 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>JOB DESCRIPTION</b>
<b>Directorate:</b>  <b>Corporate Services</b>	<b>Service Area:</b>  <b>Human Resources</b>
<b>JOB TITLE: Assistant Director Human Resources &amp; Organisational Development</b>	
<b>GRADE: AD2</b>	
<b>REPORTING TO: Director of Corporate Services</b>	
<b>1.</b>	<p><b>JOB SUMMARY:</b></p> <p>To be an effective member of the Council's Senior Management Team, working closely with the Corporate Management Team and Elected Members to contribute to the leadership, challenge and strategic direction specifically for Corporate Services and to contribute to the wider across Council services in accordance with the Council's values, vision, objectives, plans and priorities.</p> <p>Reporting to the Director of Corporate Services you will have specific responsibility for Human Resources and the services that contribute to this.</p> <p>To lead on specific projects or policy issues, and to take on responsibility for other services and functions from time to time as requested.</p> <p>The post requires:</p> <ul style="list-style-type: none"> <li>• innovative effective leadership and strategic thinking</li> <li>• an excellent understanding of local government and the national and local agenda;</li> <li>• ability to handle political relationships sensitively;</li> <li>• effective engagement with employees and maintaining good employee relations;</li> <li>• development of internal and external partnerships</li> <li>• enhancing the reputation of the Council locally, regionally and nationally;</li> <li>• driving and leading change</li> <li>• ensuring robust corporate governance, budgeting and performance management of the services and functions for which the post is specifically responsible.</li> </ul> <p>To provide support to the Corporate Management Team on a number of functions such as:</p> <ul style="list-style-type: none"> <li>• Policy making and strategy development</li> <li>• Development and delivery of the MTFP</li> <li>• Leadership of the political interface with elected Members</li> <li>• Representation of the Council outside the organisation</li> <li>• Organisational development and promotion of agreed corporate culture and behaviours.</li> </ul>

	<ul style="list-style-type: none"> <li>• Formal deputisation for members of CMT</li> </ul>
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>
1	<p>The management, development and delivery of the Human Resources service which includes:</p> <ul style="list-style-type: none"> <li>• Advisory Services</li> <li>• Learning &amp; Development</li> <li>• Employee Health &amp; Well-Being</li> <li>• Organisational Planning &amp; Change</li> <li>• Recruitment</li> </ul> <p>These functions may change from time to time.</p>
2	To be an effective member of the Council's Senior Management Team and to contribute to the corporate management of the Council, both through the activities of the service and wider corporate involvement.
3	Provide leadership, management, challenge and strategic direction to ensure the delivery of excellent services across the Council, and particularly with respect to the services you are specifically responsible for, in accordance with the Council's values, vision, objectives, plans and priorities.
4	To work effectively with Elected Members and advise and assist them on the day to day delivery of services within the Council's established policy and decision-making.
5	To effectively and actively promote internal and external partnerships through joint working, shared services, and joint planning to provide effective solutions and services for the residents of the borough.
6	To enhance and promote the reputation of the Council locally, regionally, nationally.
7	Promote strong and effective employee engagement and maintain excellent employee relations.
8	Ensure effective corporate governance across the Council but particularly to ensure appropriate financial and service management of the functions for which you are specifically responsible.
9	To keep up to date with national, regional and local developments to ensure that you can effectively lead, advise and contribute to the Council's vision, priorities, objectives and plans
<b>3.</b>	<b>GENERAL</b>
	<p><b>Job Evaluation</b> - This job description has been compiled to inform and evaluate the grade using the LGA Senior Manager Job Evaluation scheme as adopted by Stockton Council.</p>

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, officer code of conduct, professional standards and promote equality and diversity in the workplace.

**Personal Development** – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

**Politically Restricted** – This is a post which is politically restricted in accordance with the Local Government and Housing Act 1989.

	Name:	Signature:	Date
Job Description written by: (Manager)	.....	.....	.....
Job Description agreed by: (Post holder)	.....	.....	.....

