

Job Title:	Head of People
Grade:	DG6
Responsible to:	Director of People and Organisational Culture
Responsible for:	HR Managers and advisory and consultancy team



Job Purpose

A senior leader who provides strategic professional HR support to the organisation, through providing leadership of the people advice, consultancy and policy teams.

As part of the P&OC leadership team, work in close partnership to support the executive leadership team, Senior Leaders, elected members and trade unions to help shape, design and implement fit-for-purpose people and wider organisation strategy.

This post holder will act as the deputy for the Director of People and Organisational Culture.

Duties and Responsibilities

Provide strategic leadership to the people team to design and deliver a professional and efficient HR service to the business aligned to the people strategy, policies and procedures.

Support the Director of P&OC in the development of the people strategy that provides a long-term vision for all employees.

Operate as a strategic leadership colleague, client confidante and coach for CLTs.

Provide critical leadership challenge, evaluate and support capacity building within portfolios to ensure corporate standards of performance and improved practice in people leadership and people management which deliver the right business outcomes for the Council.

Provide a high level of professional HR expertise to strategic people issues, gaining respect amongst the directorate management teams, actively participating in the leadership and organisation of the function.

Support transformation by taking a key role in challenging, shaping and embedding a strong performance and change culture in the Council, portfolios and services.

Act as a facilitator to drive a performance management culture within the council, through driving a consistent and high quality performance culture designed to achieve consistently improving levels of performance

Support the council in developing and delivering the right organisational culture, that ensures SCC is an employer of choice and a great place to work.

Coaches and influences directors and senior managers from a people perspective, developing their people management/leadership skills and constructively challenge inappropriate behaviours and/or actions in order to raise the capability and performance of their teams

Responsibility for the design, development and application of people policies, ensuring that the team are well supported to deal with all employee relations cases, in accordance with company policy and best practice.

Responsible for ensuring, that employee relation issues are well managed with a focus on risk mitigation and effective problem resolution.

Ensure that the organisation is kept informed (horizon scanning) of strategic and policy developments and changes that might impact the shape of the organisation.

Ensure effective leadership of the People and Organisational Design and Development aspects of corporate change initiatives and programs to meet business requirements.

Ensure both corporately and within portfolios the development and delivery of People Vision and Strategy arising from the policy and objectives of Government, City Council and Portfolios which deliver the right outcomes for the people of Sheffield.

Ensure whole service performance monitoring against SLAs, business plans and external benchmarking standards, subsequently developing strategies to improve services.

Support the development and embed the use of organisational workforce planning.

Contribute to Council wide business and budget planning.

Promote effective employee relations and people management relationships, including ensuring the effective management of the TU contribution to achieving the People Strategy, through ensuring strong and positive relationships at senior level both within SCC and also as an outward focus with local/regional/national partners, communities of interest and suppliers.

Ensure the resolution of the most complex and sensitive HR issues at the highest levels in the organisation, drawing on advice as required.

Ensure effective resource planning, management, forecasting and allocation across the People service, including compliance with SCC financial and people procedures and regulations.

Ensure that strong and effective individual performance management standards, focused to meet business needs, are maintained across the People Service.

Ensure effective commissioning and quality assurance of additional/ 3rd party services in line with procurement/ contract management standards and business requirements.

Strategic and Corporate Responsibility

As a Senior Manager of SCC, work to promote positive cultural change and a 'One Council' approach, embodying and promoting the values of the Council.

Participate in and contribute to key projects on corporate areas of activity involving Council-wide/cross-Portfolio strategies, which promote innovation and creativity in the provision of Council Services, leveraging your specialist skills and making contributions where you can.

Be aware of and implement best practice in service delivery at all times. Ensure that all relevant statutory duties within the purview of this post and across the Council (where applicable) are effectively discharged. Ensure that services are delivered in a customer focused way. Proactively engage in and receive constructive peer challenge to improve and develop services.

This is a senior post and you will be required to be flexible and responsive to unexpected demands. You may be required to undertake any other related duties and responsibilities as they arise from time to time, commensurate with the level of the post.

Reputation Management

Promote, protect, enhance and develop the reputation of the Council and the services for which the post holder is responsible by delivering real voice and choice to customers. Establish, develop and maintain effective and cooperative communication, working relationships and arrangements with all internal and external stakeholders. Ensure effective and proactive relationships with regional and governmental and professional bodies in the interests of Sheffield.

Optimise the potential of the service and to ensure that initiatives, strategies and policies are presented positively and ensure fair and equal access for our customers. Maintain consistently excellent standards throughout the services falling within the remit of the post.

Resource Management - Financial, Human, Physical

Be responsible for the effective management of all resources within a corporate context, ensuring that:

- Arrangements are put in place to ensure the service has a clear framework for ensuring compliance with the Council's Financial Regulations and Financial Policies.
- That the service business is conducted in a manner that meets the highest standards of financial management.
- The resources of the function are targeted at priorities and demonstrate value for money.

Ensure compliance with Financial Regulations and Standing Orders and maintain spending within approved levels. Manage the service budget (where applicable) and deliver value for money by diligent monitoring and efficient working practices.

