



Seaford Town Council

Human Resources & Operational Development Manager

Job Description and Person Specification

Role: Human Resources Manager

Reporting to: Deputy Town Clerk / Responsible Financial Officer

Responsible for: n/a

Work pattern: 37 hours per week

Work location: Town Council offices, with a maximum of 50% home working as agreed with line manager and dependent on business needs

Salary grade: STC6

Salary bracket: SCP 26 - 30, starting on SCP 26 £37,280 per annum, £19.32 per hour

1. Job Purpose

To lead and manage the Human Resources function of the Town Council and linking to this, a culture of continuous improvement through organisational development. To ensure the Town Council's adherence to data protection legislation and embedding of best practice throughout the Town Council.

2. Areas of Responsibility

Human Resources & Advisory Services

Staff Training and Continuous Professional Development

Organisational Development

Data Protection & Subject Access Requests

Payroll Coordination

3. Duties & Responsibilities

Human Resources & Advisory Services:

- 3.1. Responsible for leading and managing all of the Town Council's HR functions and activities. Working as an HR generalist and covering duties across the breadth of

the HR function, from supporting with the setting of strategy and handling disciplinary matters, to the drafting of letters and maintaining of personnel files.

- 3.2. Providing HR support and advice to line managers, employees and, as required, councillors.

Staff Training and Continuous Professional Development

- 3.3. Responsible for management and coordination of staff training, including mandatory training, role-specific development plans and group training, encouraging a culture of continuous professional development.

Organisational Development:

- 3.4. Providing professional expertise and challenge that builds organisational and people capabilities effectively.
- 3.5. Driving forward the improvement of employee performance and the building of a strong and rigorous development culture.
- 3.6. Developing the internal capacity of the Town Council to be the most effective it can.
- 3.7. Design and implementation of employee engagement approaches.
- 3.8. Support the design and implementation of culture changes in alignment with the Town Council's strategic goals, providing tools and support.
- 3.9. Support across the organisation with change management.
- 3.10. Design and monitoring of trends and data related to organisation development.
- 3.11. Maintain strong relationships across the Town Council leadership to facilitate a clear understanding of strategic direction, performance, engagement or skills challenges.

Data Protection & Subject Access Requests:

- 3.12. Ensuring the Town Council is adhering to data protection legislation and that best practice is embedded within the organisation, supporting others where required.
- 3.13. Responsibilities as the Town Council's Data Protection Officer, including responding to and handling potential or known data breaches.
- 3.14. Receiving and responding to any Subject Access Requests received.

Payroll Coordination:

- 3.15. Ensuring that the external payroll provider is provided with all necessary information and liaising with them as required to support delivery of the monthly payroll.
- 3.16. Provision of salary figures for budget setting purposes, implementation of pay increases and any other activity where salary costs or projections will be required.

Other:

- 3.17. Undertaking team management and monitoring of team and individual performance.
- 3.18. Creating high level reports to Full Council or Committee meetings, as required, and providing support and advice at these meetings to aid the consideration of the report.
- 3.19. Undertaking reviews of Town Council policies within areas of responsibility or creation of new policies as required. Supporting with monitoring adherence to these policies and identifying areas for improvement to policy documents.
- 3.20. Building and nurturing partnerships with internal and external partners / stakeholders.
- 3.21. To undertake any other duties as required by the line manager consistent with the level and scope of the post.

4. Person Specification

As a Town Council Officer:

We are looking for a team player, who performs their duties in an honest, open and professional manner.

The officers of Seaford Town Council are passionate about its future and strive for high deliverance in customer service, always observing confidentiality and sensitivity.

To enhance this, each officer has an attitude of flexibility in respect of being a reasonably small team, and to maintain a supportive team environment.

The specifics for this role:

In addition to the above, which we seek from all team members to underpin our success, the specific requirements relating to this role are set out in more detail below:

		Essential	Desirable	How Assessed *
* A = application form, I = interview, E = evidence of (e.g. certificate)				
QUALIFICATIONS / CERTIFICATES				
1	CIPD qualified to level 5 or more	Y		A, E
2	Willingness to learn and committed to continuous professional development, driven by the individual		Y	A, I
EXPERIENCE & KNOWLEDGE				

		Essential	Desirable	How Assessed *
* A = application form, I = interview, E = evidence of (e.g. certificate)				
3	Experience in a role managing an HR function whilst carrying out an HR generalist and advisory role	Y		A, I
4	Excellent knowledge of Employment law and HR legislation and processes	Y		A, I
5	A working knowledge of data protection legislation and principles	Y		A, I
6	Experience managing complex employee relation matters and providing HR support to line managers	Y		A, I
7	Experience being accountable for data protection and supporting compliance throughout the organisation	Y		A, I
8	Leading on internal investigations / hearings	Y		A, I
9	Driving a programme of continuous professional improvement across the whole Town Council	Y		A, I
10	Experience developing and driving organisational development and increasing employee engagement	Y		A, I
11	Awareness of equality, diversity & inclusion	Y		A, I
12	A working understanding of a town councils' function in the tiers of local government		Y	A, I
13	Knowledge of the Green Book		Y	A, I
14	Experience preparing for and running payroll, and ensuring adequate record keeping		Y	A, I
15	Experience reviewing and implementing policy		Y	A, I
SKILLS				
16	Thrives in a free rein working environment, taking ownership of systems, monitoring, identifying improvements and assessing	Y		A, I
17	Relationship building	Y		A, I
18	Conflict management	Y		A, I

		Essential	Desirable	How Assessed *
* A = application form, I = interview, E = evidence of (e.g. certificate)				
19	Excellent time management and delegation skills	Y		A, I
20	Investigatory skills and an analytical thinker	Y		A, I
21	Confidence to make a proportionate risk-based decision	Y		A, I
22	Ethical and professional conduct, being unbiased and consistent, with a high level of understanding of confidentiality	Y		A, I
23	Adaptable and resilient, showing patience and empathy	Y		A, I
24	Confidence with receiving constructive challenging with an openness to challenge and critique		Y	A, I
25	A good level of financial acumen to enable monitoring of performance against budget and future budget setting, requiring confident use of Microsoft excel		Y	A, I
26	Stress and wellbeing management		Y	A, I
LEADERSHIP SKILLS				
27	People management and development skills	Y		A, I
OTHER				
28	With sufficient notice, a willingness to work flexible hours, including ad hoc evenings and weekends, as required, to meet project deadlines and / or attend Town Council meetings or events	Y		A, I
29	A high level of commitment to and pride in your work	Y		A, I
30	Commitment to serving the community and promoting its interests	Y		A, I