

Role Title	Senior HR Consultant
Grade	15
Reference Number	
Service	HR & Cultural Change
Function	HR, Talent & Culture Change
Reporting Manager	Organisation Effectiveness & Culture Change Manager

Role Purpose

To manage a team of professional HR Consultants with specific centre of excellence expertise OR a highly skilled Senior HR Consultant with specific technical knowledge required to develop and challenge the organisations thinking through behaviour science methodologies to support the organisation for its colleagues to role model our values, achieve our ambition to be an employer, partner and place-shaper of choice.

This role is responsible for delivering the 'GROW' and 'LEAD' workstream of Our People & Culture Strategy taking a holistic approach to challenge the organisations strategic thinking to develop, design and co-create innovate solutions within their centre of excellence specialism to deliver the strategic and operational priorities of the service, supporting business planning and continuous improvement.

The job holder will take a leading role within their technical specialism and work with, manage, challenge and influence a range of stakeholders, creating medium to long term value to the organisation and will play an instrumental part in delivering Our People and Culture strategy. This role will drive and support OCC's value of 'daring to do it differently' as the organisation continues to strive to do better.

Corporate Accountabilities

- Work with Senior managers and other team managers to **deliver business priorities to time and budget.**
- Adapt **new technology** in the team and ensure all team members embrace new technology, matrix working.
- **Competent in people and performance management** developing team members to become high performers.
- **Role model our values and behaviours** and ensure team members demonstrate these values and behaviours.
- Responsible to **deliver workforce plans in alignment with service delivery plans and our people and culture strategy.**
- Work **across the organisation** and with partners, communities recognising opportunities for inclusion and improvements to **drive continual improvements** in the provision of services.
- Demonstrate **value for money** and ensure team members to demonstrate value for money to ensure the organisation is able to deliver its services in a financially sustainable manner.
- **Identify potential risks and means of resolutions**, escalating service and organisational risks to senior leaders on time and promptly.
- **Role model organisation's values and behaviours** to **coach and influence** senior leaders of the organisation.
- Work with senior leaders of the organisation to **influence and support in the development and delivery of their service delivery plans, workforce strategy and our people and culture strategy.**
- Work collaboratively with wider service colleagues and partners embracing matrix working and removing silos.
- **Strategic advisor** to senior leaders ensuring leaders are well informed of their options, risks and means of mitigating risks to be able to make informed decisions.
- Be **financially and politically astute** understanding external and internal environment, business challenges to be able to support in development and delivery of sustainable resolutions.
- Be **subject matter expert** in their area of specialism, researching best practices, strategic improvements, data, technology advancements in their sector and able to **make recommendations** to senior leaders to **drive continual improvements looking at the bigger picture and organisational reputation and risks.**

Specific Roles

There are two roles within the HR & Culture Change team that have a Senior HR Consultant post within the structure as follows:

i. Organisation Effectiveness and Culture Change

This role is accountable for strategically driving culture change through the delivery of organisational development interventions and behaviour science methodologies to enable leaders, managers and employees to become ambassadors of the Council to support the overarching strategic ambitions of the service areas to improve capability, accelerate performance and embed the council's values and associated behaviours.

A strategic HR and organisational development expert to managers identifying and using opportunities to champion ambassadors of organisational effectiveness, role modelling behaviours consistent with our values and the development of an organisation culture that demonstrates strategic thinking to challenge and influence thinking through implementing future focused people strategies and solutions that delivers excellence for the residents of Oxfordshire

ii. Learning, Development & Early Careers

This role is accountable for managing a team of learning, development and early career HR Consultants to drive innovate solutions and deliver tailor-made programmes which are aligned to our business priorities to champion a culture of curious thinking, continuous learning and professional development across the organisation.

Taking a leading role in designing, delivering or commissioning specific targeted learning and development programmes, through a blend of learning approaches (face to face, digital, social collaborative, coaching etc) based on our current and future workforce needs. This role will be responsible for delivering innovate Learning and Development and Early Careers programmes ensuring that they are wide ranging, fit for purpose, add value, and support the Council to develop a strong talent pipeline for its workforce of tomorrow.

