



Director of HR/OD Services

Grade

Location – Newham or Havering. The post holder must be flexible and work across sites in both councils.

Accountable to:	The Executive Director
Accountable for:	Operational and Strategic HR Organisational Development
Job Purpose:	<ul style="list-style-type: none"> To work as part of the Senior Management team, reporting into the Executive Director, providing strategic direction and leadership to OneSource ensuring the delivery of policy priorities for partner Councils. Responsible for the development of HR strategy, policy and practice and managing the delivery of Human Resource and People Management services for partner Councils and OneSource. Lead and manage the strategic Human Resources function, including business partnering and operational HR functions for partner Councils and OneSource to provide a flexible, solution focused HR service that provides expert HR advice and support to different customers with different organisational cultures. To lead, develop and implement the Organisational Development strategy, Performance management processes and talent management strategies for OneSource, partner Councils and customers.
Specific Responsibilities	<ol style="list-style-type: none"> To provide leadership and strategic direction to deliver HR/OD related activities across the partner Councils, ensuring the highest standards and professional practice to protect the Council's from unnecessary litigation. To ensure strategic HR advice and support delivers effective employee relations, performance management, learning and development, workforce planning, employment policy and procedures and workforce diversity policy and practice. To lead the Organisational Development Strategy and Change Management related activities with the senior management team of partner Council's to maximise employee engagement and the potential of

	<p>the workforce</p> <ol style="list-style-type: none"> 4. To ensure that the HR policies and strategy are aligned to deliver organisational priorities and objectives and promote best practice and are fully compliant with employment legislation. 5. Deliver a customer focused HR service, engaging with customers and service managers to understand priorities and objectives, and align resources to deliver. 6. Recommend and implement HR delivery systems that will enhance efficiency and contribute to OneSource and partner Council's future growth. 7. Assess overall current HR practices, identify areas for enhancement, and develop a business plan/course of action to address them. 8. Provide learning, training and/or facilitation services as needed to promote People related, individual and group development through a variety of interventions and assessments. 9. To provide professional HR advice and support to the HR transactional services functions within the Shared Service as required. 10. Act as the Councils single point of contact for all external partners/bodies on HR/OD related issues 11. Other duties – the job description indicates the main areas of activity for this post. From time to time other tasks/duties maybe required which are commensurate with the general area of responsibility and grade of the post.
One Source Corporate Critical Success Factors	<ul style="list-style-type: none"> • Provision of and delivery of quality services – ensuring a high level of service that is reflective of all customer needs and value for money • Anticipates different customer needs – delivering a customer focused shared service which is a cultural 'fit', is flexible and proactive in approach • Delivers a resilient business, which continuously improves and innovates with healthy revenue streams • Operates an ethos of joint working and operates across the board regardless of location • Delivers capacity and capability to operate business as usual with the capacity and capability to innovate and project manage to support this • Delivers a flexible and scalable platform to innovate, enhance market knowledge and continuously improve • Invests in people and skills to deliver a sustainable business • Provides a transactional service that is multi-channelled, face to face, local and nationwide
General	<ul style="list-style-type: none"> • One Source is committed to and champions equality and diversity in all aspects of employment and service provision. All employees are expected to understand and promote this approach in their work. • Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to

	their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately
--	--

Person Specification

<p>Able to demonstrate and evidence a highly developed Competence in:</p>	<ul style="list-style-type: none"> • People management including, motivation, performance and capability • Strategic leadership in the provision of functions within the Shared Service • Service improvement, maximising efficiency and new delivery models for the functions within the shared service • Running major operations or service provision • Leading, managing and delivering transformational change in a complex organisation
<p>Able to demonstrate and evidence Knowledge and experience in:</p>	<ul style="list-style-type: none"> • In depth knowledge of HR/OD practice • A significant understanding of the workings of local government and the challenges being set by the new local government agenda along with the financial, legal and political context of local government • The ability to set the strategic people management direction for both Councils, drawing up the overarching strategy for OneSource and the necessary supporting plans for delivery, with and through partners • CIPD qualified or equivalent and have significant management experience of delivering HR/OD services in a diverse, unionised, organisation
<p>Behaviours and personal qualities</p>	<ul style="list-style-type: none"> • A strategic thinker and leader with the ability to balance competing priorities and deliver within tight timescales. • A corporate team player, highly motivated and resilient. • A decision maker who listens to, and takes cognisance of, the views of others along with a high degree of integrity and probity. • Highly skilled communicator with the ability to communicate orally and in writing to a diverse range of audiences. • Ability to influence and negotiate effectively along with the ability to lead, motivate, inspire confidence and enthusiasm.