

The Vale of Glamorgan Council

Senior Management Appointment Committee: 19 December 2018

Report of the Managing Director

Recruitment and Selection Arrangements for the Head of Human Resources and Organisational Development

Purpose of the Report

1. To set out the recruitment and selection arrangements for the post of Head of Human Resources and Organisational Development.

Recommendation

1. To approve the recruitment and selection arrangements and all the relevant documentation as appended to this report and as circulated at the meeting of the Committee.

Reason for the Recommendation

1. To ensure the appointment is progressed in accordance with the requirements of the Council's constitution.

Background

2. Following approval of the proposals in the "Senior Management Issues - Performance and Development and Human Resources and Organisational Development Division" report that was taken to Cabinet (19th November 2018) and Council (12th December 2018), there is a need to recruit to the vacant Head of Human Resources and Organisational Development position that will be retained in the new structure.
3. This position is an important appointment and will provide capacity and resilience at a time when the organisation continues to plan for significant challenges.
4. It is now, therefore, necessary to commence the recruitment process and progress arrangements for the permanent appointment to the post in accordance with the Council's normal recruitment and selection procedures.

Relevant Issues and Options

5. On the basis of the above it is proposed to advertise the post (both internal and external) between the 8th January 2019 and 22nd January 2019 with a view to concluding final interviews during March 2019.
6. A copy of the proposed job description and person specification is attached for the information of the Committee (at Appendix A and B respectively).
7. In order to expedite recruitment, the Committee is requested to delegate responsibility for agreeing adverts, recruitment schedule and long listing to the Managing Director and Leader of the Council.
8. Human Resources will undertake an exercise to identify an appropriate assessment process and where necessary, engage an appropriate organisation to undertake assessment centre/psychometric testing ensuring best value for money.
9. If these delegations are agreed, the Senior Management Appointments Committee will be asked to confirm short listing arrangements at a meeting in mid February 2019.
10. The Senior Management Appointments Committee will be requested to conduct final interviews week commencing early March 2019.

Resource Implications (Financial and Employment and Climate Change, if appropriate)

11. It is requested that approval for costs associated with the recruitment exercise is delegated to the Managing Director in consultation with Human Resources.

Legal Implications (to Include Human Rights Implications)

12. None.

Crime and Disorder Implications

13. There are no crime and disorder implications directly arising from this report.

Equal Opportunities Implications (to include Welsh Language issues)

14. The recruitment campaign and recruitment selection process will be progressed in accordance with the Council's Welsh Language Standards provisions.

Corporate/Service Objectives

15. To contribute to the service plans and objectives of the Directorate.

Policy Framework and Budget

16. The final decision of the Senior Management Appointments Committee will be referred for information to Council.

Consultation (including Ward Member Consultation)

17. Cabinet and Full Council have been consulted.

Background Papers

Appendix A - Job Description

Appendix B - Person Specification

Contact Officer

Mathew James, HR Lifecycle Manager - Tel: 01446 709527

Officers Consulted

R Thomas, Managing Director - Tel 01446 709202

Responsible Officer:

R Thomas, Managing Director - Tel 01 446 709202



APPENDIX A

THE VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION

DESIGNATION/POST TITLE	:	Head of Human Resources and Organisational Development
POST NUMBER	:	Y-HR-AA001
DEPARTMENT/DIRECTORATE	:	Managing Director and Resources
DIVISION/SECTION	:	Human Resources and Organisational Development
LOCATION	:	Civic Offices, Barry
POST GRADE	:	Head of Service
RESPONSIBLE TO	:	Managing Director
RESPONSIBLE FOR	:	All staff within the Human Resources and Organisational Development Service
LIAISON	:	
MAJOR PURPOSE OF POST	:	Act as the Council's Head of Service for Human Resources. Implement HR strategies linked to the corporate plan and staff engagement and develop a culture of performance improvement and transformation throughout the organisation.

MAIN DUTIES AND RESPONSIBILITIES

The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

- Provide effective management of the Council's Human Resource service including change management and organisational development in relation to the Council and all Shared Services hosted by the Council.

- Work with the Managing Director in order to provide strong leadership and strategic direction for the Council including promoting a culture of transformation and meaningful engagement.
- Develop and manage the implementation of the Human Resources and Organisational Development Service Plan, so as to ensure that agreed priorities and policy objectives are met.
- Deliver services that are effective, efficient and economic, that address the needs of the people of the Vale of Glamorgan, and that meet the challenges of the Wales Programme for Improvement, the Council's improvement agenda and the Well-being of Future Generations Act.
- Oversee the strategic direction and manage Health and Wellbeing, Business Partnership and the continued impact of the Employee Services section.
- Contribute to the effective strategic management and leadership of the Council and the Directorate, as a member of the Corporate Management Team, and to promote and represent the work of the Council and our partner agencies.
- Deputise for the Managing Director as required.
- Work with and support the Cabinet Members, Scrutiny Members and all Elected Members in their Ward roles.
- Develop achievement of a healthier workforce with health wellbeing strategies and proactive initiatives to deal with management of attendance.
- Develop and maintain effective and transparent and meaningful employee relation practises and structures across the Council to minimise conflict and maximise consultation and negotiation and promote innovation and creativity.
- Work in partnership with other Council Services and external organisations to achieve common objectives in accordance with the Corporate Plan and Community Strategy.
- Provide expert advice on all areas of employment legislation to Senior Management.
- Prepare and present reports as and when required.
- Attend, contribute and present to meetings of the Cabinet, Scrutiny, and other Council meetings as appropriate.
- Manage services and work with others in order to achieve improved performance and a culture of continuous improvement and encourage creativity and innovation in service delivery.

