

Job Title:	People Policy & Strategy Consultant
Directorate:	Organisation: People and Change
Service:	Our People Services
Location:	Suitable Council location within the City of Wolverhampton. Designated post with a 'flexible' working style
Responsible to:	Policy & Strategy Lead
Grade:	7

Job Purpose and Role

To support the People Policy and Strategy Lead in the development and implementation of the councils and schools HR policy and manager guides in a modern and effective manner and in collaboration with the council's vision and legislative constraints.

To work with the People Policy and Strategy Lead, to identify and manage improvements to HR Policy and lead on collaborative work across People Services, other service areas, key stakeholders and equality forums to ensure processes and procedures are inclusive, representative, valid, fair and transparent.

Ensure equality, diversity and inclusion are embedded across People Service functions, processes and systems.

People Policy and Strategy Consultants may be required to support on People operational matters if required to meet business needs.

Customers include, Directors, Service Directors, Heads of Service, Managers, Head teachers, External organisations, Partners and all level of employee.

Principal duties and responsibilities

1. Take a lead role to benchmark, research, compile, review and modernise HR policies, management tools and guidance documents. Provide direction and guidance to People Advisors on consistent policy and process development.
2. Establish working groups with internal and external stakeholders to ensure policy development is an inclusive and consultative process. Manage the information shared with each group to ensure its relevant, informative and helps achieve outcomes required.
3. Support the People Policy and Strategy Lead to introduce, implement and embed the People Policy forward plan for future change, identify risks and methods of mitigation.

4. Monitor progress against the forward plan and appraise the People Policy and Strategy Lead of issues and concerns.
5. Design and deliver training and presentation of information to the wider team, user groups, employees, trade unions and operational manager networks to ensure the business is constantly appraised of HR advancements.
6. Work with the transformation team to support the development and establishment of consistent templates for HR policies, guides and SOPs, setting minimum standards to be used across all HR policies as well as developing a strong implementation, communication and training plan.
7. Horizon scan for varying employment legislation implications to ensure HR policies are legally compliant and are revised on a regular rotational basis.
8. Manage requested actions from the staff equality forums, appraise the HR Policy and Strategy Lead of each. Lead on implementation of recommendations, considering impact on employees, policies, procedures and other stakeholders.
9. Work with the Equality and Diversity team to ensure the People Service deliver on equality related responsibilities, such as gender and ethnic pay gap reporting, stonewall requirements, disability confidence charter etc.
10. Identify areas for continued development and transformation of the People Service, including provision and presentation of HR related data to managers and employees that is accurate, meaningful and easy to understand.
11. Work with the People Policy and Strategy Lead to develop and manage a communication plan of improvements/changes/updates to the wider organisation, trade unions, council members and relevant stakeholders.
12. Appraise the People Policy and Strategy Lead of relevant business and organisation issues that have substantial Human Resources implications.
13. Attend Operational Peer to Peer group learning sessions. Support consistency across functional operational groups and ensure any learning is captured and reported to People Service Leadership Team (PSLT).
14. Review HR ICT systems and development of these to ensure they are fit for purpose and they provide the human capital analytics and reporting tools required for proactive people management.
15. Manage and support new development projects in order to enable the Council to realise its modernisation strategy through flexible management arrangements, agile working to enable fast and effective organisational change and to meet increasing customer expectations and improve value for money.
16. Provision of timely information and SOPs to the wider team on new initiatives, business change and improvements, taking into account feedback provided.
17. Build and maintain excellent relationships with managers and colleagues across the council.
18. Promote a professional People Service by providing consistent and credible support and advice.

19. Contribute to coaching and mentoring of managers to ensure consistent delivery of HR processes across the organisation.
20. Contribution, attendance and presentation at skills gyms relevant to People services provided.
21. Contribute to the production of Standard Operating procedures and review of operational processes.
22. Maintaining HR systems and recommendations for continuous improvement.
23. To act in accordance with the Council's Constitution and other Codes of Conduct.
24. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
25. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
26. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
27. To participate in the wider development of the service and contribute to service improvement as required.
28. Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council's key strategies; as appropriate and training provided.
29. Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council's objectives; as appropriate and training provided.
30. City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date

Signature of post holder

City of Wolverhampton Council

Personnel Specification

Job title: People Policy & Strategy Consultant

Factors	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> • Post Graduate Diploma in HR Management or equivalent work experience/qualification • Associate Member of CIPD or equivalent work experience and willingness to work towards 	<ul style="list-style-type: none"> • Degree or equivalent qualification 	Application Form Production of original certificates Interview
Training	<ul style="list-style-type: none"> • Employment Law updates 	<ul style="list-style-type: none"> • Unconscious bias • Equality, Diversity and Inclusion Training 	Application Form Interview
Experience	<ul style="list-style-type: none"> • Experience of providing advice and guidance on diverse range of HR and employee relations matters. • Policy development and modernising experience leading to organisation wide change. • Experience of consulting and negotiating directly with employee/manager forums/ boards or trade unions • Experience of supporting complex projects • Experience of designing and delivering presentations to update key stakeholders • Partnership/matrix working with other service areas 	<ul style="list-style-type: none"> • Experience of presenting to all levels of the organisation • Experience of working in a local authority setting • Experience of writing new and revised policies • Experience of change management • Significant experience of providing advice and guidance on terms and conditions of employment 	Application Form Interview References
Special Knowledge/Skills	<ul style="list-style-type: none"> • Extensive knowledge of Employment Law and Practice • Proven high standard of presentation and report writing skills 	<ul style="list-style-type: none"> • Knowledge of local authority terms and conditions of service • Presentation skills 	Application Form Interview References

Factors	Essential	Desirable	How identified
	<ul style="list-style-type: none"> • Proven ability to provide robust advice and HR solutions • IT literate 	<ul style="list-style-type: none"> • Detailed understanding of councils HR policies 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to manage a diverse workload • Ability to exercise appropriate discretion with sensitive matters • Professionalism • Proven ability to build and maintain relationships with key stakeholders • Proven high standards of verbal and written communications 		Interview References
Interests and Motivation Relevant to job	<ul style="list-style-type: none"> • Self-motivated 		Interview References
Commitment	<ul style="list-style-type: none"> • To achieve work targets within specified timescales. • To contribute towards continuous improvement in service delivery and securing value for money • To a one council, one team approach • To maintain professional and ethical standards • To contribute towards maintenance and improvement of the image and reputation of the Service Group • To equality, diversity and inclusion 		Interview References