

TENDRING DISTRICT COUNCIL

ROLE DESCRIPTION

Role Title: People Development Manager

Post No: 10001146

Department: Chief Executive (People)

Grade: 10/11

Reports to: Head of People

1 Main Purpose of the Role

To effectively build the people and culture capability of the Council; to support the management of the employee lifecycle; and to contribute to broader organisational and strategic management. Leading on the development of organisational culture and values, ensuring they are visible, embedded, and upheld.

To provide strategic management of the Council's Career Track provision, utilising apprenticeships to support the workforce of the Council, and delivering a professional program within external organisations. This includes marketing, monitoring, evaluation, and budget management.

To support Senior Management in respect of Organisational and Workforce Development matters, ensuring that best practices are followed and that organisational development initiatives are effectively implemented.

To work in collaboration with the People & Culture Manager to provide a seamless people resource, to maintain the Council culture and fulfil organisational needs.

2 Principal Activities

1. To provide the strategic management of the Council's Career Track function ensuring that the use of apprenticeship programmes support the long-term development of the Council's workforce, and the wider regeneration aims of the Council.
2. To manage the Council's Learning and Development budgets and ensure that an annual training plan is in place based on analysis of needs, whilst reflecting both the Council's priorities and any identified skills gaps.
3. To maintain a focus on management/leadership development, the post-entry qualification, co-ordinate coaching across the Council and work closely with Human Resources in the development of e-learning.
4. To lead on the creation and development of Council policies relevant to the management of structures, establishments, individual performance management and learning and development.
5. Liaise and develop relationships with external providers in the areas of employment law, learning and development and organisational culture.

6. To work in cohesion with the People and Culture Manager in the management and development of HR and Workforce related IT systems.
7. To be responsible for creating workforce and related strategies and policies. Ensuring that the actions as set out in the Council's People Strategy are achieved and that it is regularly updated as necessary to support the Council's strategic objectives.
8. Foster and maintain trusted and professional relationships with Assistant Directors and Senior Management across the Council.
9. Lead on the selection and delivery of psychometric testing and general ability testing and assessments, including external system delivery.
10. To undertake employment related projects and case work as required, including providing cover in the absence of the People & Culture Manager to ensure seamless service delivery.
11. To adopt the role of "custodian" of the Council's Job Evaluation Scheme including database maintenance and training and ensure that pay and rewards and career grade management reflects new structures, priorities, market trends and new ways of working.
12. To manage the Council's establishment and actively participate in the Workforce Planning Panel to enable the Council to have the right people in the right place at the right time.
13. To carry out any other duties as required from time to time and support the management and functions of the People function including project work as required.

3 Corporate Responsibilities

- 3.1 Must contribute to high quality management standards and best practice across the Council, reflecting the values of the Council and provide, through positive example, a clear sense of direction and purpose to employees.
- 3.2 Maintain a constant focus on service improvement within the Council seeking continuous improvement in reducing costs, increasing efficiencies and looking for alternative delivery methods e.g. shared services.
- 3.3 Must achieve good performance on relevant performance indicators both local and statutory, and ensure that all employees understand the aims and objectives of the service, and are able to maximise potential and achievement.
- 3.4 Must ensure that employees can relate their work to the Council's overall corporate strategy and priorities.
- 3.5 You are required to adhere to the Council's HR and ICT policies, procedures and schemes, including E Mail, Internet, Intranet, IT Monitoring, ICT Security, Records Management and Retention as well as financial and contract regulations, delegated powers, the Data Protection Act and the Freedom of Information Act.

4 Special Conditions

- 4.1 This post is politically restricted within the meaning of the Local Government and Housing Act 1998.
- 4.2 You will be required to attend evening meetings, work all reasonable hours to ensure deadlines are met and attend out-of-hours emergencies from time to time.
- 4.3 You must keep up to date with and implement any changes insofar as they apply to your role be they new or amended legal requirements, internal and external policies or any Council or delegated decisions.

This job description is a guide to the duties the post-holder will be expected to undertake. It is neither exhaustive nor exclusive and will be changed as working requirements dictate.

TENDRING DISTRICT COUNCIL

PERSON SPECIFICATION

Role Title: People Development Manager

Post No: 10001146

It will help the assessment of your application if you ensure it addresses how you meet each of the requirements set out in this document. If appropriate, please set out the actions you are willing to take to close any gaps.

PROFESSIONAL & TECHNICAL DEVELOPMENT

1. A Level 7 qualification in Human Resource Management or Development.
2. Chartered status of the Chartered Institute of Personnel and Development (ideally FCIPD).
3. At least a Level 4/5 (ideally Level 7) Leadership or Management qualification.
4. Full membership of a professional body in management, leadership or local government.
5. A Level 5 Coaching and Mentoring qualification (desirable)
6. British Psychological Society Level A and B Occupational Test User qualification. Registered Member of the British Psychological Society (desirable)
7. Experience of working in a complex and diverse organisation at a senior level undertaking similar functions and duties to those in the job description.
8. Having a consistent record of giving sound professional advice and building success through effective and productive working relationships.
9. Effective budget management skills.
10. Demonstrable literacy and numeracy skills.
11. Proficient in MS-Word, Excel and Outlook.
12. Eligible to work in the UK.

COMPETENCY REQUIREMENTS

The following competencies will be used in making the initial selection decision:

1.1 Deciding and Initiating Action

- a. Makes prompt, clear decisions which may involve tough choices or considered risks.
- b. Takes responsibility for actions, projects and people.
- c. Takes initiative, acts with confidence & works under own direction.
- d. Initiates and generates activity

1.2 Leading and Supervising

- a. Provides others with a clear direction.
- b. Sets appropriate standards of behaviour.
- c. Delegates work appropriately and fairly.
- d. Motivates and empowers others.
- e. Provides staff with development opportunities and coaching.
- f. Recruits staff of a high calibre.

4.1 Writing and Reporting

- a. Writes clearly, succinctly and correctly.
- b. Writes convincingly in an engaging and expressive manner.
- c. Avoids the unnecessary use of jargon or complicated language.
- d. Writes in a well-structured and logical way.
- e. Structures information to meet the needs and understanding of the intended audience.

4.2 Applying Expertise and Technology

- a. Applies specialist and detailed technical expertise.
- b. Develops job knowledge and expertise (theoretical and practical) through continual professional development.
- c. Shares expertise and knowledge with others.
- d. Uses technology to achieve work objectives.
- e. Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity.
- f. Demonstrates an understanding of different organisational departments and functions.

6.2 Delivering Results and Meeting Customer Expectations

- a. Focuses on customer needs and satisfaction.
- b. Sets high standards for quality and quantity.
- c. Monitors and maintains quality and productivity.
- d. Works in a systematic, methodical and orderly way.
- e. Consistently achieves project goals.

Applicants should note:

- *That the above competencies are part of the Council's Universal Competencies Framework and there will be other competencies relevant to this role which will be used in the on-going appraisal of the person appointed.*
- *The successful postholder will be expected to undertake any personal development necessary to fully meet the requirements of the Role Description and Person Specification e.g. gaining a qualification to validate knowledge obtained through experience.*