

## Assistant Director – HR

## Job Description

This job description is made up of two parts, a job description and a person specification. The table below sets out the job description for the Assistant Director – HR.

Lambeth Council is an equal opportunities employer – in **all** our activities we strive to drive inclusion, eliminate discrimination, harassment and victimisation and advance equality of opportunity in the way we recruit and deliver our services. We will give due regard to equality and diversity when reviewing existing and developing new strategies, policies, services and functions to ensure that we:

- Provide excellent services
- Secure fair recruitment and flexible working practices
- Award contracts, and commission services through equitable and fair processes

<b>Directorate:</b>	Finance and Investment
<b>Division:</b>	Human Resources and Organisational Development
<b>Department:</b>	Human Resources Advisory & Operations
<b>Job Title:</b>	Assistant Director of HR
<b>Post No:</b>	
<b>Grade:</b>	SMG2. £75,873 to £91,180 (pay award pending).
<b>Director:</b>	Director of Human Resources & Organisational Development
<b>Hours:</b>	09:00 AM – 17:00 PM Monday – Friday
<b>Reports to:</b>	Director of Human Resources & Organisational Development
<b>DBS check applicable?</b>	No
<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b>	No
<b>No of direct reports:</b>	3
<b>Job purpose:</b>	To deliver the HR Advisory and Operations Service, set the vision and strategy of the HR team and provide senior level HR advice to the Council's Directors.

## **Main duties and responsibilities**

### **HR Delivery & Leadership**

- Directs the Business Partner, Employee Relations and Recruitment managers and teams.
- Provides senior level HR advice and support to Directors across the Council.
- Develops a business partnership with Directorates to ensure that the HR service delivers the needs of its customers.
- Acts as the point of escalation and quality review for the ER manager on complex ER cases, the Recruitment Manager and Contact Point Manager respectively
- Contributes to the delivery of the Business Plan by ensuring service delivery is aligned to this plan, the Council's OD Strategy and recommending improvements in ways of working and delivery of HR.
- Responsible for Policy Development and consultation, updating in line with legal changes and the Council's need for workforce change.
- Sets, monitors and reports against HR KPIs within the team (e.g. time to recruit, response times throughout ER processes etc.)
- Gathers feedback across the Council on performance and uses insights to drive improvements in operations

### **Stakeholder Management**

- Collaborates with the Head of Contracts and Systems on systems requirements / challenges, to maximise the efficiency of HR services.
- Oversee the collective bargaining process, facilitating a constructive negotiation and agreement in complex circumstances
- Deputises for Director of HR & OD where required

### **Flexibility**

The above is not an exhaustive list and the role holder may be required to undertake additional or alternative tasks and duties as the needs of the business dictate, provided they are within the individual's capabilities and skills set at an appropriate level.

### **Variation**

This is a description of the job as required at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

**Date: April 2022**

## Person specification

### Technical Skills, Core Competencies and Other Attributes

The person who wishes to fulfil the role of Assistant Director is expected to demonstrate the following throughout their work:

Technical Skills	Description
HR Policy / Procedure Advice	<ul style="list-style-type: none"> <li>• Designs and implement policies, procedures and processes</li> <li>• Provides advice to senior Directorate stakeholders (and internal HR where required) on HR policies and procedures</li> </ul>
Employment Law Understanding	<ul style="list-style-type: none"> <li>• Applies relevant and up to date UK employment and discrimination law knowledge to diversity and inclusion cases and complex / high profile / large-scale Council activities</li> <li>• Ensures all required legal measures are taken across the people agenda</li> </ul>
Conflict Management	<ul style="list-style-type: none"> <li>• Coaches senior leaders and Line Managers on conflict management approaches and open and consistent behaviour</li> <li>• Ensures all casework is undertaken in the appropriate way to mitigate the risk of tribunal action</li> </ul>
HR Policy Writing & Review	<ul style="list-style-type: none"> <li>• Oversees the drafting, regular reviews / updates and consistency of application of HR Policies &amp; Procedures</li> <li>• Creates a HR Policy environment that drives the right culture amongst organisational leaders</li> </ul>
Casework – Evidence Base	<ul style="list-style-type: none"> <li>• Leads and reviews the analysis on HR casework and provides recommendations on how HR and / or the business is to proceed considering the analysis</li> <li>• Evaluates and provides unique insight and strategic advice on overarching internal and external trends (e.g. sickness rates)</li> </ul>
Recruitment	<ul style="list-style-type: none"> <li>• Sponsors the approach to talent attraction and champions this at the executive level to ensure strategic alignment</li> <li>• Embraces external and internal changes to the selection &amp; assessment environment and feeds back impacts to direct reports (e.g. changes to discrimination legislation)</li> </ul>
Core Competencies	Description
Customer Focus	<ul style="list-style-type: none"> <li>• Focuses own and team’s efforts on delivering a quality and committed service. Gathers a variety of data to evaluate quality standards</li> </ul>
Communications & Influence	<ul style="list-style-type: none"> <li>• Demonstrate self-assurance and credibility when presenting own ideas and those of others in order to gain buy-in and commitment, adapting style to deal with the situation</li> </ul>

Leadership	<ul style="list-style-type: none"> <li>Creates processes or methods to boost the confidence of internal or external stakeholders in the present and future success of their own team, unit, or organisation (or in their own capacity to succeed)</li> </ul>
Accountability	<ul style="list-style-type: none"> <li>Holds managers and their teams accountable for accomplishing their objectives, lending support when needed. Accountable for achieving the Function's goals and initiatives</li> </ul>
Collaborative	<ul style="list-style-type: none"> <li>Works with the team to embed a culture of partnership working in their area of the business. Builds relationships with colleagues in similar positions across the business</li> </ul>
Equality, Diversity & Inclusion	<ul style="list-style-type: none"> <li>Across the wider Council, influences stakeholders around the organisation to drive the EDI agenda using data and evidence-based practice</li> <li>Internally within HR, advocates for diversity of perspective and inclusivity across the Function</li> </ul>

**Attributes**

**Criteria**

**Experience:**

- A proven track record of leading a HR Operations team and line managing casework
- A proven track record of providing clear, balanced advice and guidance on complex HR issues
- Experience of working successfully with Senior Managers on complex HR issues
- Experience of working in a HR Function in a customer focused organisation, proactively facilitating and leading change

Desirable but not essential

- A proven track record of leading recruitment and contact point services

**Qualifications:**

- A relevant level qualification.
- A graduate membership of an appropriate professional body e.g. CIPD