

Kent County Council

Job Description:

Corporate Director – Human Resources

Date: November 2013

Directorate:	Strategic and Corporate Services
Division:	Human Resources
Grade:	KR18
Responsible to:	Corporate Director – Strategic and Corporate Services Member of the Corporate Management Team

Job Purpose

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.

Accountabilities

Corporate Directors will work within the KCC Corporate Responsibilities for Senior Officers. In addition, as members of the Corporate Management Team and working closely with Cabinet Members, Corporate Directors will work together to enable corporate responsiveness to elected members; secure the best approach to resource stewardship for the council's budget and finances; ensure that overall management attention, effort and controls are commensurate to risk and opportunity across the council's functions and activities; and enhance the reputation of Kent as a place as well as Kent County Council as the democratic agent of change in the region.

Work as part of the Corporate Management Team to take early action if performance against corporate objectives is less than excellent.

Direct, lead and guide the Human Resources function to 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 single Council system, streamlining processes and minimising bureaucracy. Ensure the development of manager self-service 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'.

Act as expert adviser on all Human Resource issues supporting Members and senior officers on complex/high level matters, 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.

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

Lead and direct all internal communications for the council, ensuring that all messages are 'fit-for-purpose' and delivered through the most effective channels.

Actively review all services provided by this post to identify the 'right source' for their future delivery including consideration of outsourcing, co-sourcing or in-sourcing to ensure the most effective and efficient delivery methods are employed..

This job description sets out the accountabilities specific to the role. These should be read in conjunction with the Corporate Responsibilities that apply to the Corporate Director and Director roles.

Services

HR Business Centre
HR Employment Strategy inc. Internal Communications
Organisation Development
HR Business Partners
HR Advisory Team
Health & Safety including Staff Care Services