility, team working and continuous improvement.
- To undertake performance measurement and management; recruiting, motivating, developing and managing staff; ensuring cross team working and maximising effectiveness and use of skills and resources and eliminating silo working.

Corporate Responsibilities

- To be aware of your responsibilities in terms of health and safety, including identifying at your appraisal, appropriate health and safety training.
- To act positively to create a welcoming, inclusive workplace where all staff are able to bring their whole selves to work and perform at their best. Trust, integrity, approachability and adaptability will be encouraged and valued.
- This is a politically restricted specified post as defined by the Local Government and Housing Act 1989 and the Local Democracy, Economic Development and Construction Act 2009.

Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have to enable them to perform the role.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D) as shown in the final column.

Essential Criteria

1	Educated to at least A level standard, or equivalent.	A
2	CIPD qualified to Level 7.	A
3	Able to demonstrate a pro-active approach to CPD.	A + I
4	HR generalist experience at a senior level.	A + I
5	Experience of providing wide ranging HR advice on complex employee relations issues.	A + I
6	Experience of managing organisational change and restructuring programmes.	A + I
7	Experience of presenting to or briefing committees or large groups.	A + I
8	Able to communicate effectively, both verbally and in writing, at all levels of the organisation.	A + I
9	Comprehensive knowledge of current and relevant employment legislation, case law and HR best practice and its application in the workplace.	A + I
10	Computer literate with Microsoft Office products and good keyboard skills.	A + I
11	Ability to analyse information accurately, to interpret HR policy and procedure and to give clear, risk assessed advice.	A + I
12	Experience of Job Evaluation/Pay Modelling theory and practice.	A + I
13	Self-motivated with the ability to work on own initiative with minimal supervision.	A + I
14	Ability to build strong working relationships with managers, staff, union colleagues and partners.	A + I
15	Ability to remain calm when under pressure.	A + I
16	Confident and professional approach.	A + I
17	Ability to work flexibly to meet the competing demands of the job.	A + I

Desirable Criteria

1	CIPD qualified to Member level.	A
2	Employment Law qualification or specialist training.	A
3	Experience of working with the NJC Job Evaluation scheme.	A + I

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4	Experience of working in a multi-disciplinary environment.	A + I

Information for applicants

Stratford-on-Avon District Council

Employing Authority:	Stratford on Avon District Council		
Post Title:	Human Resources Manager FTC	Post Ref:	PU2000437
Service Area:	Chief Executive	Team:	Human Resources

Salary Range and Grade	Grade C	£58,571 to £61,980 pa
Contract Type	Fixed Term	
Business Mileage	Casual 55p per mile	
Interval / Method of payment	18th of the month by BAC's	
Main place of work	Elizabeth House, Stratford upon Avon	
Hours of work	37 hours per week The Council's standard hours are:- 8.45am to 5.15pm, Monday to Wednesday and 8.45am to 5.00 Thursday and Friday.	
Flexi Leave	The Council's flexi-time scheme applies.	
Notice Period	8 weeks	
Annual Leave Entitlement	25 working days, rising to 28 working days after five years' continuous service in Local Government. The leave year will begin the month you commence employment In addition, there are 8 public holidays which are Bank Holidays. On top of these days the Council grant three extra statutory days during the Christmas period.	
Probation Period	6 month probation period	
Pension Scheme	Local Government Pension Scheme	
Parking	Town Centre Car Parks	
Politically Restricted	No	
DBS Check	Basic	
Subsidised Corporate Leisure Membership	Stratford Leisure Centre	
Participation in Salary Sacrifice Scheme	Halfords Cycle to Work	

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People with Disabilities	People with disabilities will be guaranteed an interview, providing they meet the Essential criteria for the position, and that they declare their disability on their application form. Under The Equality Act 2010, a person has a disability if: They have a physical or mental impairment. The impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.
No Smoking Policy	The Council operates a no-smoking policy throughout all Council premises. Hopefully, if you are a smoker, you will see that the Council is acting in the overall interest of all its employees' health and you will not be deterred from applying for any post which interests you.

Interview Arrangements

Interview Day and Date	Week commencing 7 December 2026
Interview Location	Elizabeth House, Church Street, Stratford upon Avon CV37 6HX
Closing Date for Completed Applications	Midnight, Tuesday 1 December 2026

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Some of the benefits of working at Stratford-on-Avon District Council

Applicable to Employed Staff

Competitive salary

Flexi time*

Flexible Working
(including Homeworking*, Hybrid Working Environment - Minimum 40% of time in the office*, Agile Working*)

Work laptop, keyboard, mouse, additional screen and headset.

Work mobile phone*

Access to training & development

Opportunities for career progression

Full time working hours
37 per week
(8.45am – 5.15pm Mon – Wed, 8.45am – 5.00pm Thurs/Fri)

Free office town centre parking

Excellent office town centre location
- Easy to reach by road or rail

25 days annual leave basic entitlement, plus
- 5 years continuous service - 3 extra days
- After 10 years continuous service - 1 extra day
- After 15 years continuous service - 1 extra day
- After 20 years continuous service - 1 further extra day (total of 31 days with 20 years continuous service)
- 8 days Bank Holidays
- 3 extra statutory days during the Christmas period

Volunteering Opportunities (Paid Leave)
- Up to 37 hours linked to Career Development
- Up to 15 hours not linked to Career Development

Free BUPA Health Expenses Scheme and confidential EAP which includes a Health Line, Elderly Care Support line and telephone counselling

Automatic enrolment into the Local Government Pension Scheme
(Career Average Scheme)

Supportive sick pay scheme

A commitment to equality, diversity and inclusion

Enhanced Maternity and Paternity pay

Cycle to Work Scheme

Kaarp Benefits scheme

Everyone Active Gym Membership scheme

Professional subscription paid
(one essential subscription)

*Not applicable to all roles

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