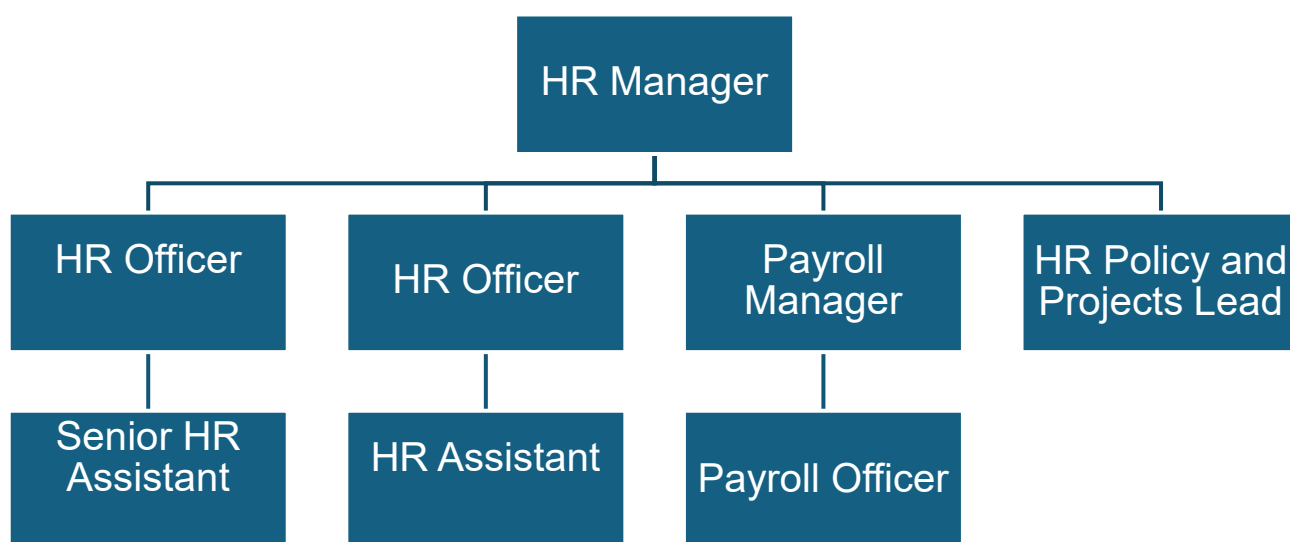


# JOB PROFILE

## JOB PROFILE SUMMARY

**Job Title:** Human Resources Manager  
**Reports to:** Business Support Divisional Manager  
**Division:** Business Support  
**Service:** HR & Payroll  
**Date:** May 2026  
**Grade:** H

## Organisational Chart



## MAIN PURPOSE OF JOB

### *Why the job exists*

- To manage the delivery and development of the HR and payroll functions to enable the maximum productivity of the council through the effectiveness of its workforce.

### *What it has to achieve*

- To lead the HR and Payroll team and ensure that it provides an effective and efficient service to the council.
- To be the council's technical specialist, operational lead and policy advisor for all HR matters.

## KEY DUTIES/ACCOUNTABILITIES

1. Leadership of the HR and Payroll services including overall responsibility for continued service development to ensure the provision of effective, efficient and modern workforce, meeting the standards and performance expected by the council.
2. Provision of expert HR advice covering all relevant employment legislation, national terms & conditions, council HR policies and practices and their implementation within the council including the most complex cases.
3. To enable the council's services to recruit and retain good quality staff through a robust framework with advice and guidance delivered to those services.
4. Oversee the corporate workforce development strategy and its delivery and lead the people focused major change management programmes for the council.
5. To ensure HR policies are developed and updated proactively to ensure that a strong framework is in place for managing an effective and productive workforce meeting national legislative requirements and good practice.
6. To ensure that the council's payroll function is delivered effectively.
7. To oversee the council's corporate training programme and allocation of training budgets devolved to services.
8. To ensure that the HR service provides advice and guidance to Managers, and where appropriate attend and facilitate informal and formal meetings, disciplinarys and hearings.
9. To ensure all employment contracts and contract amendments are issued correctly, adhering to all legal requirements and nationally and locally determined terms and conditions.
10. Preparation of the service budget, monitoring and controlling income and expenditure and ensuring financial outcomes are in line with the approved service business plan.

