

HR Manager – Grade 16

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We are always looking for better and smarter ways to work. We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative wherever they work. We want our employees to reflect our communities and celebrate our diversities. You are a key member of the People Services Leadership Team, leading, managing and developing an effective, solutions-based HR Service (comprising HR Service Delivery and Workforce Strategy, Organisational Development and Occupational Health) for the Council and Schools. The right behaviours and attitudes are as important to us as the skills you bring to the job and we are working hard to create the right behaviours and attitudes for the Council today and tomorrow.

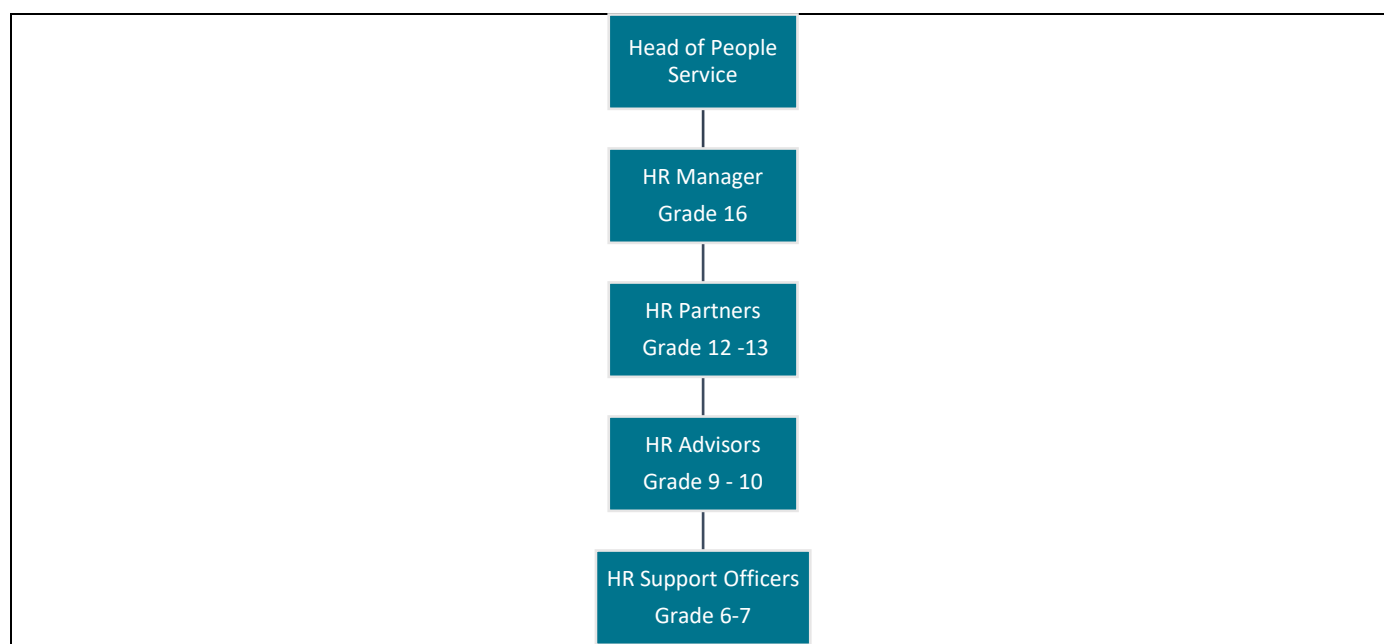
This role is based within Human Resources in Corporate Services. Find out more about [working for Kirklees](#).

Key areas of responsibility

- You lead on complex HR projects that have implications council-wide, understanding the functional and business realities, providing insights and linkages, flexible and innovative solutions.
- You lead, manage and develop the outcomes of the Service, setting objectives and targets, making good use of the HR IT systems.
- You build trust and respect within the Team, showing kindness and a positive way of working so that everyone is engaged and committed
- You manage the Service budgets, including making savings where necessary.
- You translate major council strategy and priorities into relevant HR action and lead on transition within HR to help to ensure a smooth transition for employees.
- You deal positively with politicians and unions to develop collaborative ER and to ensure smooth implementation.
- You work closely with the trade unions to continue to build and maintain a healthy relationship.
- You work with services and their management teams, learning their business and forging strong relationships with the senior management team across council services and schools to enable you to influence cultural change.
- You have an awareness of national agendas and emerging HR practices. Using innovation and creativity you ensure we have the best HR service possible, adapting easily to changes and analysing risk.
- You work with knowledge of all aspects of HR including Organisational Development, Occupational Health, employment law, ETs, equality & diversity and HR processes within the public sector, instilling confidence and trust in your judgement and advice.

- Works closely with other HRM's to lead the HR team and ensures services are being provided effectively and in accordance with council behaviours.
- Makes the best use of the technology available to improve the service, tapping into networks of creativity and expertise
- Develops strategies and plans to move the HR Service forward
- Develops a strong partnership approach with senior managers in services and schools and strives for a good understanding of the service areas
- Ensures policies and procedures are of a high standard, easy to use, implemented well and deliver an excellent level of service
- Horizon scans and networks so that good and best practice HR practice is introduced to continually improve performance
- Provides innovative solutions, analysing risks and challenging the status quo.
- Ensures there is clear understanding, whether to an individual, a group or wider audiences.
- Uses information to provide analysis and insight to others to make informed decisions
- Leads, manages and engages staff from across all People services – HR, OD and Occupational Health

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Broad HR experience covering most of the major HR functions to include Significant experience in an HR management role within a large multi-unionised organisation	Essential
Good working knowledge of employment legislation and confidence to apply and translate into policy and practice	Essential

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Broad HR experience covering most of the major HR functions to include Significant experience in an HR management role within a large multi-unionised organisation	Essential
Chartered Institute of Personnel & Development (CIPD) qualified with a commitment to gaining Chartered Membership status.	Essential
Demonstrates a leadership style that motivates and inspires; that sets clear direction and evaluates outputs	Essential
Builds effective relationships with colleagues at all levels within and outside the organisation using excellent and tailored communication skills	Essential
Shows a high level of empathy and sensitivity when dealing with difficult issues	Essential
Supports the council's way of working and models its values	Essential
Able to make difficult and challenging decisions	Essential
Coaching knowledge and experience of working in a coaching style	Essential
Considerable experience of managing staff and complex situations, using clear judgement to advise others to do the same	Essential
Demonstrable experience of handling complex situations and problems and resolving them effectively	Essential
Experience of writing complex information in formats suitable for a variety of audiences with excellent presentation skills	Essential
Excellent industrial relations skills and the ability to form good working relationships with trade unions	Essential
Excellent role model of the council's behaviours and HR profession	Essential
Experience of preparing evidence for Employment Tribunals and the ability to present it	Desirable
Experience of managing an HR budget in a changing environment	Desirable

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of an Employee within the organisation. This role is at level 3. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Human Resources	Grading ID	64460
Job ID	80100690	Last Updated	17/07/2020
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	yes		