Develop and implement a robust and sustainable management and staffing structure. Ensure the service's activities, duties and responsibilities are delivered in accordance with agreed Council policies and procedures, in particular equality of opportunity and health and safety. Ensure the cost-effective use of any physical or ICT resources allocated to the service.

Performance Management

Produce Business and Service Development Plans for the function and ensure that the plans are developed and implemented via a framework of customer and staff involvement.

Prepare service, business and development plans ensuring coordination and compliance with Council and directorate targets, building in strategies and measures for continuous improvement of service.

Conduct annual performance reviews in accordance with Council policy ensuring that all staff are clear about their performance objectives and have the necessary training and development to do their jobs.

Participate fully in, and contribute to, the Senior Leadership Team. Ensure the strategic plans and operation of the functions across the Council and in the SLT are efficient and deliver savings and value for money.

Establish and maintain standards and performance indicators for the management of the service together with the associated monitoring and reporting systems, ensuring these are actively communicated, promoted and implemented.

Develop and promote positive employee management to harness skills and abilities, develop potential, and increase motivation through effective performance management.

Maintain effective liaison with all functions within the service and Council Directorates. Create and manage a dynamic and successful function, which delivers services to enable the priorities of the administration and improves the quality of life for citizens in Sheffield.

This is a politically restricted post.

Should you be required as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English as required by the Immigration Act (2016).

Lead on Service Business Continuity Planning and ensure that your leadership team know this plan and can direct staff to follow the Business Continuity Plan. You will also support Directorate Business Continuity as part of an on-call rota to provide co-ordination of critical incidents, should these occur.

To undertake all duties and responsibilities in line with current Council Policies and Procedures, including those relating to health and safety; equalities, diversity and inclusion; safeguarding procedures; financial instructions; procurement and commissioning.

To undertake any other duties in agreement with the post holder and manager. Significant changes that may affect the role and responsibilities of the post or the job description would be managed through an agreed process in consultation with the Trade Unions.

Issue date: June 2024

Person Specification Post Title: Head of People

Minimum Essential Requirements	Assessment Method
Section One: Knowledge and Experience	
A successful track record and proven achievement as a senior manager in a related field in a large, complex organisation	Application Form/ Interview
Experience of working at a senior level in cross-functional teams in order to progress corporate objectives.	Application Form/ Interview
Experience of successful involvement in and management of large scale or major projects.	Application Form/ Assessment/ Interview
Experience of leading and managing change whilst effectively motivating, empowering and generating commitment of employees.	Application Form/ Assessment/ Interview
Experience of working effectively in a political environment, working with elected members and in cooperation with partners and stakeholders.	Application Form/ Assessment/ Interview
Evidence of success in establishing effective performance measures and a performance culture that has achieved significant outcomes for citizens.	Application Form/ Interview
Section Two: Skills and Abilities	
Inspiring others – providing a powerful sense of purpose that energises others to deliver a changing agenda.	Application Form/ Assessment/ Interview
External and customer focus – having a focus that is attuned to the national and regional agenda, understanding customers’ changing needs; working collaboratively by breaking down barriers with partners and internally between departments.	Application Form/ Assessment/ Interview
Managing organisational resources (financial, human and infrastructure) – running the business responsibly and assuring quality of service delivery.	Application Form/ Assessment/ Interview
Able to ensure that high professional standards are maintained and compliance with appropriate procedures and statutory requirements	Application Form/ Assessment/ Interview
Prepared to challenge constructively the current “as is” position and articulate the potential future opportunities.	Application Form/ Interview
Excellent communication skills, including the ability to promote understanding to a variety of audiences using a variety of communication channels and media.	Application Form/ Interview
Political judgement and skills in relationships and to be proactive in developing and maintaining constructive and ethical relationships.	Application Form/ Interview
Ability to develop and implement perceptive and innovative approaches to positive action, cohesion and develop policies and practices to combat all forms of discrimination.	Application Form/ Interview
Passionate about Service Delivery and meeting or exceeding our customers and partner’s needs.	Application Form/ Assessment/ Interview

Section Three: Qualifications	
Educated to at least degree level or demonstration of significant experience and/or a relevant qualification	Application Form
Section Five: Our Values	
People are at the heart of what we do	Application Form/ Interview
Openness and honesty are important to us	Application Form/ Interview
Together we get things done	Application Form/ Interview

Health Risks Specification

Fitness to Work	Potential health risks: please add Yes or No against each risk
Working with computers	Yes
Working at heights	No
Confined spaces	No
Moving and handling includes people and objects	No

Vocational Health Checks	Potential health risks: please add Yes or No against each risk
Driver medicals, minibus, forklift trucks and HGV	No
Night Worker Questionnaires	No
School crossing warden	No

Statutory Health Surveillance	Potential health risks: please add Yes or No against each risk
Exposure to excessive noise levels	No
Exposure to excessive vibration levels	No
Exposure to skin irritants	No
Exposure to respiratory irritants	No

