

Job Description



This job description may be amended from time to time dependent on job requirements and Service provision.

Section A

Post Title: HR Corporate Lead

Location: Hybrid/Teith House

Reports to post (Title): Service Manager - HR

Service: People & Community Wellbeing

Grade: JE13

Eval Ref: A3676

Date: April 2025

Section B

Organisational Relationship



Section C

Principal Purpose and Objectives

This section lists the main (headline) responsibilities/accountabilities of the job.

- The Post holder will lead on the modernisation of HR Services. As the HR Corporate Lead you will report to the Service Manager, HR.
- The Post holder will ensure the Council and Council services are supported with HR policy, process and advice which drives and enables a culture of improvement and best practice.
- The Post holder will also lead the development and co-ordination of programmes of work which review what we do and maximise opportunities which build organisational capacity and support business transformation.
- Core to this role will be the ability to build and maintain relationships at all levels of, and across the organisation.

Section D

Main Duties and Responsibilities

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. Note these are illustrative only and are not exhaustive.

- Provide strategic HR input at a senior management level, to effectively integrate people management with service plans, identifying risks and opportunities, and supporting the modernisation of HR services.
- To ensure appropriate links and dependencies between allocated HR policies, projects, and strategies within the Council, and across services, are identified and managed appropriately, ensuring compliance with legislation.
- Oversee related suites of HR policies development and review, leading, when necessary, individual policy and infrastructure review exercises with relevant stakeholders, and using data informed approaches to achieve outcomes which are effective and measurable.
- To lead the co-ordination, development, resourcing, and delivery of allocated programmes of HR business transformation activity, comprehensively reviewing what we do and how we do it, leading to a culture of improvement and best practice that is strategically and operationally sustainable.
- Oversee and direct the activities of peers, evaluating activities and working methods, re-prioritising as necessary, and ensuring best practice in the implementation and undertaking of HR practice and process.
- Support the delivery of the Councils' Fair Work principles, policy, and practice, actively seeking to develop and introduce working practices which enhance the working lives of our people, and benefit our organisation and our communities, by adopting, promoting, and sharing best practice, and building reciprocal arrangements for developing and shared resources and learning.
- The development and delivery of data-informed approaches and targeted interventions with a particular focus on developing a high attendance culture. This will include carrying out activity to promote employee wellbeing and resilience, change behaviours and practices towards absence, which support employees to remain at, or return to, work.

Section E

Responsibility for Physical Assets, Data and Finance

This section details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data**, e.g. computers, record keeping, **finance** e.g. budget holding/monitoring/cash handling.

- The post holder will contribute to the long-term planning of people resources to ensure these meet future Council and service requirements.
- The post holder will contribute to and support the Service Manager in reviewing and setting the Service budget.
- Information handled will often relate to both legal and contractual issues affecting the individual and impacting the organisation and workforce.
- The post holder will be required to exercise discretion in decision-making, taking account of any wider service/organisational impact.
- Strict observation of GDPR legislation must be observed at all times.
- The post holder will be required to work creatively to find solutions, with a high degree of autonomy, and to consider and explore solutions within existing corporate and service constraints but will be required to consider innovative approaches while taking account of any wider service/organisational impact.

Section F

Communications Skills

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact, and explains the nature of the communication and level of skill required by the post holder.

- The post holder will be required to demonstrate excellent communication skills and the ability to communicate complex information to senior managers, trade unions, and peers on HR policy and process.
- They will also provide professional advice and guidance as a policy specialist, for example during consultation processes, with all stakeholders on a variety of complex HR issues.
- They will also demonstrate effective and adaptable negotiation skills such as advising and persuading on courses of action which may not otherwise be taken.
- The post holder must be able to present and respond to information in various formats, including face-to-face, written (including digital formats), and telephone communications and deal effectively with all HR enquiries, escalating where appropriate.

Internal: The post holder will deal with a wide range of individuals and organisations such as the Senior Managers, Service Managers, Employees, Elected Members, recognised Trade Union Officials and Representatives.

External: The post holder will be required to liaise with external organisations such as CoSLA, the Falkirk Pensions office, and other Local Authorities, Occupational Health, Forth Valley Health, Partner Organisations including our community partners.

Section G

Mental Skills

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

- Required to exercise judgement on a wide range of often sensitive HR issues with an organisational as well as a service impact and contribute to the development of strategy and policy meeting best practice and legislative frameworks.
- The post holder will be required to exercise an innovative solution focused approach which balances expectation with potential organisational, service and people impact, while also planning for future requirements.
- The post holder will be required to work creatively and with a high degree of autonomy to find solutions which are future proofed, and to consider and explore solutions out with the existing corporate and service constraints.
- Ability to develop and create HR approaches through policy, procedure and processes which provide conditions for high performance standards.
- Ability to develop, adapt and utilise to effect, Corporate and service HR management and monitoring information from HR IT data systems such as use of journeys and Occupational health system integration opportunities.

Section H

Working Environment and Physical Effort

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

- As HR provides a service to a diverse range of Services who operate at differing hours, flexibility in working hours is expected.
- The post holder will be required to attend internal and external meetings in person or via Ms Teams. The Post will be based on a hybrid working model with an estimated 3 days in office, however this may increase in line with business needs.
- Out of hours working may be required and flexibility can be necessary to deliver outcomes against deadlines.

Section I

Knowledge and Skills

This section details the knowledge and skills including any qualifications, specific training or experience required.

Essential Criteria:

- Qualified to SCQF Level 9 or equivalent. Chartered membership of CIPD
- Experience of leading on corporate initiatives which have an organisational impact
- Comprehensive knowledge of employment law and its strategic implications and practical application
- Solution focused approach to HR related matters which considers impact on business need, our people, and our organisation
- Extensive experience in a generalist HR position or equivalent with responsibility for continuous improvement
- Ability to lead, co-ordinate and implement change processes and policy development within an organisation
- Competent in the use of computer software to produce accurate and effectively presented work using MS Office software packages including Word, Excel, Access, and PowerPoint
- Demonstrable communication and consultation skills, with the ability to build relationships with senior managers, trade union, services, and colleagues
- Experience of providing professional development, support, advice, and guidance to HR colleagues

Desirable Criteria:

- Valid Current UK Driving License
- Experience of local government
- Use of Oracle HR and HR systems
- Experience of community engagement