**Job Profile Information: Employee Relations and Policy Manager**

**This supplementary information for *Employee Relations and Policy Manager* is for guidance and must be used in conjunction with the Job Capsule for**

**Level 5, Zone 2, Camden Way Category 4**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

This role works closely with HR colleagues to implement the HR service delivery model, providing centralised specialist support in the management of employee relations and policy development.

The successful candidate will provide an active employee relations advisory role and will ensure the councils’ employment policies and processes are up-to-date and written in a style and format that is easy to understand and apply.

This opportunity suits candidates with in-depth employee relations experience, who is change aware and writes effective, simple policies and procedures in often complex subject matters.

**Example outcomes or objectives that this role will deliver:**

* Ensure tactical, consistent advice in employment legislation is readily available to HR and line managers, and employment contracts, policies and terms and conditions are robust, relevant and up-to-date
* Manage and strengthening the council’s relationship with its recognised Trade Unions while implementing strategies that support the delivery of the councils change objectives
* Establish and/or revise HR policies and processes aligned to the council’s strategic objectives which actively support managers with managing their people
* Interpret employment law and good practice guidelines to assist in the timely resolution of disputes
* Prepare internal briefings for stakeholders on complex cases and tribunal progress and outcomes
* Oversee and conduct case management in partnership with HR Strategic Leads and Business Advisers providing advice and guidance on individual disciplinary and grievance cases, settling disputes and generally de-risking issues associated with people management, through provision of expert advice, and hands-on involvement when required
* Oversee Members appeals where there is a potential dismissal
* Design and deliver in partnership with L&OD colleagues workshops to strengthen employee relations capability amongst the councils people managers
* Recruitment and induction of new recruits

**Activities carried out by the team will include:**

* Change management
* Skills development
* Talent management/succession planning
* Workforce planning
* Advice, coaching and support on employee relations matters
* Delivery of workshops/facilitation
* Implementation
* Lead/support HR projects/policy
* Holistic overview of all cases (with support from HR direct)
* Local workshops and facilitation
* Reviewing job roles and team structures etc
* Leadership/management development

**People Management Responsibilities:**

* This post has no formal people management responsibilities. However, it may be asked to manage projects, including temporarily assigned project team members
* From time to time, the role may be required to supervise temporary agency staff, those on work experience or apprentices, including allocating tasks, overseeing delivery and giving feedback.

**Relationships;**

* Relationships will need to be built with key clients, e.g. Assistant Directors, Heads of Service, Managers/Supervisors and staff. Also Partners, Head teachers, Bursars and Governors
* Relationships are also key within the HR service and with other support services, e.g. Legal, Finance, ICT, Procurement, Strategy
* Trade Unions and employee representative groups
* The post-holder will work closely with Strategic Leads and Advisors within the service

**Work Environment:**

* The Human Resources team is based at 5 Pancras Square, although staff are expected to base themselves for much of the week alongside colleagues in their patch or to work either remotely or from home.
* The post holder may occasionally be required to work at weekends or in the evening, particularly if the working patterns of their patch include out of hours arrangements.
* The post-holder will be required to work in an ‘agile’ way in line with Camden’s move to a paperless and flexible work environment.

**Technical Knowledge and Experience:**

* Experience of managing teams, including managing performance and development
* Detailed knowledge (typically gained through a recognised professional qualification e.g. CIPD) of professional HR practice and procedure
* Good working knowledge of employment legislation and trends;
* Collaborative approach demonstrating mutual trust and support, within the council and with partners;
* Strong communication and influencing skills;
* Ability to analyse problems, identify root cause and develop a range of solutions, which will add value;
* Able to focus on internal and external customers, being innovative and creative, open to ideas and challenge and committed to individual learning and development;
* Evidence of having planned work over short to medium term to include contributing to project deliverables.
* Ability to build and maintain effective working relationships at all levels across the organisation in order to influence and get things done.

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>

**Chart Structure**

This post reports to the Director of Human Resources. Human Resources is in the Corporate Services Directorate