

JOB DESCRIPTION

JOB TITLE:	HR Transformation & Development Manager	JE NUMBER: A13645
DIRECTORATE:	Digital, HR & Customer Services	BAND: 11
RESPONSIBLE TO:	Head of HR & Payroll	
RESPONSIBLE FOR:	Up to three people, including Data Analyst, Learning and Development officer and Apprentice	
MAIN PURPOSE OF POST:	<p>The HR Transformation & Development Manager plays a strategic role in shaping the Council's culture, workforce experience and organisational effectiveness. The postholder will lead the design and delivery of HR and some corporate transformation initiatives that modernise services, enhance employee engagement and wellbeing and strengthen the Council's capability to deliver high quality outcomes for our communities.</p> <p>Operating at a senior level, this role will drive organization wide change, influence culture and leadership behaviours and ensuring HR, OD and wellbeing interventions are aligned to corporate priorities.</p>	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	Lead the development and implementation of a council wide culture, engagement and wellbeing plan, using data, insight and workforce feedback to improve the employee experience and organisational performance.
2.	Act as a strategic partner to senior leaders, influencing cultural change, leadership development and team effectiveness across the organisation.
3.	Provide high level advice on employee relations trends, risks and emerging issues, ensuring consistent and proactive management of workplace culture matters.
4.	Build positive and collaborative relationships with trade union representatives and act as a senior point of contact for complex consultation or negotiation matters.
5.	Lead the HR transformation roadmap, ensuring modern, efficient and people centred processes across the full employee lifecycle.
6.	Manage the project lifecycle, including planning, documentation, risk management, project delivery and evaluation.
7.	Drive digital HR improvements, including automation, self service and enhanced management information, ensuring systems support strategic workforce objectives.
8.	Work collaboratively across the Council to shape and influence wider transformation programmes, such as LGR, ensuring HR impacts and opportunities are fully considered.
9.	Oversee the delivery of the wellbeing aspects of the People Plan, creating evidence-based initiatives that support workforce health, resilience and psychological safety.

10.	Own and evolve the corporate approach to employee engagement, including surveys, listening forums and continuous feedback mechanisms.
11.	Lead the development and coordination of corporate learning and development programmes, ensuring they embed leadership capability, agile working, digital skills and modern people management practices
12.	Deliver training, coaching and development interventions for managers to improve capability, confidence and consistency of people management practices.
13.	Produce regular, high quality workforce performance reporting for senior leaders and elected members, providing insights, trends and recommendations.
14.	Manage the provision, accuracy and availability of HR data, ensuring it is up to date, reliable and readily accessible to support decision making across the organisation.
15.	Ensure HR processes and transformation projects meet statutory, regulatory and data-privacy requirements, reducing organisational risks.
16.	Drive continuous improvement across HR, championing innovation, best practice and new ways of working.
17.	Lead and manage a small specialist team, providing clear direction, coaching and support to deliver high quality outcomes and professional growth.
18.	Develop strong relationships across services, promoting a collaborative, solution focused and customer centred HR approach.
19.	Monitor and report on expenditure against the HR training budget, ensuring effective planning, utilisation and optimisation of the Apprenticeship Levy. Promptly highlight any variances, risks or emerging financial issues to support robust financial control and value for money.
20.	Keep up to date with external trends and best practice and proactively share intelligence within the HR & Payroll, Health, Safety and Risk and Business Transformation functions.

GENERAL – To be aware of and implement the following:
Equalities – The council’s Equality and Diversity Policy which sets out the council’s commitment to advancing equality and social inclusion while celebrating the diversity within our communities.
Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees’ Code of Conduct.
Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council’s Health and Safety policy.
Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council’s performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

Climate Change – The council’s commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council’s Climate Change Strategy.

SPECIAL FEATURES OF POST:

Political Restriction	YES		NO	X
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES		NO	X
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES	X	NO	
You may be required to carry out those duties at your present workplace or at another council venue.	YES	X	NO	

It is the council’s intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder’s obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	HR Transformation and Development Manager	JE NUMBER:	
DIRECTORATE:	Digital, HR and Customer Services	DATE:	

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method
-		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Strategic understanding of HR, OD and culture change best practise, with the ability to influence organisational direction.	Application Form / Interview
•	Strong knowledge of HR systems, digital HR trends, automation opportunities and emerging people-technology trends.	Interview
•	Ability to design and deliver cultural change programmes focused on engagement, wellbeing, inclusion and leadership	Application Form / Interview
•	Highly developed communication, facilitation and coaching skills, with the ability to influence a range of senior stakeholders.	Interview
•	Strong analytical and problem-solving skills	Interview
•	Highly organised with the ability to manage multiple priorities and deadlines.	Interview
•	Strong analytical capability, able to interpret complex workforce data and translate into strategic insight.	Interview
•	Experience of managing complex employee relations issues in a unionised environment.	Application Form / Interview
•	Excellent, up to date knowledge of employment law and proven evidence of translating this into action.	Interview
•	Able to use Microsoft Word, Excel, PowerPoint, email and HR databases for purposes of creating and updating reports, letters and presentations.	Application Form / Interview
•	Knowledge of Job Evaluation procedures, equal pay and gender pay issues.	Interview
Desirable		

•	Experience of working with online learning platforms and designing e-learning packages	Application form
EXPERIENCE		
Essential		
•	Significant experience operating as an HR Business Partner or equivalent level, delivering organisation wide transformation or culture change programmes.	Application Form / Interview
•	Proven track record of improving the employee experience, wellbeing, engagement or organisational culture.	Application Form / Interview
•	Generalist experience across a breadth of HR/OD functions including reward and recognition, policy creation and implementation, casework, redundancy, TUPE etc.	Application Form / Interview
•	Previous experience of leading complex change programmes, including digital transformation, redesign of HR processes or OD interventions.	Application Form / Interview
•	Experience of writing reports and formal meeting notes	Interview
•	Experience working with trade unions in a collaborative and constructive way.	Interview
Desirable		
•	Experience working in local government or a complex public-sector organisation.	Application form
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QUALIFICATIONS		
Essential		
•	CIPD qualified to L5 (or equivalent HR qualification or equivalent role experience)	Application form
•	Evidence of continuing professional development related to HR, wellbeing, OD or transformation.	Application form
Desirable		
•	CIDP level 7	Application form
OTHER REQUIREMENTS		

Essential		
•	To display the council's values and behaviours when carrying out the job role	Application Form, Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview
COMPETENCY REQUIREMENT:		
Seeing the Big Picture	<p>Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.</p> <p>For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.</p>	Interview
Level:		
Changing and Improving	<p>People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	Interview
Level:		
Making Effective Decisions	<p>Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.</p> <p>For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and</p>	Interview
Level:		

	creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.	
Leading & Communicating	At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.	Interview
Level:	It's about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.	
Collaborating and Partnering	People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.	Interview
Level:	For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable	
Developing self and others	Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.	Interview
Level:	For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change	
Delivering Value for Money	Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.	Interview
Level:	For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its	

	strategic outcomes within the resources available	
Managing a Quality Service	<p>Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.</p> <p>For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services</p>	Interview
Level:		
Delivering at Pace	<p>Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly</p>	Interview
Level:		