Portfolio Accountabilities

- This role focuses on strategic and operational delivery up to 2 years horizon scanning with responsibility for driving high performance culture within all services of the Council and lead on projects to support the development and delivery of the Our People and Culture strategy.
- To take a leading role within the organisation on the centres of excellence specialism, providing insight and upskilling to key stakeholders to enable innovative and effective people solutions to be delivered at the right time.
- To drive, develop and shape people solutions, ensuring they are agile, innovative and future focused whilst enabling evidence-based decisions through data and insight / technology, to be an employer, partner and place shaper of choice.
- To develop a deep and broad understanding of organisational people issues within your centre of excellence specialism to support Strategic People Partners to deliver their workforce plans and to implement medium and long-term effective people solutions to drive key priorities and the required outcomes.
- To take a key role in leading the organisation to 'culturally mature' its workforce aligning to the Council's values and aspirations, using different tools and methodologies within your specialist area.
- To support the organisation to develop and implement innovative solutions to address key organisational people issues, inform structure change, policy or process improvement, development of colleagues or behaviour change interventions to enable organisational effectiveness.

- Responsibility for ensuring all the toolkits, policies and procedures within your specialist area(s) are compliant with employment law and best practice, enhancing the customer experience and a holistic view of policy development is undertaken to ensure that all published information is joined up and cohesive.
- To develop effective working relationships through collaboration, influence, negotiation, trust, engagement and effective leadership to challenge corporate and service priorities to drive organisational effectiveness.
- To support the service Senior Management Team to work collaboratively to deliver the service priorities.
- To work with the Council's recognised Trade Unions as required
- To use computerised systems, technology, artificial intelligence (AI) and digital solutions to drive an efficient and effective service.
- Provide leadership, advocacy and expertise on equality, diversity and inclusion (EDI) ensuring EDI is integral to the work of the function and adheres to all legal and mandatory requirements.
- Evaluate risk and make changes to established plans to react to significant business challenges, opportunities or threats.
- Ensure leaders, managers and employees receive high quality and responsive support ensuring services are continuously improved to see if they can be delivered in a more cost effective and streamlined way.
- To ensure that GDPR processes and protocols are in place to safeguard data and information.

Knowledge / Skills / Experience Required

Job holders at this level should be educated to degree level (or equivalent) and have significant experience of working in a senior role focused on the relevant centres of excellence specialism with:

- In depth understanding of regulations / legislation and best practice within their area of specialism and the wider sector. Understanding of national and local government developments, policy and emerging trends.
- A professional with wide ranging and in-depth experience of delivering strategic or operational solutions relevant to the centres of excellence that the role covers
- Experience of working in a complex and diverse organisation and delivering against constant change and transformation and inspiring and influencing leaders and / or workforce to improve.
- Experience of working in collaboration with key stakeholders including other public bodies.
- Experience of consultation and negotiation within a highly unionised and political environment
- Experience of developing effective workplans / 'road-maps' from service plans and / or business strategies
- A strong communicator with excellent oral and written communications skills, including presentation skills with ability to use different communication techniques i.e. technology, social etc.
- Ability to use deep personal understanding of the agendas or motivations of others to keep them positively engaged, building behind the scenes support for ideas and initiatives
- Evidence of cultivating a high-performance, cost-effective culture, which delivers outstanding outcomes, through a variety of mechanisms
- Experience of managing teams or matrix-managing individuals to deliver organisation goals
- Ability to manage, and develop teams, ensuring that all team members are valued and understand their contribution to the service
- Skilled to communicate and negotiate with and influence colleagues, partners, key stakeholders and leaders
- Ability to interpret and distil complex information and present complicated issues in a simple way.
- Understanding of communications channels and methods to reach diverse audiences

Dimensions of Role

- To manage a team of circa 6 employees with 6 direct reports OR highly skilled Senior HR Consultant with specific technical knowledge working with leaders or senior managers of the organisation to develop and challenge the organisations thinking to drive culture change.
- This role focuses on strategic and operational delivery up to 2 years horizon scanning

Working Arrangements

- Able to travel across the county and work from various office locations within the county.
- Contractual base as detailed on contract, but able to work on a flexible basis in line with our Agile Working Policy.

Leading Through Our Values and Behaviours

Providing clear and visible leadership by putting our values front and centre of every behaviour, decision and action.

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently