

<b>Job title:</b>	Head of Employee Relations	<b>Role Profile No</b>	
<b>Grade/s:</b>	S circa £50k 6 month fixed term contract		
<b>Salary Range</b> <b>Directorate / Pillar / Strand</b>	Resources	<b>Reporting to:</b>	Director of People, Culture & Organisational Resilience

**Role Context**

The Council has significant challenges ahead, including delivering service improvement in an environment where the demand for public services is increasing, against a backdrop of reduced resources. The way in which public services is delivered will continue to evolve and change, and the Council wants to be at the forefront of enabling safe, strong and prosperous communities.

It is therefore critical that the Council has the culture, processes and systems within which the right workforce can deliver their very best. The aim is to enable managers to create a highly productive working environment that reflects the core values and fosters talent through the delivery of agreed outcomes for customers and local communities.

Reporting to the Director of People, Culture and Organisational Resilience, to be the lead for employee relations across the Council, ensuring that we provide an expert employee relations provision in line with our culture and values framework.

**Role purpose**

As Head of Employee Relations, you'll review our current employee relations service and drive through recommendations for improvement. You'll bring passion and determination for change, recognising the challenges we face and using your experience and influencing skills to completely re-mould our service across effective case management, policy development, workforce change, wellbeing and Trade Union negotiation.

## **Key Accountabilities**

- Lead on the provision of expert guidance and governance on employee relations and ER policy across the Council, providing strategic support and guidance as part of the wider People, Culture & Organisational Resilience team
- Ensuring consistently high standards of ER support, advice and solutions in line with our People strategy, culture, policy, legal and regulatory frameworks- reviewing and making recommendations for improvement- implementing and driving through transformation of the service
- Lead on the negotiation and relationship with Trade Unions
- Support the organisation in making the best of its people, by delivering and implementing an employee relations infrastructure that is aligned with wider People & Culture change strategies and our At Our Best culture programme
- Employment law expert, providing coaching to senior stakeholders and the wider People & Culture team on complex and sensitive ER matters, ensuring we uphold legislative and best in class ER standards
- Provide critical input to the development, planning, interpretation, implementation and consistent application of People & Culture policies, practices and procedures
- Lead on identifying and delivering ER projects and continuous improvement of People & Culture strategies
- Collaborate with key colleagues and stakeholders on ER data insights, trends and opportunities to drive proactive solutions
- Monitor and quality assurance of employee relations casework to ensure the team meet key performance indicators and quality standards and expand ER capability within the team.

## **Knowledge and Experience**

- Significant experience of leading on employee relations matters gained within a complex, unionised organisation and with multiple stakeholders
- Experience in working with Trade Unions, with demonstrable experience of positive results achieved through consultation
- Able to operate as Employee Relations lead and employment law subject matter expert, within the People & Culture Leadership Team and across Swindon Borough Council

- Experience of major change programmes in large, complex and unionised organisations
- Strong organisational, leadership and influencing skills
- Ability to build strong and successful relationships with stakeholders
- Strong diagnostic skills, sound judgment and decision making skills
- Evidence of collaboration across a complex organisation
- Coaching and facilitation skills
- CIPD qualification or equivalent preferred

### **Swindon Borough Council Our Manager Competencies**

- Managing Self – Managing your time, priorities and resources to achieve goals and meet personal learning and development needs
- Managing People – Learning, engaging, developing and motivating employees to perform their best
- Managing Change – Helping others to approach changes at work in a way that seeks to ensure their commitment and enthusiasm for achieving council objectives
- Managing information – Working in a informed way, making good decisions based on relevant information and data
- Managing Partnerships and Relationships – Building effective working relationships and ensuring partnerships are effective and focused on outcomes
- Managing Resources – Achieving objectives through effective planning and allocation of resources
- Managing Activities – Managing the activities of teams to achieve business priorities within agreed time scales and budgets
- Managing Risk – Actively seeking to identify, evaluate and mitigate risks and threats to business continuity and the achievement of council objectives

### **Values and Behaviours**

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

### **Contacts and Relationships**

- Other People, Culture & Organisational Resilience colleagues
- Leadership teams within the business
- Elected members
- External partners

