

PERSONNEL AND DEVELOPMENT

Key Activities

Commission and deliver learning and development interventions to enable staff to meet challenging and changing business objectives.

Support the recruitment of the right people to the right roles using a range of tools and techniques including specialist assessment centres.

The Employment Strategy Group provides a KCC wide employment framework through employment policy, procedures, terms and conditions of employment, diversity and equality, workforce strategy, employee engagement and the development/delivery of KCC's reward strategy.

Promote the health and wellbeing of the workforce. Develop and co-ordinate action through the delivery of the Wellbeing Strategy and ensure the effective delivery of Occupational Health, Staff Counselling and Mediation Services as the "corporate client". Ensure organisational ability to respond to change.

Business Support leads on people management issues within directorates (Communities, Environment, Highways and Waste, and Chief Executive's Department). Support managers in the delivery of organisational change projects and managing employee performance for 6,500 employees.

Provide Personnel Information and System Development managing business support for Oracle HR and oracle payroll, and access historic information through the legacy personnel systems.

Provide user support, advice and training to approximately 275 personnel, finance and business users; maintain organisational hierarchies and contract templates. Specify and deliver system driven projects and enhancements.

Deliver statutory reports and information to regulatory bodies on behalf of KCC and individual directorates including BVPIs and Teachers' Service Return. Provide corporate and directorate management information.

Provide fully integrated Employee Services to non schools employees county-wide. Services cover recruitment, personnel, payroll and expenses. Recruitment covers all aspects of recruitment process on/off-line, advice on advertising (budget c £1m) and recruitment options, profiling and carrying out CRB checks. Full payroll management paying KCC's 17,000 employees at a cost of £3.24m per annum. Process and validate an average of 6000 monthly expenses claims. Personnel services support managers and staff in a variety of areas during the life cycle of our staff, including offers, contracts, leavers, hierarchies, pay reviews, ensuring employment law and policy compliance at all times.

Provide a School Personnel Service; full personnel/payroll administration and personnel consultancy services to schools on a commercial contract/purchase basis. Deliver contracted support and activities to schools on behalf of the LA. 97% of Kent maintained schools buy a service covering 30,000 teaching, support

and relief staff. This involves processing 38,000 pay amendments/contractual changes last year and 19,000 CRB checks plus casework to support sensitive staffing matters.

Maintain strategic management of health and safety and design and support operational responses to statutory duties and related standards. Maintain effective links with the enforcing authority and timely consultation with trade unions and employee representatives. Provide expert advice and practical support to Members, Chief Officers and employees at all levels in relation to KCC activities and those contracted out for service delivery. Co-ordinate professional cohesive working throughout the Health and Safety function across KCC in the interests of 47,000 employees and members of the public, contractors, service users.