- Manage services in line with the Council's performance management framework, ensuring effective planning and monitoring and providing accurate performance measurement as required.
- Place the customer at the heart of service delivery promoting a high standard of customer care and service delivery, and deal with complaints rapidly and fairly.
- Facilitate and participate in the introduction of policies, procedures and practise guided by themes of customer focus, integrity, continuous improvement, involvement and fairness.
- Maintain the Councils Job Evaluation and Reward Scheme.
- Produce an annual Service Plan and ensure the development of Team Plans for the Division.
- Oversee the development and maintenance of management information systems as required to deliver the Service Plan.
- Plan, manage and control Service budgets, ensuring that services are provided cost effectively. Accountable to the Chief Executive for ensuring that the budget is effectively controlled within the cash limits available.
- Remain aware of changes in the external environment, which will affect the services including national and local trends, legislation and policy change.
- Advise and inform elected members and prepare strategic plans/ reports and ensure that all plans and reports arising from the department are written to a high standard, ensuring that corporate requirements are met.
- Implement and comply with all corporate plans and strategies, including the Human Resources Strategy, Communications and Engagement Strategy and Medium Term Financial Plan.
- Direct, develop and supervise Operational Managers and Team Managers within the Service Area and co-ordinate their work as appropriate.
- Maximise income and external funding opportunities in line with Council policy.
- Facilitate effective communication and engagement within the division and with other services and organisations, consulting stakeholders and Trade Unions.
- Develop and maintain operational procedures to assist and guide staff to meet both statutory and Council policy requirements.

- Oversee the management of attendance within the Service.
- Comply with Council policy and legislation, remaining up-to-date with changes, including Occupation Health; Safety, Wellbeing and Welfare; Equal Opportunities; Environment Policy; Standing Orders and Financial Regulations; Data Protection; Risk Management.
- Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures
- To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties
- To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.
- To implement the principles of the Council's Environment Policy while carrying out the above duties.
- To report without delay any safeguarding concerns to the appropriate safeguarding officer.
- Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.

SIGNED:
(Director/Chief Officer)

DATED:

SIGNED:
(Postholder)

DATED:

APPENDIX B



Person Specification

Post No	Y-HR-AA001	Designation:	Head of Human Resources and Organisational Development	Department:	Managing Director and Resources
Section:	Human Resources and OD	Completed By:	Rob Thomas	Date:	November 2018

The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates. You should refer and address each point of the Person Specification, giving evidence of what skills, experience and knowledge you have in each of these areas. Always be specific. Do not use general phrases such as “I have the necessary skills...” or “I am confident I can do the job well...”. The shortlisting panel will need to know how you meet the requirements based on the evidence you provide.

		Essential	Desirable	Ascertained by
1.	Experience	<ul style="list-style-type: none"> Personal involvement in the development / transformation of a higher performance culture Personal involvement in implementing HR strategies linked to staff engagement Management of resources on time and within budget. Demonstrate experience within a HR environment. Awareness of Health, Safety and Wellbeing initiatives within the HR context 	<ul style="list-style-type: none"> Senior Local Government and/or Public Sector experience. 	Application Form Interview
2.	Knowledge	<ul style="list-style-type: none"> Detailed knowledge of the relevant service area, how it is developing and the challenges it faces. Thorough knowledge of the current Local Government landscape and the challenges facing Local Authorities in Wales 		Application Form Interview

		Essential	Desirable	Ascertained by
3.	Skills and aptitudes	<ul style="list-style-type: none"> • Evidence of a successful management track record. • Excellent communicator orally and in writing. • Ability to work effectively with Elected Members, Teachers Association and Trade Union Representatives • Strong influencing and negotiating skills. • Leadership of individuals and teams. • Change Management skills at a Senior Level 		Application Form Interview
4.	Qualifications and training	<ul style="list-style-type: none"> • CIPD qualified • Relevant Degree 		Application Form
5.	Attitude and motivation	<ul style="list-style-type: none"> • Exercise a high level of Political awareness, effectively balancing political and professional perspectives. • High level of personal motivation. • Able to lead (as well as manage), motivate and empower others in pursuit and achievement of common goals and lead by example. • Sensitive to the needs of the service. • Innovate in response to new requirements and circumstances, translating ideas into practical actions. • Demonstrate resilience during periods of high pressure. 		Interview
6.	Other (please specify)	<ul style="list-style-type: none"> • Personal and professional credibility and expertise. • Capacity to build partnerships with other organisations. • Capacity to work outside normal office hours as required. • Ability to drive/travel throughout the Vale or between locations as appropriate 	<ul style="list-style-type: none"> • Ability to speak / learn welsh 	