

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 and / or employee communications and engagement 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, influence and challenge 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 our HR & Cultural Change service as well as our Council's Services.

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 several 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 diver 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 understand 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 team is responsible for working in a matrix way with colleagues across the organisation. In particular, the external communications team (to coordinate internal/external messaging and ensure colleagues hear organisational news from official sources); the marketing and design team (to commission marketing materials to support employee engagement activities); and the external consultation and engagement team (to co-design employee engagement initiatives).

This role creates the right conditions so that colleagues can do their best work and feel valued, included, inspired and engaged. 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 support 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 a planned, proactive programme of internal communications to share key messages about organisational strategic priorities and supporting the embedding of our collective values and behaviours and promoting the individual performance review process and monitoring impact. This team is responsible for delivering on the 'THRIVE' workstream of Our People and Culture strategy.

This role is also responsible for providing strategic expert advice to internal stakeholders on organisation-wide and service-specific employee engagement and communications topics (for example, supporting the development of communications and engagement plans for transformation programmes).

iii. Employee Wellbeing

This role is responsible for creating an organisation-wide Wellbeing Strategy and designing, delivering and / or commissioning innovative and future focused initiatives that supports employee's health and wellbeing. This role will work in partnership across the organisation to provide health and wellbeing expertise to enable the Council to create a great work environment where employees feel supported and provide solutions to enable colleagues to look after their own health and wellbeing which will have a direct impact on reducing sickness absence, increasing performance and creating a positive work environment.

This role will provide 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 colleagues within the service i.e. Employee Relations team as well as other services of the Council i.e. Public Health, Health and Safety etc. This role will also manage the Occupational Health contract along with other health and wellbeing providers i.e. Access to Work to ensure that the Council is achieving value for money and the needs of the Council are being met.

Our leaders and managers play a crucial role in supporting colleagues' wellbeing – this post holder will be responsible for joining up initiatives across the service (for example, training/development and communications/engagement with managers – linking with the LEAD workstream of Our People and Culture Strategy) to support wellbeing in a coherent and consistent way. This team is responsible for delivering on the 'THRIVE' workstream of Our People and Culture strategy.

iv. Equalities, Diversity & Inclusion Consultant

This role is responsible for the strategic delivery of the Inclusive Workforce (Pillar 3) of the Council's Equalities, Diversity and Inclusion strategy titled 'Including Everyone 2025 – 2029' framework which aims to create a fair and inclusive workplace culture. This role will work in partnership across the organisation, in particular with the Council's Senior Policy Officer (Equalities) and with the colleague inclusion networks to ensure that a holistic approach is taken to deliver our organisation ambitions and priorities

This role will be responsible for creating, driving and delivering innovative, future-focused solutions that will create a supportive and inclusive employee community that reflects the diversity of Oxfordshire, values the lived experience our colleagues bring to their work and ensures that inclusion in our workplace is a priority throughout the employee's lifecycle, providing access to resources and training to empower colleagues to drive inclusion forwards and consider all work through an inclusion lens.

This role will also ensure that the Council's leaders and senior managers lead by example in promoting inclusion, sharing best practice, celebrating success and being accountable when things do not go right, enabling a safe and inclusive environment that empower colleagues to bring their full selves to work.

This team is responsible for delivering on the 'THRIVE' workstream of Our People and Culture strategy

v. Learning & Development

This role is responsible for identifying strategies 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.

vi. 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
- Significant experience of using a range of communications channels and methods to reach diverse audiences
- 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
- Evidence of developing effective workplans / 'road-maps' from service plans and / or business strategies
- 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
- A good communicator with excellent oral and written communications skills, including presentation skills with ability to use different communication techniques i.e. technology, social platforms etc.
- 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 or ability to write compelling copy, tailoring for different audiences and channels
- 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