



HR & OD Consultant

Service	Reporting to	Location	Grade
HR & OD	HR & OD Business Partner	Salford Civic Centre / Hybrid	3C

About the role

Reporting into a HR Business Partner as a HR Consultant you will play a key role in providing solution focused, people centred professional advice to clients on all aspects of the employee lifecycle. Approaching the role with a positive can-do solution focused attitude you would be expected to:

- Work collaboratively with the City Council and other customers enabling them to achieve their overall objectives by the provision of generalist HR and organisational development advice and support.
- Contribute to HR and OD by ensuring our ability to deliver a holistic, people centred, professional service in providing expertise around particular specialism(s) and/or service areas/functions
- Support the development of HR and OD strategies, working with HR/OD Leadership Team, Business Partners and other managers to develop cohesive and co-ordinated people plans across the Council/Schools and Traded Services.
- Work with the wider HR & OD management team in the delivery of key HR projects and local initiatives that put people at the heart of the organisation by using skills such as supporting with research, engagement and facilitation.
- Work with City Council leaders, managers and customers to ensure a true partnering experience for senior leaders and their management ensuring alignment to our culture, values, leadership behaviours and the principles of hybrid working.
- To provide a high quality, professional, solution focused, risk based, legally compliant and customer centred HR advisory/consultancy service; providing advice and guidance on an extensive range of employee relations issues ensuring that people are considered throughout.
- Manage your own workload providing timely expert advice and guidance on a wide range of areas including but not limited to supporting managers with absence management, disciplinary, grievance, recruitment, job evaluation, organisational change.
- Embrace a coaching culture; enabling leaders and managers to develop, helping them reach their potential as well as that of their teams; aligned to our culture, values, leadership behaviours and the principles of hybrid working.
- Coach managers to deal with complex staff issues supporting them with the application of organisational policies.

- Support with the investigation, advice and reporting on proposals made by leaders and managers relating to service transformation including changes to organisation structures, grading, job evaluation, rates of pay and allowances, conditions of service undertaking an active role in their implementation through the Councils re-design methodology.
- Develop and support effective and credible working relationships with managers, employees, the Trade Unions and other external agencies to ensure positive employee relations.
- Support robust and effective analysis of information, using outputs to develop solutions, inform work and advise managers and customers.
- Provide specialist advice and expertise at appropriate meetings when required and in the absence of other HR Consultancy colleagues.
- Maintain your professional competence by self and directed learning striving for a learning organisation.
- Ensure that through your interventions you consider the organisations service to the public and the wellbeing of our people at the heart of applying our people processes and practices.

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Key outcomes

- The Spirit of Salford is embodied in the heart of the HR and OD Team.
- Organisational wide and directorate specific work programmes are delivered that drive innovation and improvement.
- People are at the heart of our organisational strategies through the support given to managers and customers.
- Workforce strategies and plans are developed using data, insight and analysis in the most appropriate way with co design being a key consideration.
- HR projects are delivered ensuring our values of people, pride, passion and personal responsibility are the core foundation of development.
- Have and maintain effective working relationships, influencing and challenging managers to support workforce plans focussed on achieving business outcomes.
- Managers have the skills to manage their people supported by the provision of a value adding professional HR and OD service.
- Deliver a professional HR and OD service providing expert advice on employee relations issues in line with best practice and legislation and ensuring solutions consider not only risk but the people that are at the centre too.
- Consistent application and approach to people issues across the organisation by applying learning and professional standards.
- People processes are delivered in a timely manner ensuring people are considered throughout.
Instigate creative HR&OD solutions to a range of workforce issues and initiatives in a timely and effective manner.
- Data and analytics are used to support the development of a range of solutions to the people issues encountered, identifying root cause of presenting matters and utilising the skills and knowledge of the wider team to improve outcomes and create conditions in which our people thrive.
- HR and OD work together to providing a seamless customer journey offering a range of support covering various disciplines that are all people centred, solution focused and innovative in their approach.
- Team and personal learning are aligned to the CIPD profession map enabling the delivery of an excellent person centred, solution focused professional HR & OD service.
- Ensure the Workforce Equality, Diversity and Inclusion Strategy and action plan is delivered including supporting the development of a range of creative, inclusive, tailored flexible recruitment and career development approaches to address potential barriers and open up opportunities.
- Employee wellbeing is supported throughout the services we provide and the interventions we are involved with.

What we need from you

- To model and demonstrate our values and behaviours using them to guide you in how you do your job; being able to hold others accountable for demonstrating values by taking a tough stand and challenging behaviours.
- Professional credibility and capability through proven experience professional knowledge and membership across a range of relevant HR areas e.g., workforce planning, talent management, organisational development & design, resourcing, learning & development.
- Utilising different skills and techniques to improve performance and resolve business critical issues, taking a think digital first approach.
- Working to high standards setting challenging goals that are focused on outcomes, not activities; not accepting mediocrity.
- Taking a 'whole system' approach, looking for every opportunity to solve problems and improve.
- Being a 'smart worker'; carrying out your role in the most efficient and effective way.
- Taking the initiative to doing something 'that needs to be done' to make something better, even if it is beyond your role.
- Being honest, taking responsibility for your actions and decisions.
- Recognising and valuing the strengths of people and places taking a strengths-based approach to make the most of opportunities.
- Respecting and caring for others, treating everyone fairly; listening and acting on the things people say.
- Building strong collaborative relationships to find creative ways to make services more sustainable and flexible.
- Supporting others through change, in undertaking new things, and working differently.
- Being open to learning and sharing your knowledge and skills with others; providing coaching and support to others to help them achieve their objectives and potential.
- Ensure that as legislation changes you keep up to date with the impact on the HR Service and how we deliver our people processes
- Seek out and act on feedback and coaching to continually learn and develop as a professional. Take responsibility for your own CPD.
- HR or relevant level 5 qualification, willingness to gain level 5 qualification or equivalent experience.

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](#) website.

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea](#) website.

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

Role details

Completed by:

Date:

Job code:

Job score:

Date of evaluation:

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