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# smaller_London Councils_colour

# JOB DESCRIPTION

**Post title:** HR Director & London Regional Employers' Secretary

**Grade:** CO-C

**Responsible to:** Chief Operating Officer

**Responsible for:** Four HR and employment services related staff and any temporary staff and external contractors or consultants assigned.

**Location:** 12 Arthur Street, London, EC4R 9AB

## Key contacts: Elected members, leaders, chief executives, heads of HR and senior managers of London’s local authorities, civil servants, the Local Government Association, regional trade union officials; and senior managers from other national and regional bodies.

# Main purpose of job

Managing the London Regional Employers’ Organisation ensuring that its services are focused on supporting innovation and transformation in employment models and practices that support improvement and efficiency in public service delivery across London. Operate as the strategic workforce lead for London Councils ensuring that HR/OD policies and systems enable staff resources to deliver London Councils shared ambitions.

* Act as secretary to the Greater London Provincial Council and Greater London Employers’ Forum by working with the chairperson, arranging meetings, agenda and reports for the committees.
* Support the chair of the Employers’ side on pan London workforce issues and committee meeting arrangements including agenda planning and producing reports.
* Support the political and managerial leadership within London Councils on employment related matters that have strategic importance to the region.
* Provide strategic HR leadership to London Councils on workforce matters and develop organisational and employee strategies that support a culture of continuous improvement and enable staff to deliver London Councils shared ambitions.
* As a strategic leader, model practices that support delivery of the organisations target operating model.
* Promotion of innovation and transformation in employment models and practices which support improvement and efficiency in public service delivery in London.
* Support national and regional employers on the response to central government proposed employment related legislation and trade union claims.
* Share information, advice and guidance with London authorities on best practice HR/OD workforce strategies, arrangements and systems.
* Management of the HR Metrics service providing HR information, analytics and research into workforce data for the benefit of all London boroughs and other local authorities across the country.
* Develop and manage London Councils capability to generate income via existing products

e.g. GLPC Job Evaluation Scheme services and HR metrics service.

* Support and facilitate the London Heads of HR network and other employment related networks.
* Manage the service level agreement and arrangements for the City of London providing HR support services to London Councils.
* Provide administration and management of the Smart Pension scheme for the benefit of Adjudicators in the London Tribunals Service, plus pension auto enrolment administration for all London Councils staff.
* Responsibility and management of London Councils Joint Consultative Committee and employee relations arrangements with London Councils recognised trade unions.
* Collating, analysing and producing the annual workforce profile reports including health and sickness and pay gap reports.
* Manage and develop the Regional employers officers and London Councils HR/OD related staff so they deliver their best to London Councils.

**Principle duties**

1. Support the operation of, and advise members on, the Greater London Provincial Council on regional negotiations and the resolution of regional and local disputes, including undertaking the role of Regional Employers’ Secretary and to support the Greater London Employers’ Forum, and borough HR portfolio holders.
2. Develop, build trust and maintain a complex set of relationships as listed in Key Contacts above, and discuss, consult, influence and negotiate with the stakeholders on the impact of employment related legislation and regulations. Promote and protect the interests of all London local authorities.
3. Research, consult and advise on the impact on London boroughs of new and proposed national conditions of service, employment legislation, and regional and national initiatives and respond to consultation processes and lobby as appropriate.
4. Receive, analyse and advise on the processing of trade union claims for improved pay and conditions in London and develop options for negotiating packages that support changing patterns of service delivery in London.
5. Ensure that data and other relevant information are provided to support the regional Employers’ Side in consultation and negotiations with the trade unions.
6. Undertake dispute resolution at regional and local level, in conjunction with the Trade Union Side Secretary.
7. Manage, maintain, market and monitor the effectiveness of the GLPC job evaluation Scheme including income generation and training.
8. Manage the HR metrics service and team. Ensure constructive relationships with London borough clients and the provision of HR metrics and analytics that support effective benchmarking and workforce planning across London boroughs and other local authorities across England. This will include ensuring the development and enhancement of London Councils HR metrics service.
9. Manage the service level agreement and arrangements with the HR metrics platform provider (currently InfiniStats) and at appropriate times – every 3 years – manage the procurement and tender process for the provision of the online platform to deliver HR and workforce metrics surveys and data benchmarking for local authorities across the country.
10. Support and advise London authorities on the design, development and implementation of best practice employment policies and pay and employment packages that support service delivery needs.
11. Provide an employment and employee relations advisory service to London boroughs, covering a wide range of issues concerning employment law, terms and conditions and best practice.
12. Facilitate and support the Chairs and Vice Chairs of the professional networks and communities of practice that contribute towards the work of the Regional Employers’ Organisation. These currently are the Heads of Human Resources, Pay and Reward, Recruitment and Retention, Organisational Development, and Workforce Planning & Information networks.
13. Provide strategic HR leadership to London Councils on workforce matters to enable staff to deliver London Councils shared ambitions. This will include the development, maintenance, review and production of London Councils HR policies and procedures.
14. Ensure that London Councils employment offer is attractive and supports staff recruitment and retention.
15. Operate in a strategic leadership role and model practices that support delivery of the organisations target operating model.
16. Produce workforce profile reports for the organisation including health and sickness and pay gap reports.
17. Manage the service level agreement and arrangements for the City of London providing HR support services to London Councils.
18. Responsibility and management of London Councils Joint Consultative Committee and employee relations arrangements with London Councils recognised trade unions to ensure that union issues are considered and dealt with as appropriate and that any HR policy issues or changes are discussed and agreed as appropriate via this employee relations machinery.

