

Role Title	HR Consultant
Grade	13
Reference Number	
Service	HR & Cultural Change
Function	HR, Talent & Culture Change
Reporting Manager	Organisation Effectiveness & Culture Change Manager

Role Purpose

To develop and lead on a specific HR discipline, providing an expert reference point to deliver innovate HR and / or Organisational Development solutions to achieve organisation effectiveness. This role is responsible for developing innovative and future focused solutions to deliver our ambitions within Our People & Culture Strategy.

The job holder will work with, manage and influence a range of stakeholders, creating medium to long term value to a wide audience on their specialist HR knowledge / discipline to deliver the strategic and operational priorities of the service.

Lead and manage projects within their technical specialism and will support the delivery of 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 colleagues within the team, partners and across the service to **deliver high quality services** to our residents, customers and internal colleagues.
- **Take ownership of their own development and professional growth** by keeping up to date with latest developments, legislation and government changes in their area of specialism and sharing best practice with wider team and colleagues across the service.
- **Responsible** to find proactive resolutions **working closely** with managers and technical or professional leads ensuring risks are mitigated.
- **Demonstrate professionalism** at all times being a role model for their behaviour, conduct and embrace matrix working, removing silos.
- **Recognise duty and responsibility to take care of resources, financial and otherwise.**

Specific Roles

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

i. Talent Management

This role identifies strategies and solutions to attract and recruit candidates with highly desirable skillsets and retain them as long as possible to create a workforce of the future. This team uses relevant workforce planning data and knows the right sourcing approaches and digital tools to tap into diverse candidate pools, both active and passive. The Talent Management role is focused on building a strong employer brand, understanding the candidate experience, designing effective assessment and selection approaches and overall, how to make effective recruitment decisions. This team understands the labour market, OCC's market position and our unique people proposition to ensure roles are engaging to a wide range of people.

This role will manage and deliver projects such as: driving down the contingent workforce, redeployment, supporting People Partners with delivering workforce and succession planning initiatives, executive recruitment, managing Head Teacher recruitment etc. This team will also be responsible for delivering on the 'ATTRACT' workstream of Our People & Culture strategy.

ii. Employee Engagement & Communications

This role is responsible for creating the right conditions so that colleagues can do their best work and feel valued, included, inspired and focused. This role supports the creation of a great work environment and understands the role that trust plays in the employment relationship and making sure people are listened to and have a voice in issues that impact them. This team supports interventions in building the right culture that supports performance including the ability to have the right conversations that allow people to grow.

This role aims to increase employee engagement through internal communications, supporting the embedding of our collective values and behaviours and implementing the individual performance review process and monitoring effectiveness. This team is responsible for delivering on the 'THRIVE' workstream of Our People and Culture strategy.

iii. Employee Wellbeing

This role is responsible for creating the Council's Wellbeing Strategy and designing, delivering and / or commissioning innovative and future focused initiatives that support employee's health and wellbeing, working in partnership with colleagues within the service i.e. employee relations as well as other services of the Council i.e. Public Health, Health and Safety.

This role will be responsible for providing proactive, preventative solutions to support our employee's health and wellbeing ensuring that this information is shared, communicated and / or marketed in the right way across the organisation working with other key stakeholders across the HR & Cultural Change team i.e. Senior Occupational Health Specialist. This role will work with the Employee Engagement Consultants and will be jointly responsible for delivering the 'THRIVE' workstream of Our People and Culture strategy.

iv. Learning, Development

This role is responsible for designing, delivering or commissioning a suite of learning and development solutions through a blend of learning approaches (face to face, digital, social collaborative, coaching etc) which are aligned to our business priorities to champion a culture of curious thinking, continuous learning and professional development across the organisation based on our current and future workforce needs.

This role will manage and deliver projects such as: leadership development, designing career pathways, supporting Strategic People Partners with delivering workforce and succession planning solutions, mentoring, coaching, management courses, creating and designing e-learning etc. This team will lead on the delivering the "GROW" and "LEAD" workstreams of Our People & Culture Strategy.

v. Early Careers

This role is responsible for taking a holistic approach to the Council's early career programme to build a talent pipeline through a range of initiatives which include apprenticeships, T-Levels, career pathways, graduate and internship opportunities, to create, implement and sustain a learning organisation to become an employer of choice.

