

Head of People and Organisational Development

Identifying Facts

Current Job Title:	Head of People and Organisational Development
Service Sector:	Corporate Services
Organisational Relationships:	Director of Finance and Resources
Line Manages:	HR Business Partners and Officers Learning and Development Manager Other roles as required.

Job Purpose

To lead, manage and develop Capability Scotland's Human Resources and Learning & Development functions.

Main Activities

1. Policy Development

- 1.1. Will monitor, evaluate and create the appropriate organisational policies to meet the current and future requirements. Where required will present policies and associated papers to the Executive Team or other groups detailing options, implications and making recommendations.
- 1.2. Will develop the People Strategy for Capability Scotland, including an action plan of key themes and work strands for implementation.
- 1.3. Will have a lead role in ensuring Capability Scotland achieves external accreditation in HR policy and practice (e.g. Investors in People, and Great Places to Work).

2. Framework Development

- 2.1. Will set in place, or recommend, appropriate organisational frameworks to ensure good governance arrangements with regards negotiating frameworks, pensions governance, consultative committees or other similar matters to meet or exceed legal obligations and the organisational requirements.

3. Conduct Organisational Risk Assessments

- 3.1. Will periodically conduct organisational risk assessments to identify risks and opportunities and will implement appropriate control measures or other actions to ensure the organisation has appropriate arrangements in place to address the risks. When necessary will engage or seek approval from the Executive Team or other groups prior to proceeding.

4. Lead Change Programmes

- 4.1. Will lead organisational change programmes and seek to engage diverse groups of staff and other bodies to embrace the change programmes. Will lead, or participate in, senior management improvement initiatives at service, directorate or organisational level.

- 4.2. Will ensure the organisation develops and maintains a skilled workforce that will meet its current and future requirements. Will ensure learning and development needs are assessed and appropriate monitoring measures and plans are in place to achieve this.

5. Collective Matters

- 5.1. Will have a lead role in all collective matters and will determine the organisations priorities and develop appropriate strategies and approaches to meet these. In conjunction with the Director of Finance & Resources, will lead pay negotiations on behalf of the organisation.
- 5.2. Will negotiate on behalf of the organisation recognition and collective agreements. Will write papers for Board or relevant Committees as required.

6. Management

- 6.1. Will be the primary adviser to the Chief Executive on all HR matters relating to the Executive Team. Will line manage the HR service to ensure they are supported to deliver to meet the organisations requirements. Is authorised to conduct disciplinary, and other, hearings and issue sanctions up to and including dismissal
- 6.2. Will support local managers in developing their awareness, knowledge and understanding of HR management, policy and procedures.
- 6.3. Will determine approaches to take with regards legal action against the organisation and will work with external bodies to ensure the organisation responds appropriately.
- 6.4. As the lead signatory for Disclosure Scotland / CRBS will authorise the appointment of counter-signatories and of those with an unclear Disclosure Scotland Certificate.
- 6.5. Will operate with considerable autonomy and determine own operational priorities within the organisational context.

7. Financial Management

- 7.1. Will support managers in the preparation of their annual budgets within their functions. Will monitor and review staffing establishments to ensure this is within budget, or otherwise appropriate, and in accordance with the organisational priorities.
- 7.2. Will monitor income and expenditure associated with the Human Resources service to ensure income targets are met and expenditure is controlled. Will authorise spend in accordance with the organisation's Schedule of Financial Authority.

8. Pension and Death in Service Provision

- 8.1. Will ensure appropriate arrangements are in place regarding the Pension and Death in Service schemes that the organisation operates; will oversee claims to the scheme and will act as a trustee. Will be a trustee to the defined benefit pension scheme and set strategies to ensure the pension provision is protected for the benefit of the members.

9. Service Providers

9.1. Will oversee the management of outsourced providers and will periodically review their suitability to meet the organisation requirements including conducting tender processes where required and ensure these are open, transparent and fair.

Applicable for all roles:

To undertake any other duties related to the responsibilities of the post and as delegated by Capability Scotland management.

Essential Requirements

To be considered for this position you must have the following knowledge, skills and experience:

- Full member of Professional Body e.g. CIPD
- Proven track record of operating at a senior level within a complex business / organisation
- Thorough knowledge of employment law and pensions
- Problem solving and analytical skills
- Significant strategic planning and project management experience
- Strong leadership and management skills
- Effective team working to achieve objectives
- Excellent verbal and written communication skills
- Ability to engage, negotiate with and influence senior stakeholders