

Hertfordshire County Council

Job Outline



JOB TITLE: Senior HR Officer – Workforce
GRADE: Level 12 – starting salary of £41,591 (9 month Contract)
REPORTS TO: Head of Resourcing
DEPARTMENT: Human Resources – Resourcing

Purpose of the Job

The Resourcing team are responsible for managing the delivery of Resourcing and Recruitment activity across the Council.

The post holder will report to the head of resourcing, and work with the resourcing manager, HR business partners and data team to rethink, review and renew our existing recruitment and resourcing process, to deliver innovations and process improvements to the current delivery model (which has not been reviewed recently). The priority will also be to make the process easier for recruiting managers and applicants

The post holder will be responsible for implementing a more efficient and effective approach to workforce planning and forecasting to allow tactical and strategic workforce plans to be developed for each directorate.

Main Areas of Responsibility

- Lead on the development and implementation of the organisations approach to workforce planning.
- Developing and disrupting tactical and strategic workforce plans for each Directorate covering our workforce of 8,000 colleagues. From these Directorate specific plans, you will be responsible for supporting managers to develop forward looking workforce plans.
- Working with services to implement new candidate/talent pipelines including Ex-offenders, t-levels, apprenticeships, work experience and those from under-represented groups. i.e. our existing pipelines are not meeting demand, so this post will be responsible for creating new and sustainable pipelines to support our attraction and retention strategy.
- Rethink and review our existing recruitment and resourcing process to deliver innovations and process improvements to the current delivery model (which has not been reviewed for some time) The priority will also be to make the process easier for recruiting line managers and candidates.

- The post holder will play a key role in responding to government initiatives where we have to scale up the workforce e.g. the Adult social care reform talent acquisition programme.
- Diversity and inclusion is at the heart of everything we do and the post holder will champion diversity and inclusion in everything we do.
- Demonstrate HCC Values and Behaviours and ensure we 'RISE' to the challenge We improve **R**esidents' lives, We work with **I**ntegrity, We act **S**ustainably, We champion **E**quality and fairness.
- The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format, your application may be rejected.

Knowledge, Education, Qualification or Equivalent Needed

Knowledge

- Knowledge of the recruitment market and current trends in recruitment.
- Degree or relevant professional qualifications e.g. CIPD or equivalent experience
- In depth knowledge and understanding of employment and equalities legislation, safe staffing and HR best practice and achievement of targets in relation to this.
- Specialist / technical knowledge in a specific HR specialism.
- In depth knowledge and understanding of HR Systems and processes

Skills & Abilities

- Ability to get things done through collaboration with colleagues but also challenge where necessary
- Ability to review processes and review work practices.
- Ability to drive innovation in the delivery of services to improve standards and cost effectiveness and implement best practice
- Ability to build strong networks and collaborate with peers across the organisational boundaries in the delivery of strategic objectives
- Proven track record of ability to consult, influence and advise stakeholders
- Able to verbally and in written format create and present thoughts and ideas and demonstrate this using a variety of presentation techniques
- Ability to listen and respond to feedback.

- Ability to work with all levels of management with confidence and ease, influencing and challenging managers in their people decision making
- Personal and professional resilience when dealing with challenging and sensitive situations

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.