

JOB DESCRIPTION

Job Title: Director of Human Resources and Organisation Development

Responsible to: Deputy Chief Executive

Grade: KR17

Job Purpose:

Act as Head of Profession to ensure the improvement and implementation of Human Resources and Organisation Development strategy, policy and standards across the organisation.

Direct the development and implementation of Kent County Council's People Strategy.

Principal Accountabilities:

- Directors will work within the KCC Corporate Responsibilities for Senior Officers. In addition, as a member of the Corporate Management Team, Directors and Corporate Directors will work collaboratively together to make strategic decisions on the most effective use of the Council's agreed budget, resources and policies and enhance the reputation of Kent as a place as well as Kent County Council as the democratic agent of change in the region.
- Deliver a comprehensive, reliable high quality HR and OD service to KCC, including change management, employee resourcing, pay and reward, recruitment, equalities, training, employee relations, employee engagement, management information to meet the business needs of the County Council.
- Develop and deliver a progressive Organisational Development programme that would include Leadership and Management development, workforce development, culture, and values to ensure the continued growth and capacity of KCC as an employer.
- Drive the improvement of standards in HR and OD practice across KCC as the head of profession to ensure the delivery of a high quality service.
- Develop, implement and monitor a business plan and performance management framework for the HR and OD Division to ensure its effective operation and make the best use of resources.
- Develop and maintain a strong professional presence with elected Members, Senior Officers and external bodies to create a positive image of KCC as an employer and of the HR and OD function.
- Provide direction, leadership and professional guidance to staff in the HR and OD Division to ensure a motivated team and a culture of high performance and continuous improvement.

- Commission and monitor the delivery of a high quality, cost effective payroll and personnel administration service. Ensure the effective development of the relevant business system by ensuring processes are streamlined, bureaucracy is minimised minimising and accurate, timely and meaningful management information is provided.
- Initiate and lead on developments in HR and OD practice to reflect latest thinking and meet KCC's aspiration to be a leading public sector employer.
- Act as KCC's principal policy adviser on employment issues supporting Members and Senior Officers on complex/high level employee relations cases and leading on corporate consultation and negotiation arrangements to maintain an effective employee relations climate.

Person Specification:

Knowledge and experience:

- A qualification to degree level with an appropriate HR management qualification or equivalent.
- Extensive experience at senior management level in local government and/or in other large complex organisations.

Skills and abilities:

- Ability to provide vision and direction as well as motivate and empower individuals and teams.
- Ability to lead an inspire cultural change.
- Highly developed people and budget management skills.
- A first class communicator with highly developed oral, written and presentational skills.
- Highly influential and able to develop relationships which inspire respect.
- High level of energy and commitment with the initiative to plan and deliver successful outcomes and drive the HR agenda.

Behaviours:

- Has credibility because of what they do and how they do it rather than relying on their position or profession.
- Professional courage.
- Engages and inspires the confidence of others.
- Honest and open and deals with people courteously, ensuring fair and consistent treatment.

- Strong commitment to KCC's approach and objectives through continuous improvement, best value, equal opportunities and service excellence.