

Job title:	HR Policy & Guidance Lead	Role Profile No	ENH152
Grade/s:	Q		
Salary Range Directorate / Pillar / Strand	Resources	Reporting to:	HR Operations Manager

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, processes and policies to ensure the 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 HR Operations Manager, this role will oversee the policy development and guidance across the council for staff and managers and will work closely with colleagues across the HROD function.

Role purpose

As the HR policy and guidance lead, you will be responsible for the effectively reviewing, developing and implementing a range of HR policies, guidance and support services for use across the council.

You will provide a modern approach to policy development taking into account the council’s core values and how policy and guidance, can shape the culture and overall effectiveness of the council.

You will ensure that policy and guidance are in line with employment legislation, national and local agreements as well as statutory or government guidance.

This role will oversee the management of the HR enquiries in box and ensure timely information and guidance is readily accessible for staff and managers.

You will support the HR Advisory team with step by step tool kits, guidance materials on a range of people

management processes.

In addition, you will assist the HR Operational Manager with support services, including procurement support and monitoring external contracts and manager briefings.

A key part of the role is to make sure that the way information, guidance and policy is produced is clear. Ensuring that complex or detailed legislation and guidance is written in a simple way that can be easily applied and understood.

This role understands that HR policy, procedures and guidance will be used consistently and frequently across the council on a daily basis but will take into account the council's diverse workforce.

This role will be a senior member of the HR Operations Team and will work in partnership with Payroll, OD, Systems, Resourcing and HR Advisory, consistently driving opportunities for improvement and resolving issues efficiently.

Key Accountabilities

- Translate employee legislation and statutory and or government guidance into practical working policies and guidance materials for use across the council's diverse workforce.
- Review and develop modern policies, procedures and guidance that supports organisational effectiveness, core values and culture.
- Be forward thinking and include future or emerging trends & changes, the impact of the COVID pandemic and the change in working life is a good example of this. Take into account remote working, technology advancement, working week, attraction and retention of key roles.
- Develop policies that do not become barriers for change but support flexibility and adapt to changing needs both internally and externally to the council
- Prioritise and adopt a project-based approach as required to policy implementation taking into account Council need, legal requirements and dependencies.
- Ensure that corporate employment terms and conditions are up to date.
- Management and development of HR Advisor
- Work with payroll and system leads to ensure implementation of national and local pay awards, retention bonus and other contractual agreements are correctly applied and on time.
- Assistant in council wide contractual or statutory employment issues.
- Assis in the management of employee support services contracts and procurement activity.
- Consult and engage with trade unions on implementation of new or revised policy and procedures.

- Develop the HR intranet pages (*employee handbook*) and other communication tools and materials / tool kits and build effective relationship with IT colleagues.
- Develop a simple and clear way of providing guidance to staff and managers on people management procedures.
- Build effective relationships with the Communication team to ensure that employee and manager guidance is available on a regular basis especially during periods of national or local change.
- Proactively develop policies, staff and manager guidance to take into account changing circumstances within the public sector as well as local or national changes.
- Timetable, track and implement employment legislation, local and national agreement changes.
- Timetable, Track and implement annual employment terms i.e. local government, teachers, social worker, NHS, solbuty, youth etc
- Provide work stream support to the pay and reward project as required.
- Provide job evaluation as well as guidance and application procedures.
- Oversee general enquires through HR in box track management & insights and develop timely communications and guidance to reduce demand on HR.
- Oversee FOI's, SAR's , GDPR compliance and trade union facilities time recording and response.

Knowledge and Experience

- An experienced HR professional dealing with trade unions; consultation programmes and employee engagement.
- Significant employment legislation knowledge and practical application in HR policy and process.
- Up-to-date employment law knowledge, practical application on people issues and ability to apply and implement policy change
- Strong verbal and written communication skills
- An understanding of and experience in the application of insight and using data to aid policy & procedure development and guidance information.
- Evidence of collaboration across a complex organisation
- Project management skills and experience

Statutory and or Qualifications required for this post:

- Degree educated or equivalent qualifications and/or experience
- Level 5 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 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 HR team members including OD and L&D colleagues
- leadership teams within the business
- Elected members
- External partners
- Trade union and employee representatives