## **ADDITIONAL DUTIES AND ACCOUNTABILITIES**

1. To be responsible for the processing of initial and renewal of Disclosure and Barring Service checks on behalf of service Managers and staff, including the identification of all roles within the organisation that fall into this category and ensuring relevant managers are made aware.
2. To attend regular meetings with Union representatives in a consultative capacity and to prepare and present items at the Joint Employee Consultative Panel.
3. To ensure the HR systems and processes are developed to maximise efficiency and self-serve options for staff.
4. To maintain an up to date knowledge and understanding of the Local Government Pension Scheme and ensure that systems and staff are updated as changes occur.

5. To prepare the service's Annual Service Plan and fulfil corporate reporting requirements for the service, ensuring resources are available and allocated to projects/workload identified.
6. To ensure the service liaises with the occupational health provider and other agencies as regards disability, medical issues or rehabilitation needs on behalf of new or existing staff.
7. To ensure that staff welfare cases are properly managed and that welfare visits are carried out where appropriate.
8. To compile and present reports and statistics for Committee and other meetings as required.

## **KNOWLEDGE, SKILLS & EXPERIENCE**

### **Business Knowledge**

1. Demonstrable achievement in providing strong, decisive leadership for teams/individuals.
2. Experience in managing an HR service or team of HR professionals within a large organisation, ideally within the public sector.
3. Detailed knowledge of current employment and equalities legislation and statutory codes of practice.
4. Current knowledge of TUPE legislation and experience of facilitating TUPE staff transfers.
5. Current knowledge of employers' responsibilities with regard to the identification and maintenance of appropriate Disclosure and Barring checks.
6. Current knowledge of payroll and pensions processes and legislative requirements.
7. Experience of dealing with complex HR cases.
8. Experience of Union consultation and negotiation.
9. Experience of preparing for and presenting case evidence at Employment Tribunal hearings.
10. Able to monitor, analyse, interpret and present statistical data.
11. Ability to deliver/undertake difficult messages and conversations.
12. The ability to build positive and effective relationships with managers and staff representatives.

### **Essential Functional / Technical Skills**

1. Ability to demonstrate leadership qualities that genuinely motivate and instil commitment in others.
2. Excellent interpersonal skills with the ability to use empathy to manage highly challenging issues of both a personal and professional nature.
3. Ability to think and plan operationally, set realistic objectives, lead and inspire people and prioritise resources.
4. Highly developed analytical, oral, written and presentational skills.
5. The ability to guide and persuade managers to ensure that appropriate HR practices are followed throughout the council's business operations
6. Ability to work under pressure and to tight timescales to deliver projects and performance targets.
7. Project management experience with a high level of commercial acumen.
8. The ability to interpret the risks in sometimes complex and contentious HR issues and cases and advise on that level of risk in terms of achieving the best outcome for the Council.
9. The ability to deal with and resolve conflict.

### **Qualifications**

1. Chartered Member or Fellow of the Chartered Institute of Personnel and Development (CIPD).
2. Relevant degree, other degree or equivalent level qualification.

### **Personal Attributes / Competencies**

1. Reliable and resilient individual with a successful track record of performing a demanding job under pressure.
2. Ability to build positive working relationships.
3. Highly adaptable and motivated to implement change.
4. Successful track record in managing performance.
5. Self-motivated, delivering expected outcomes within a defined timeframe with minimal supervision.
6. Ability to apply creative and innovative thinking to complex service challenges.

This Job Profile is a description of the job as it is currently comprised. The Council reserves the right to review and amend this Job Profile from time to time, if required to enable it to effectively carry out its functions. Any changes that are made would be done so in consultation with the post holder and would be commensurate with the grade or salary of the post.