

JOB DESCRIPTION

Job Title	Manager (Human Resources)
Directorate:	HR, OD, Digital Enablement, IT & Business Support
Responsible to:	Service Leader (HR & Business Support)
Responsible for:	HR Team Leaders, Senior Practitioner (Equalities), Staffing & Payroll Team Leader, Recruitment Supervisor, Systems & Development Officer (HR/Payroll)

Job Purpose

As Manager you will:

Provide a comprehensive HR, Recruitment, Staffing and Payroll Service to the council, ensuring compliance with all legislative requirements and best practice.

Leadership and Management Responsibilities

- 1 Provide effective and visible leadership and innovatively manage teams to support the Service Leader in securing and sustaining the necessary changes in culture and practice to ensure that these teams perform well and in line with corporate/directorate/service aims, goals and objectives.
- 2 Provide direction for teams; engage, motivate and inspire others; support the transformational change agenda; give a sense of purpose; and role model the Angus Council values.
- 3 Ensure the leadership and management of employees is undertaken in accordance with council policy.
- 4 Create an environment in which people can do their best work, setting and agreeing standards of performance and addressing unacceptable standards of performance or behaviour.
- 5 Account for and monitor expenditure from an agreed budget, including processing financial documents eg invoices, timesheets and claim forms, in accordance with council policies and financial regulations.
- 6 Support effective performance management in accordance with corporate arrangements, including contributing to the development and maintenance of service plans, appropriate management information and administration systems.
- 7 Establish systems to gather and analyse information to ensure the work of the team/s remains focused and customer orientated.

- 8 Promote continuous improvement and efficiency and encourage creativity and innovation with a focus on improving service outcomes.
- 9 Develop efficient work practices and the implementation of digital service delivery wherever possible, ensuring the cost effective use of resources.
- 10 Collaborate with appropriate internal stakeholders on the delivery and development of the service.
- 11 To comply with all data protection law in the processing of personal, and special categories of personal data, in line with the council's full privacy statement and service privacy notices.
- 12 To comply with data protection law in the management of employees in line with the human resources data protection policy and employee privacy notice.

Service Specific Responsibilities

- 1 Ensure the provision of professional HR services to managers and employees.
- 2 Oversee the provision of a comprehensive staffing and payroll service, ensuring compliance with all legislative requirements and best practice.
- 3 Oversee the development and delivery of an effective recruitment function, in accordance with relevant legislation, policies and agreed standards and priorities with a commitment to continuous improvement.
- 4 Ensure the maintenance and development of the council's integrated Human Resources (HR)/Payroll system in accordance with service standards and customer requirements and oversee the transition of this function to IT.
- 5 Manage the development and ongoing maintenance of the Employee Matters site as a comprehensive HR resource for managers and employees.
- 6 Ensure the council meets its statutory obligations and duties in relation to equalities in the provision of services to the wider community and to its employees.
- 7 Lead the review, planning, development and implementation of HR policies and procedures.
- 8 Ensure job evaluation and job sizing exercises are undertaken in accordance with relevant guidance and that a record of outcomes is maintained.
- 9 Support review and development of pay and grading scheme.
- 10 Support the development of the Employee Management information System.
- 11 Support the job evaluation and job sizing appeals process.

- 12 Lead in the management of occupational health, employee assistance, and employee benefits contracts
- 13 Provide training as required to senior managers and elected members in dealing with investigations, hearings and appeals and other HR related issues.
- 14 Contribute to the development and implementation of strategies and service plans.
- 15 Undertake the role of HR Adviser to the Appeals Sub Committee.
- 16 Attend Employment Tribunal Hearings as required.
- 17 Attend Departmental Consultative Groups as HR representative.
- 18 Oversee the development and delivery of training in HR-related issues and organise workshops and forums.
- 19 Prepare reports, briefings and management information for management teams and committee.
- 20 Develop and maintain effective relationships with managers at all levels, having an involvement from an early stage in strategic issues which will impact on employees.
- 21 Develop and maintain effective relationships with Trade Unions recognised by the council.
- 22 Provide support to and, where required, lead corporate and service-specific HR-related projects.
- 23 Attend meetings and participate in working groups at local and national level as required.

This job description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive and the job may need to change in consultation with the post holder who may be required to undertake any other similar duties and responsibilities as may be allocated.

April 2022