

Job description	
Job title	Head of Workforce
Grade	PMG 5
Directorate	Resources
Section/team	Human Resources Organisational Development
Accountable to	Assistant Executive Director (Corporate Support)
Responsible for	Human Resources Organisational and Workforce Development Equality, Diversity, and Inclusion Employee Relations Policy Development Recruitment Workforce Training Payroll Transactional HR Services Occupational Health Job Evaluation Advice and Guidance
Date reviewed	February 2023

Purpose of the Job

The Head of Workforce will: -

Lead, direct, and manage a full range of Human resource functions including: -

- Workforce planning
- Organisational development
- Recruitment and retention
- Employee Relations
- Learning and Development
- Payroll
- Policy development; and
- Equality, diversity and inclusion

Transform the Council's approach to managing its workforce through the creation of new and integrated delivery models ensuring that they promote and embed the councils culture change and employee's behaviour agenda.

Support the Chief Executive and Executive Management Team in the achievement of the Council's priorities, ensuring that the Council meets its legal, statutory, and political obligations whilst effectively managing risk.

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

This role is politically restricted.

Duties and Responsibilities

Responsibilities – Service Specific

- Be proactive in remodeling/delivering workforce sufficiency programmes to meet the Organisation's plans, particularly in relation to workforce planning, organisational development and transformation of services, to ensure organisational change is well managed and delivers benefits
- Ensure there is proactive 'horizon scanning' so that the Executive Management Team are fully informed on trends and issues affecting the Council's workforce.
- Proactively Lead a range of Human Resources and Organisational Development services.
- Provide strategic advice and guidance that secures efficient and effective delivery of services.
- Lead and champion, equality, diversity, and inclusion ensuring the promotion of best practice.
- Developing effective working relationships with members, officers, clients, and regulatory bodies, providing advice and support and managing risks.
- Represent the Council in matters relating to the workforce, ensuring that the reputation of the Council is effectively maintained.
- Maintain robust budgetary monitoring controls ensuring effective budgetary management is exercised and that all resources within the Division are managed efficiently and effectively within finite resources. Ensure all Council Standing Orders and Financial Procedure Rules are upheld.
- Development of new human resources and organisational development business growth opportunities with external organisations to increase income generation to enhance service delivery.
- To deputise for the Assistant Executive Director (Corporate Support) as required.
- To perform other duties as may be required, commensurate with the responsibilities of the post.

Corporate Duties and Responsibilities

Alongside its existing priorities, Knowsley's Council Plan 2022/25 has been created to complement the Knowsley 2030 strategy and the Council's work with strategic partners to deliver the strategy. The Knowsley strategy is underpinned by five strategic priorities which set out that, by 2030, Knowsley will be a place: -

- where strong and safe communities can shape their future
- where people are active and healthy, and have access to the support they need
- where people of all ages are confident and can achieve their full potential
- with a thriving, inclusive economy with opportunities for people and business
- with welcoming, vibrant, well-connected neighbourhoods and town centre.

The strategy also commits to addressing climate change and net zero.

The Knowsley Council Plan 2022-25 sets out the steps that the Council will take to deliver its responsibilities within this strategy. The plan's vision is "Supporting Knowsley's people to thrive" and this will be delivered through three priorities, as follows: -

- supporting those most in need
- inclusive growth and skills

- Climate Emergency - achieving net zero.

The plan is underpinned by five key enablers: -

- organisational resilience
- stronger communities
- Efficient and effective service delivery
- Early intervention and prevention.

The post holder will have corporate duties and responsibilities in line with the above and will be required to: -

- Conduct specific corporate roles and assignments as allocated by the Chief Executive, Executive Director of Resources, or the Assistant Executive Director (Corporate Support).
- Provide a major contribution to the change management process within the Council, working as an active 'change agent' alongside other Senior Officers.
- Support Elected Members in undertaking their roles as community leaders and ward members.
- Provide support for corporate and/or external inspections where required.
- Work within the Knowsley Better Together principals developing co-operative working with local stakeholders to achieve a shared goal to achieve a greater impact.
- Champion employee engagement and experience ensuring Knowsley Council is a great place to work and has an inclusive culture in which all staff have a voice and are supported in achieving their potential.
- As a Head of Service, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.

Health and Safety

- To be responsible for the implementation of the Council's Health and Safety Policy in the workplace and to monitor the effectiveness and safety arrangements and systems and promote appropriate improvements where necessary.
- To ensure suitable and sufficient risk assessments are conducted considering employee's capabilities.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction, or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are

expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.