**Job Description updated    October 2023**

**PERSON SPECIFICATION**


<b>Job Title/Grade</b>	Assistant Director Human Resources & Organisational Development	AD2
<b>Directorate / Service Area</b>	Corporate Services	Human Resources

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A degree or relevant professional or management qualification</li> </ul>	<ul style="list-style-type: none"> <li>Membership of relevant professional body or equivalent demonstrable level of relevant work related experience</li> </ul>	Application form
<b>Experience, knowledge and skills</b>	<ul style="list-style-type: none"> <li>Experience and detailed understanding of Local Government or public sector experience</li> <li>Delivery of excellent services</li> <li>Strategic planning</li> <li>Managing change</li> <li>Successfully engaging with other agencies, partners and stakeholders</li> <li>Ability to demonstrate strong financial management</li> <li>Corporate performance and governance.</li> <li>Employee engagement and motivation.</li> <li>Knowledge of legislation affecting the service</li> </ul>	<ul style="list-style-type: none"> <li>Track record of Leadership within a similar size organisation</li> <li>Supporting or advising Members (or similar) or working in a political environment</li> <li>Media handling</li> </ul>	Application form Interview
<b>Specific behaviours relevant to the post</b>	<ul style="list-style-type: none"> <li>Ability to make difficult decisions in a challenging environment</li> <li>Ability to handle difficult situations sensitively</li> <li>High degree of personal and professional probity, integrity and credibility</li> <li>A collaborative team worker</li> <li>Pragmatic</li> <li>Resilient</li> <li>Consistent and fair leadership style</li> <li>Ability to develop and encourage others to realise their full potential</li> </ul>		Application form Interview

<b>Other requirements</b>	<ul style="list-style-type: none"><li>• Must be able to vary working hours to incorporate evening and weekends as required</li></ul>	Full driving licence	Application form Pre employment checks
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**Person Specification dated**

**October 2023**

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b> Corporate Services	<b>SERVICE AREA:</b> Human Resources
<b>JOB TITLE: Assistant Director Human Resources &amp; Organisational Development</b>	
<b>GRADE: AD2</b>	
<b>JOB LOCATION / BUILDING: Municipal Buildings, Stockton-on-Tees</b>	
<b>REPORTING TO: Director of Corporate Services</b>	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

<b>Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health</b>		
<b>Known Risk</b>	<b>Yes</b>	<b>No</b>
<b>Noise:</b> Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		<b>X</b>
<b>Vibration:</b> Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s <sup>2</sup> A(8) 9		<b>X</b>
<b>Respiratory:</b> Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex.  (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		<b>X</b>

<b>Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.</b>		
<b>Known Risk</b>	<b>Yes</b>	<b>No</b>
<b>HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers:</b> Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		<b>X</b>
<b>Asbestos:</b> Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> <li>○ Work which removes, repairs, or disturbs asbestos</li> <li>○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment)</li> <li>○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)</li> </ul>		<b>X</b>

Known Risk	Yes	No
<p><b>Lead:</b> Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal)</p> <p>The lead must also be in a form in which it is likely to be:</p> <ul style="list-style-type: none"> <li>○ Inhaled, e.g., lead dust, fume or vapour.</li> <li>○ Ingested, e.g., lead powder, dust, paint or paste; or</li> <li>○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate.</li> </ul> <p>The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.</p>		X
<p><b>Confined Spaces - Safety Critical:</b> Employee will be required to work in a <b>confined space</b> where specialist equipment or breathing apparatus is needed.</p>		X
<p><b>Working at Heights - Safety Critical:</b> Employee will be required to work <b>at a height</b>.</p>		X
<p><b>Blood-borne viruses:</b> Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.</p>		X

Other Known Risks		
Known Risk	Yes	No
<p><b>Council Vehicles or transport that does not require a Group 2 licence:</b> Employee will be required to <b>drive a Council vehicle</b> or <b>regularly transport</b> service users/clients/pupils in their own vehicle as part of normal duties.</p>		X
<p><b>Food Handlers:</b> Employee will be preparing and handling food</p> <p><i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i></p>		X
<p><b>Night Workers:</b> Employee will be regularly working at night</p> <p><i>Optional Night Worker Questionnaire available</i></p>		X
<p><b>Lone Working (including Home Working):</b> Employee will be required to work alone.</p>	X	
<p><b>DSE Users:</b> Employee will be required to use Display Screen Equipment (DSE)</p> <p><b><i>DSE Training and assessment should be completed on commencement – arranged by manager</i></b></p>	X	
<p><b>Any Other:</b> Please identify any other known risks associated with this job role.</p>		X

**As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.**

Signature of Manager: Ged Morton

Date: October 2023

**For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: [Occupational.Health@stockton.gov.uk](mailto:Occupational.Health@stockton.gov.uk)**