

RICHMONDSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

JOB TITLE	HR AND PAYROLL MANAGER	POST NUMBER	RES HR 01
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MAIN PURPOSE OF JOB:

To head up the HR and Payroll Service across Richmondshire District Council; providing leadership to the HR team.

To lead and contribute to strategic change management initiatives, projects and plans.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

- HR Team
- Outsourced payroll service

SUPERVISION AND GUIDANCE:

Directly reports to the Corporate Director, Richmondshire District Council

RANGE OF DECISION MAKING:

Develops, produces and implements HR Workforce Strategy across the organisation

Develops, authors and implements all HR policies across the organisation

Advises and recommends decisions on people issues, across the Organisation; to include:

- Employee relations and employment legislation
- equality, diversity and inclusion
- employee/council member development
- employee wellbeing
- terms and conditions, and working practices

Decisions on purchases/budgets within parameters of delegated responsibility

RESPONSIBILITY FOR ASSETS, MATERIALS, ETC:

Information: Computerised HR and payroll systems and data; HR and payroll files and systems organisation-wide

Equipment: HR designated PC and peripheral equipment

MAIN DUTIES, TASKS AND RESPONSIBILITIES

In line with the Service plan, the post-holder will agree key specific objectives with the Director, who will assess results and outcomes at agreed intervals and in line with the systems and processes in place within the Organisation. The post-holder will act independently to decide how these outcomes are achieved within departmental guidelines and general principles:

1. Ensure a link which effectively aligns the HR function to the direction and strategic planning of the Council.
2. Apply a detailed understanding of the strategic role of HR which will contribute to the achievement of identified corporate priorities
3. Contribute to the organisation's ongoing development by ensuring the HR Team is equipped to meet the future demands of the business, i.e.
 - Manage the team to meet the requirements of the role, reporting progress and status as required and escalating issues and areas of concern where appropriate to the Director.
 - Contribute to service improvement by raising and addressing identified HR performance issues, including teamwork and individual situations
 - Forward plan, monitor and manage others' activities; ensuring deadlines are achieved in line with organisational expectations.
4. Address the longer-term people issues, quality, culture and values which will enable the future delivery of resources in line with changing business needs within the organisation
5. Apply change management principles to the organisation's development, acting as a key manager within both the HR and senior management teams by:-
 - (a) Managing and supporting the HR team towards a focus on the value-added elements of their role, e.g. organisational and people development.
 - (b) Providing regular feedback to team members and Managers to ensure effective communication on organisational development
 - Identification and extraction of information from internal and external sources on organisational development
 - Tracking, monitoring and communicating key milestones
 - Producing routine and exception reports which include individual and joint summary information and highlight reports
 - Risk and Issues Management issues (ref 11 below)
 - (c) Partnering with employees and employee representatives to drive the HR and change agenda forward.

- (d) Contributing to the achievement of the organisation's objectives and continuously improving performance, by interpreting the complex information and providing advice and guidance to enable the organisation achieve its aims. Recommending changes to service delivery or policy evaluation in line with management of the wider impact of change.
- (e) Represent the HR Team and the organisation at relevant internal and external meetings; attending relevant meetings and providing specialist HR management information on a regular and ad hoc basis as required.
6. Provide in-depth expertise and support including knowledge and experience in employment legislation, ensuring relevant policies and procedures are produced introduced and embedded into the organisation
 7. Manage complex operational HR issues with the support of the HR team
 8. Manage the externalised Payroll function for the Council, ensuring people are paid accurately and on time
 9. Undertake a review of employment Policies to produce a range of agreed Policies and Procedures which address current and future employee and employer needs within the organisation across the whole of Richmondshire District Council
 10. Manage a delegated budget in respect of any identified and agreed budget areas within the role, producing regular status reports and providing adhoc information where required
 11. Ensure Equality and Diversity is embedded within HR, Payroll and H&S processes and that all such policies and procedures reflect best practice and compliance within the organisation
 12. Identify and address HR Risk management issues; introducing HR and Payroll changes where necessary and maintaining compliance with all relevant procedures, protocols and policies to ensure conformity with appropriate legislation, information governance protocols and policies. Escalate risks in line with corporate requirements within the organisation, and providing support and guidance to the Senior Teams towards compliance and solutions, which are in line with Government requirements and best practice.
 13. Maintain organised and efficient office systems to provide well-documented records and an auditable trail in all areas of current and planned work, whilst ensuring information security arrangements are in place and observed.
 14. To be the main HR advisor to the Joint consultative council (JCF) for Richmondshire District Council.
 15. To maintain a flexible approach to the role, undertaking such duties of a comparable nature and level of responsibility as may be required from time to time by the Managing Director

CONTACTS:

Management Team, Human Resources and Payroll Team, wide range of RDC Officers, Councillors, Public, Businesses, Visitors and other organisations.

SPECIAL CONDITIONS OF SERVICE:

UPDATED BY: SM / LS	ASSESSMENT DATE: Oct 2017
UPDATED DATE: Updated 01/03/19	ASSESSED BY: Julia Wilson / Joanne Holland
POST GRADE: 14	

Job Description agreed by:

Postholder..... Date