



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job title:</b>	HR Change Partner	<b>Role Profile No</b>	P/A
<b>Grade:</b>	S		
<b>Salary Range</b>			
<b>Directorate / Pillar / Strand</b>	Resources	<b>Reporting to:</b>	Director of HR & OD

### 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 are 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 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.

To support the Head of Learning, Talent & OD to develop people-focused programmes, to create a working environment that reflects the Council's core values and vision; "Swindon is at the heart of what we do". The aim is to enable managers to create a highly productive working environment that fosters talent and delivers agreed outcomes for customers and local communities.

### Role purpose

Reporting to the Head of Learning, Talent & OD, to support the delivery of high quality change programmes, enabling the Council to get the best out of our people – their talent, experience, capability and leadership.

To be fully dedicated to providing strategic advice and guidance to services across the Council in the planning, development and implementation of effective people management practices, cultural change and organisational development.

Support the organisation in making the best of its people, delivering a strong and cost effective business, acting as a change agent and supporting corporate initiatives.

To work closely with senior leadership teams to achieve shared organisational objectives, in particular designing and implementing HR & OD programmes that support strategic Council aims.

HR Change Partner's will take the lead in a particular strategic area of the HROD function, and will contribute to the management and development of the People team overall in cooperation with colleagues in the leadership team.

### **Key Accountabilities**

- Work in partnership with the senior leadership teams, building strong credible relationships within the business to support on high level, complex people issues
- Provide strategic advice and guidance on People interventions within the business, by using MI and metrics
- Lead on programmes of work aligned to the People Strategy
- Broker services and support from other areas of the HROD function as required to support service delivery
- Providing senior level support for complex, and high risk people issues
- Analysis and interpretation of performance data identifying appropriate HROD interventions to enable leadership teams to develop solutions to improve productivity and performance
- To take the lead on organisational change across the Council
- Support management teams to develop and maintain workforce plans that address resourcing, development and capability needs both now and for the future
- Provide advice, support and coaching to enable managers to understand and action their people management responsibilities
- To work with senior managers to fully understand the vision and strategy of the directorates ensuring the people demand and requirements are known for current and future Council challenges; providing a people and commercial perspective to business planning and organisational development through Business Partnering

### **Knowledge and Experience**

- Significant management level experience in HR & OD, with evidence of CPD
- Leadership skills
- High level communication skills
- Creativity
- An empathy and passion for the Councils business
- Ability to build strong and successful relationships with customers and stake holders

- Ability to influence without the advantage of position power
- Evidence of collaboration across a complex organisation
- Business and workforce planning skills
- Ability to operate as an internal consultant
- Coaching and facilitation skills
- Political astuteness
- Strong organisational and project management skills
- Strong diagnostic skills , sound judgment and decision making skills

**Statutory and or Qualifications required for this post:**

- Membership of CIPD or equivalent qualifications and/or experience.

**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 through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

**Connected: We put Swindon and its people at the heart of everything we do.**

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people?”

**Resilient: We are forward thinking and work smart**

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

**Brave: We respect and work together with our colleagues and customers to achieve success**

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

**Contacts and Relationships**

- Other HR team members including OD and L&D colleagues
- leadership teams within the business
- Elected members
- External partners

**Other Key Features of the role**