**TITLE OF POST: HEAD OF HR**

**GRADE: POK**

**RESPONSIBLE TO: STRATEGIC HR MANAGER**

**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 Strategic HR Manager, and working closely with the Head of Learning and Organisation Development, to 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 MAIN DUTIES AND RESPONSIBILITIES

* 1. Promote the Service Vision, ‘Creating the Safest Community’.
  2. In the absence of the Strategic HR Manager, be responsible for the efficient management and delivery of departmental activities within the Service.
  3. Contribute to the achievement of the Authority’s strategic and Integrated Risk Management Plans.
  4. Be responsible for the effective organisation, planning, management and evaluation of projects and activities relative to the work of the department by utilising appropriate management tools.
  5. Be responsible for the development and implementation of relevant HR policies and procedures in line with evolving legislation and national policy; ensure compliance with all relevant regulations and legislation.
  6. Take responsibility for the preparation, monitoring and review of revenue and capital budgets as appropriate.
  7. Identify and lead any change programmes through effective leadership to ensure continuous improvement.
  8. Be responsible for the management of business continuity plans and provide resilience to the Service as appropriate.
  9. Drive performance of people through contributing to the implementation and evolution of the Personal Development Review process, with continued reviews and robust development plans.
  10. Support managers to deliver improved performance management across the Service.
  11. Lead on employee relations and negotiations with local unions and take charge of complex case management, including formal procedures, employment tribunal claims or personal injury claims etc.
  12. Manage HR and Occupational Health and Wellbeing staff; supervising, guiding & advising as necessary in order to ensure their professional and personal effectiveness and development
  13. Undertake any other duties as directed

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.
  2. 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)**

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

3.2 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.

3.3 Champion the principles of equality and diversity and provide appropriate advice, guidance and support.

3.4 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.

**5 ENVIRONMENT STRATEGY**

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