1. Manage, support and develop the Regional employers officers and London Councils HR/OD related staff so they deliver their best for London Councils.
2. Provide administration and management of the Smart Pension scheme for the benefit of Adjudicators in the London Tribunals Service. This includes the calculation of monthly pay and pension contributions, the determination of auto-enrolment for changed remuneration or new adjudicators meeting the qualifying criteria and upload and maintenance of information to the Smart Pension website. In addition ad hoc advice and administration is undertaken to ensure London Councils staff in the Local Government Pension Scheme comply with pensions auto-enrolment processes.
3. Manage the pan London local government relationship with external workforce related research organisations e.g. the Institute for Employment Studies and support the operation of the National Association of Regional Employers.
4. Manage the interface with consultants and the work and outputs arising from research commissioned and other major projects assigned.
5. Undertake job evaluations as necessary for other organisations that use the GLPC job evaluation scheme and for roles within London Councils.
6. Support London Councils business planning and corporate performance reporting processes, as required.
7. Promote and champion equality, diversity and inclusion in all aspects of the role.
8. Uphold health and safety at work for self and others and observe London Councils’ Health and Safety policy and related procedures at all times.

This is a politically restricted post, under Section 2 of the Local Government and Housing Act 1989.

**PERSON SPECIFICATION**

**Post:** HR Director & London Regional Employers' Secretary

**Responsible to:** Chief Operating Officer

**Responsible for:** Four HR and employment services related staff and any temporary staff and external contractors or consultants assigned

**Knowledge and understanding**

1. Expert knowledge on human resources management, employment law and regulations governing and impacting on people management in the public sector.
2. An understanding of the relationship between national, regional and local terms and conditions of service and employment policies and procedures.
3. Detailed knowledge of job evaluation systems and processes.
4. An understanding of innovative people management and pay and rewards systems that support improved productivity and the aspirations for London’s public service delivery.
5. A good understanding of HR metrics and analytics and how information can be utilised to inform, benchmark, improve and enhance HR/OD practice and workforce planning/ management in organisations.
6. An understanding of the role of London Councils, London local government and the authorities and agencies responsible for delivering services across London.
7. An understanding of London Councils’ core objectives and the financial, legal and political context of local government, especially in London.
8. A good understanding of pensions and the administration requirements to meet legislation and pension regulations.

**Experience and skills**

1. Significant experience of developing and maintaining effective relationships and influencing people operating at a political and/or senior level in complex organisations.
2. Evidence of working effectively at a senior level in complex political environments.
3. Experience of disputes management, including mediation and conciliation.
4. Evidence of the development of successful negotiating packages and techniques in a complex arena.
5. Substantial job evaluation experience.
6. Significant experience of writing reports, briefings and other documents on complex/sensitive issues and experience of presenting to diverse audiences.
7. Experience of designing and carrying out surveys on a range of workforce and pay matters.
8. Able to analyse and review HR and workforce metrics data to identify trends and produce reports as necessary.
9. Able to manage, develop and motivate people.
10. Able to manage projects and associated budgets and resources.
11. Excellent prioritisation and time management skills

**Personal attributes**

1. Flexible and adaptable and willing to embrace change.
2. Personal and professional demeanour and credibility which commands the confidence of members, colleagues, partners and stakeholders.
3. Highly developed written, oral and presentational skills.
4. Highly developed political management skills, demonstrating political judgement and sensitivity.
5. Resilient and tough under pressure