

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

POST DESIGNATION	HR Policy & Project Manager
DEPARTMENT	Finance and Legal Services
SECTION	HR Professional Services
GRADE	PO6

Purpose of Job:

To be responsible to the Senior HR Manager (Policy & Projects) for:

- i) Leading and managing the development, review and implementation of a wide range of HR policies and key strategic projects, to support the Council's 'Our Greenwich' corporate plan and HR Workforce Strategy.
- ii) Leading and managing key strategic plans and projects that support the implementation of the Council's Policy Review that enable the recruitment, development, and retention of a diverse, skilled and motivated workforce who are empowered to deliver high quality services to the residents of Royal Greenwich.
- iii) Ensuring the Council's HR policies promote a culture of trust, fairness and inclusion by outlining the responsibilities of the Council, managers and employees in the employment relationship.
- iv) Providing policy advice and guidance, in line with best practice, to the council's senior team.

Manage up to five directly managed staff and project/matrix manage approx. 15 other staff, at any one time, in the delivery of complex HR policy development and project delivery.

Deputise for the Senior HR Manager (Policy & Projects).

MAIN DUTIES

1. Lead and manage the development, review, and implementation of HR policies and strategic projects to support the Council's corporate plan and HR workforce strategy.
2. Lead and directly line manage up to five members of staff, ensuring work is delivered to agreed performance indicators and service level agreements.
3. Deputise for the Senior HR Manager (Policy & Projects) in leading and managing the service.
4. Collaborate with the Senior HR Manager to develop and deliver of a wide range of HR policies and key strategic projects that support the Council's 'Our Greenwich' corporate plan. These will cover the full employee lifecycle including recruitment and retention, people and performance management, workforce and organisational development, employee relations and the future of work.

5. Lead policy development and projects related to the HR workforce strategy, ensuring that our people policies, culture and working practices enable high performance and organisational capability.
6. Work with HR colleagues and managers who lead on their areas expertise (e.g. recruitment, workforce development, employee relations and data insight) to lead projects across the service.
7. Set quality assurance frameworks and provide expertise to HR colleagues on project management techniques, governance and monitoring being delivered within other HR teams, to ensure consistent delivery of HR policies, procedures and guidance.
8. Provide advice and guidance to HR colleagues and senior management team with regards to the interpretation of Council HR policies and procedures.
9. Inform, engage and consult with the Trade Union on the development and implementation of policies and procedures, both informally and formally. Attending formal consultation channels such as the Policy Forum.
10. Working with the Senior HR Manager (Policy & Projects), to monitor the use of all budgetary and other resources allocated in accordance with Council policies.
11. Research, develop, write and evaluate HR policies, procedures and guidance covering the employee lifecycle ensuring they align to the strategic aims of the organisation, drive performance, mitigate disputes and meet legislative requirements.
12. Oversee the development of high-quality decision reports for senior management and committees, ensuring they provide appropriate recommendations for consideration with a qualitative and quantitative evidence base where appropriate.
13. Support the Senior HR Manager, where appropriate, in the preparation and presentation of briefings to senior managers, Elected Members, Committees, where appropriate.
14. Build effective working relationships and engage/consult with HR colleagues, senior managers, staff, subject matter experts and internal/external stakeholders.
15. Ensure development of policy takes full account of equality principles, undertaking Equality Impact Assessments where appropriate.
16. Ensure research and benchmarking against other organisations is undertaken so that policies are fit for purpose and in line with best practice.
17. Maximise the use of data to make evidence-based decisions in HR policy and project development, working closely with the HR Quality & Service Assurance team; responding to benchmarking surveys and Freedom of Information requests.
18. Keep abreast of legislative changes and innovative good practice, incorporating them into the development of the Council's people policies. Communicate updates and support professional development for HR Professional Services and the leadership team.
19. Lead user research to understand policy implications for the organisation. Make recommendations for change and implement these as appropriate.
20. Develop effective relationships with the other policy teams within the Council and external organisations to collaborate and share best practice.
21. Work with members of the HR management team and managers across the council to gauge an understanding of the implementation of HR policies, in order to identify areas for development.

22. Ensure effective communication and training on HR policies and procedures for staff and line managers, working closely with colleagues across HR, Comms and Digital Services.
23. Establish robust quality assurance and governance processes for HR policies, ensuring robust implementation.
24. Identify issues and suggestions for service and organisational improvements, and ensure that they are addressed, within the context of future service requirements.
25. Promote a continuous service improvement culture within the team and ensuring strategic and operational priorities are delivered.

PEOPLE AND PROJECT MANAGEMENT

26. Responsible for effective people management, recruitment and selection, training, performance, sickness absence and disciplinary matters.
27. Allocate work, agree targets, monitor and ensure that through the effective training of staff, high professional standards are developed and maintained and there are continuous improvements in service delivery. Develop, motivate and coach staff to perform effectively.
28. Ensure equality principles and best practice are central to the team's working.
29. Manage a wide portfolio of HR projects of varying scope and size; leading diverse project teams in the development and delivery of projects to ensure that critical success criteria are achieved. Lead project teams to ensure successful delivery of each programme of works and ensure high quality collaborative working with all stakeholders and suppliers.
30. In conjunction with the Senior HR Manager (Policy & Projects) ensure policy development/project management frameworks and clear governance arrangements are in place and monitored.
31. Develop Key Performance Indicators and Standards across the team, to ensure all policies and projects are delivered within agreed timescales.
32. Support the Senior HR Manager (Policy & Projects) in the strategic leadership of the Policy and Projects Team, contributing to decisions that will have significant impact on outcomes for the whole Council.
33. Deputise for the Senior HR Manager (Policy & Projects) in their absence and as appropriate.

GENERAL

34. Attend Job Evaluation panels as required.
35. Represent the team at a range of internal and external meetings, chairing when appropriate.
36. Undertake any other work appropriate to the level and general nature of the post's duties.
37. Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
38. Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.

39. Ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency.
40. Perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
41. Be responsible for undertaking employee investigations, hearings and appeals in line with RBG policies and procedures.
42. Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.).
43. This post does not require a DBS.
44. You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council, as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports to:

Senior HR Manager (Policy & Projects)

Person Specification



Job Title	HR Policy and Project Manager
Grade	PO6
Service/Section	HR Professional Services / HR Policy and Projects
Directorate	Finance and Legal Services

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
1. Qualified to degree level and CIPD qualified, or equivalent experience	Essential
2. Excellent knowledge of employment policies and best practice, employment law, ACAS guidelines and their practical application	Essential
3. Knowledge and understanding of the Public Sector environments and the context in which they operate	Desirable
4. PRINCE 2 or other project management qualification, or equivalent experience	Desirable
Skills and Abilities	
5. Excellent written skills with the ability to present information in a clear and concise manner, with good attention to detail	Essential
6. Excellent interpersonal, influencing and negotiation skills, resilience and the ability to work effectively with people at all levels within an organisation	Essential
7. Strong critical thinking and analytical skills, together with the ability to assess complex situations and initiate action	Desirable
8. Ability to manage a team, prioritising and delegating	Desirable
Experience	
9. Proven experience of HR policy implementation and/or employee relations casework in a large and complex organisation, delivering successful outcomes	Essential
10. Proven programme and project management experience, including working with multiple stakeholders and senior managers, demonstrating excellent organisational skills	Essential
11. Experience of working with senior management, trade unions and staff representatives across all levels	Essential
12. Significant experience of conducting large scale research and benchmarking activities	Desirable

Equal Opportunities	
13. Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post	Essential
14. Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post	Essential