This team will work in partnership with Strategic People Partners supporting their delivery of workforce plans for early careers and managing the apprenticeship levy spend on the right employees, with the right course/training initiative at the right time to ensure the Council has a fit for purpose workforce for the future. This team will lead on the delivering the "GROW" and "LEAD" workstreams of Our People & Culture Strategy.

Please note the HR Consultant roles are intended to provide flexibility of movement across the service to aid career development opportunities and meet the demands of the service. Therefore, the Council reserves the right to move staff employed within a HR Consultant role to a different HR Consultant role as requested by the Head of Service / Manager.

Portfolio Accountabilities

- Develop and deliver innovative solutions to achieve Our People and Culture strategy
- Develop a good understanding of organisational people issues within your centre of excellence specialism to support Strategic People Partners to deliver their workforce plans and implement medium and long-term effective people solutions to drive key priorities and the required outcomes.
- To develop and create people solutions, ensuring they are agile, innovative and future focused whilst enabling evidence-based decisions through data and insight / technology.
- Matrix-manage colleagues maintaining a highly competent, creative and participative culture through visibly effective leadership
- Deliver high quality and consistent services to customer in line with agreed service standards across a wide range of services, provide expert advice as appropriate to colleagues and employees
- Build links with professional and national workforce bodies to identify priorities within centres of excellence field
- Draft complex reports on issues and initiatives and prepare and present reports to key stakeholders where applicable
- Ensure that talent is identified, managed, developed and retained, with key issues being addressed, in consultation with Strategic People Partners and Council management team, ensuring targeted programmes are delivered
- Project manage service specific or organisation-wide projects in specified HR specialism including matrix management of resources from across the HR and other functions
- Initiate, develop, recommend and implement policy and practice working collaboratively across the HR & Cultural Change service and consulting with key stakeholders to ensure effective implementation enhancing the customer experience ensuring a holistic view of policy development is undertaken to ensure that all published information is joined up and cohesive
- Contribute to the development and implementation of the organisation's strategies which support and enable transformational change within the organisation
- Contribute to the delivery of a programme of learning for customers to stimulate culture change and maximise effective utilisation of the new services available
- 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.
- To ensure that GDPR processes and protocols are in place to safeguard data and information.

Knowledge / Skills / Experience Required

The job holders at this level are technical experts, with a relevant professional qualification / membership and significant post qualification experience of planning, organising and co-ordinating professional HR services within a complex business focused environment.

The job holders require conceptual understanding and a great depth of knowledge of the specialist HR area. Where jobs involve matrix-managing a team, the job holder's professional knowledge is the key element for advising and guiding colleagues. The job holder also is required to have:

- In depth understanding of the relationship between the HR and business strategy, and complexities and relationships between all components of the HR service
- Ability to apply strategic awareness to problem solving and decision making in a complex political/business environment
- Skilled to persuade others and influence outcomes critical to the business
- Project manage organisation-wide and service specific projects and related initiatives
- Where appropriate carry out identification of learning and development needs across the organisation in consultation with senior managers and departmental colleagues
- Experience of managing flexible resources via matrix management within a complex business environment
- Initiative to ensure knowledge of current trends, approaches and methodologies is kept up to date
- In depth knowledge of relevant legislation or leading-edge learning and development approaches and methods
- Expert knowledge of policies, procedures and practices relating to area of expertise and substantial experience of interpreting and applying a range of conditions
- Experience of writing policies, procedures and toolkits
- Ability to plan and manage service and departmental budgets, if required
- Knowledge of research, development and evaluation techniques
- Maturity of judgement, sensitivity and diplomacy
- Commitment to service improvement and enhanced organisation effectiveness
- Knowledge of appropriate legislation codes or practice etc.
- Knowledge and promotion of the value of a diverse workforce

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