**TITLE OF POST: HEAD OF HR**

**GRADE: POK SCP 52-55**

**RESPONSIBLE TO: AREA MANAGER HR, LEARNING AND ORGANISATIONAL DEVELOPMENT**

**MAIN PURPOSE OF JOB:**

The Head of HR is responsible for providing leadership, strategic vision and management of the Service’s HR business to support the vision and delivery of Creating the Safest Community.

Reporting to the Area Manager, you will contribute to our strategic goals by shaping and driving the HR agenda, through departmental strategies as well as ensuring efficiencies and quality service at all times.

# 1 LEADERSHIP DUTIES (GENERAL POLICY)

* 1. To promote the Service Vision, ‘Creating the Safest Community’.
  2. To lead the efficient management and delivery of departmental activities within the Service.
  3. Lead the Authority’s strategic and Integrated Risk Management Plans.
  4. Lead the development, management and evaluation of strategic organisational projects and activities relative to the work of the HR department by applying appropriate management strategies.
  5. Lead on the development and implementation of relevant departmental policies and procedures in line with relevant national policy and ensure compliance in relation to all relevant regulations and legislation.
  6. To take the lead on preparation, monitoring and review of revenue and capital budgets as appropriate.
  7. Continuously review working practices to identify and lead on change programmes to promote continuous improvement.
  8. Encourage appropriate and robust quality and assurance systems within the department.
  9. Establish, develop and maintain positive and effective liaison links with appropriate organisations and partners as required.
  10. Prepare and produce quality management reports for consideration by the Fire Authority, Senior Management Team and other groups.
  11. Ensure the implementation of strategically sound business continuity plans which offer an appropriate level of resilience to the Service, where required.
  12. Inspire the performance of our people through transparent, structured Personal Development Plans. Driving performance through objective setting, timely reviews and where required structured development plans.
  13. Ensure complete compliance with the Data Protection Act and to ensure data security is maintained.
  14. Undertake any other duties as directed

**2. ROLE SPECIFIC DUTIES**

* 1. Support the delivery of the Organisation Development strategy that reflects the core values to achieve the Service vision, empowering the HR and Occupational Health team to deliver operationally and professionally.
  2. Lead the HR and Occupational Health teams and provide the management and guidance necessary to support success in all areas by developing associated policies and procedures and drive employee engagement.
  3. Provide strategic HR guidance and advice to the Strategic Leadership Team and play a key role in the Senior Leadership Team.
  4. Ensure key stakeholders are effectively supported, informed and advised in all areas of legislation, employee relations and HR management best practice.
  5. Ensure recruitment and development needs are fully met.
  6. Support managers to deliver improved performance management across the Service.
  7. Lead on employee relations and negotiations with local unions and take charge of complex case management, including case management of local employee tribunals or personal injury claims etc.
  8. Manage staff; supervising, guiding and advising as necessary in order to ensure their professional and personal effectiveness.

1. **HEALTH AND SAFETY (GENERAL POLICY)**
   1. By reference to current health and safety legislation and the Service's Health and Safety Policy to

ensure that all employees:-

* 1. Take reasonable care for their own health and safety.

3.3 Consider the safety of other persons who may be affected by their acts or omissions and to

Cooperate with their employer to perform and comply with any duties or requirements imposed

upon them.

* 1. Work with machinery, equipment and substances in accordance with information and training

provided.

* 1. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for

the purpose of health, safety and welfare.

* 1. Report any hazardous defects in plant and equipment, or shortcomings in the existing safety

arrangements, to a responsible person without delay.

* 1. Conduct line management responsibilities in relation to Section 2.1 of the Service’s Health, Safety

and Welfare Manual.

1. **EQUALITY AND DIVERSITY (GENERAL POLICY)**

4.1 To be responsible for managing equality and diversity policies through leadership and a positive attitude to secure continuous improvement in organisational culture.

4.2 To ensure an understanding and commitment to diversity and equality in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service’s core values.

4.3 To champion the principles of equality and diversity and provide appropriate advice, guidance and support.

4.4 To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.

1. **SAFEGUARDING**   
   1. To promote the application of the Authority’s Safeguarding Policies.

**6 ENVIRONMENT STRATEGY**

6.1 To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.