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| **EXETER CITY COUNCIL** |

**Job Description**

**DESIGNATION :** Human Resources Business Manager

**GRADE :** Grade 14

**POST NO :** 0031

**UNIT :** Human Resources

**RESPONSIBLE TO :** City Solicitor & Head of Human Resources

**SUPERVISORY**

**RESPONSIBILITY FOR :** Transactional Services Manager, HR

Business Partners, L&D Business Partner

**LIAISON WITH :** CX and Directors, Senior Managers, staff,

Trade Unions, Councillors, external bodies, and the public

**PURPOSE OF JOB**

Provide the strategic interface between HR and the business units to embed the strategic approach to organisational change that uses the principles of business transformation and systems thinking which will result in more effective front line delivery of services for the future.

The post holder will drive change, culture development and employee engagement in a consistent and coordinated way through the delivery of business focused HR intervention, projects and coaching that contribute to optimal organisational effectiveness and efficiency and deliver change management in a way that minimises employee resistance and optimises employee engagement.

The post holder will manage the Business and L&D Partners and the Transactional Services Manager to deliver a full HR service to the Council.

**KEY ACTIVITIES**

1. Develop the HR Strategy to support the Corporate Business Plan ensuring there is strategic coherence and effective prioritisation to support the Council in meeting its defined objectives and goals.
2. Support the development and lead the implementation of corporate policies, procedures and strategies to support the transformation agenda, efficiency savings, flexibility, change and continuous improvement, and ensure compliance with legislative requirements at all times.
3. Identify and use opportunities to champion the HR strategy and related policies and act as an ambassador, role modelling behaviours consistent with the organisations values and the development of a culture that promotes involvement, capability and quality across the organisation.
4. Demonstrate a high level of strategic thinking to challenge and influence outcomes for the Council.
5. Represent the HR function to external bodies and deputise for the City Solicitor & Head of HR in relation to HR issues as required.
6. Take operational responsibility for the HR Strategy, including the learning and development elements.
7. Provide the strategic interface for senior managers and the trade unions through the provision of high quality guidance and support in developing and progressing HR solutions to achieve business objectives.
8. Ensure the needs of the business are met through the ongoing review and assessment of the service level agreements between the individual BPs and their business units
9. Provide proactive management to staff within the service to create and maintain a strong performance culture and ensure the delivery of excellent service.
10. In liaison with the City Solicitor and Head of HR undertake responsibility for the management of the HR budget
11. Through benchmarking and analysis of management information monitor the performance of the Council against its objectives and recommend adjustments to HR policies and procedures accordingly.
12. Ensure the Councils internal policies and procedures support the development of services to meet organisational objectives and embed a culture of continuous improvement.
13. Ensure that performance issues are managed appropriately and support the BP in dealing with any complex issues as they arise
14. Provide support and coaching to the leadership team to develop their skills and knowledge base in relation to people management.
15. Any other duties commensurate with the role.

**DATE LAST UPDATED:** May 2018