**Manchester City Council**

**Role Profile**

**HR Officer Level 2 (Employee Relations, Policy, Pay and Grading), Grade 6**

**HR, ODT & T Service, Corporate Core Directorate**

**Reports to: Employee Relations Manager**

**Job Family: Corporate Organisational Support**

**Key Role Descriptors**

Working within a support service or Centre of Excellence, the role holder will provide high-quality information and advice to enable the delivery of service and organisational objectives through the delivery of assigned work packages and projects.

**Key Role Accountabilities:**

Effective delivery of assigned work packages to ensure achievement of service objectives, to support the effective decision making processes of the Council and to enable it to meet its legal obligations.

Ensure that work packages delivered are in line with organisational direction of travel and agreed policies / procedures, including consideration of Public Service Reform principles.

Provide robust and effective analysis of information in, using outputs to inform work packages and advise client services.

Work collaboratively across the wider Council, providing specialist advice, information, support and challenge to support client services to meet the objectives outlined in business plans and the effective delivery of organisational objectives.

Proactively assist the monitoring and review processes and procedures to ensure that key performance indicators are met and implement strategies and procedures to continually enhance the service.

Provide advice and guidance to colleagues across the organisation in area of specialism.

Roles at this level may be required to undertake management duties, either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role Portfolio:**

The Human Resources, Organisational Development and Transformation service forms part of the Corporate Core Directorate and is responsible for working with managers and staff to drive forward Our Manchester through the Our People Strategy: ensuring that our workforce is developed, supported and led in the most effective way.

The Our Manchester Strategy sets out the vision for the whole city in 2025 to be thriving, filled with talent, fair, a great place to live, and buzzing with connections. This means that we need to work closely with partner organisations to radically transform services, putting people at the heart of our vision and strategy.

The Employee Relations, Policy, Pay and Grading team is a small yet busy team liaising with Managers, Business Partners, HR Teams and Trade Unions across the council. The HR Officer will provide HR support to the team in 3 key functional areas as follows:

Policy

* Maintain HROD&T policy schedule and ensure policies are reviewed and updated/amended in line with the schedule
* Maintain and keep up to date the HROD&T policy section on the intranet
* Support with the research and update of existing policies with guidance from HR, OD&T Specialists
* Contribute to writing clear and structured HR guidance and policy documents that align to organisational aims and influence the behaviour of the organisation
* Co-ordinate feedback on new policies/policies where significant changes are required from key stakeholders, e.g. HRBP’s, staff network groups
* Draft communications for the workforce on policy updates
* Organise policy update meetings with HRBP’s/HRODT colleagues
* Support ER Manager with identifying legislative changes relating to HRODT policy.
* Support ER Manager and HRODT Specialists in providing advice and guidance as required on the range of HROD policies
* Organise and develop HR policy briefings with support from HR, OD&T Specialists
* Coordinate the Council’s Internal Mediation Service
* Coordinate responses to Freedom of Information requests and Data Subject Access Requests

Employee Relations

* Organise Trade Union meetings (JCC and HROD Forum)
* Prepare papers for JCC and HROD Forum Meetings including agenda, in conjunction with ER Manager and Strategic Head of HR
* Write minutes/action points for the above
* Facilitate the collation of the annual Trade Union facility time reports

Pay and Grading

* Maintain records of job evaluation for senior roles within the organisation
* Support ER Manager with identifying legislative change relating to pay
* Provide support to the ER Manager with the annual pay review

**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we are not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**Generic Skills**

**Communication skills:** Demonstrates an understanding of the views of others and communicates in a realistic and practical manner using appropriate language and medium, listens attentively to views and issues of others and responds to issues arising. Good literacy and numeracy skills to undertake calculations and produce letters and other documentation. Ability to communicate clearly, concisely, accurately and in ways that promote understanding.

**Analytical Skills:** Ability to engage with stakeholders to identify information needs and to know how to go about obtaining the relevant information. Able and confident to resolve moderately complicated queries in their area of knowledge using logical thinking to explain reasoning behind decisions or actions taken.

**Planning and Organising:** Demonstrate the ability to organize multiple tasks in the most effective way, and allocate time and energy according to task complexity and priority

**Problem Solving and Decision Making:** Is able to make effective decisions on a day-to-day basis, taking ownership of decisions, demonstrating sound judgement in escalating issues where necessary. be logical in their thinking and explain reasoning behind decisions or actions taken

**Strategic Thinking:** Contributes to the development, implementation and evaluation of strategy to shape future plans

**Technical requirements (Role Specific)**

* A working knowledge of HR/OD legislation, theories, concepts and practices.
* A working knowledge of HR/OD policies and procedures
* Experience of working in a unionised environment