# Hosting Proforma

The Local Government Staff Commission NI

Name of Host

Organisation

**1. Interchange Manager’s details**

Helen Hall

Name

Organisation/

The Local Government Staff Commission for NI

Department

18-22 Gordon Street

Belfast

BT1 2LG

Address

Telephone Fax number

02890313200

Number

helen.hall@lgsc.org.uk

E-mail

Type of Opportunity

**Principal HR Advisor** - secondment

**2. Details of hosting opportunity**

Description of opportunity

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| The postholder reports directly to the Director of Corporate Services and is responsible for making recommendations on the development of human resource (HR) and organisation development (OD) strategies, policies and procedures within district councils and the NI Housing Executive (NIHE).  The Commission operates in a dynamic and changing local government environment where Commission officers are expected to recommend creative solutions to HR problems, and give advice and assistance to Chief Executives, senior management teams across all councils and, as appropriate, elected members from all political parties on matters of corporate impact which cannot be resolved internally within the council.  The postholder provides a professional advisory and support service to the 11 councils and the NIHE on all matters which relate to:   * the implementation of the statutory functions of the Commission * the development of a professional human resources/organisation development function in the sector * making recommendations and holding membership of regional bodies, working groups and committees and directly supporting individual council Chief Executives and Heads of HR in facilitating the process of integrating policies and procedures good practice and consistency of application across all councils. |

Main objectives of the opportunity

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| **General (HR Development)**   1. Developing, advising on and recommending options for human resource and organisation development policy change in local government including researching, and benchmarking with best practice and leading-edge HR organisations including:  * Drafting, developing and leading consultation on strategic policy options with a regional impact and making recommendations for implementation. This includes chairing sector wide representative working groups of senior staff and HR representatives, from central and local government * Formulating, developing and making recommendations on policy options at a corporate level for the 11 councils.  1. Identifying, analysing and interpreting developments in employment law and human resource practice and recommending policy and procedural change. Formulating and drafting human resources policies and procedures and initiating policy reviews and recommending change where necessary. 2. Providing an expert, professional advisory and support service to the councils and the NIHE. Promoting best practice in human resource management and advising on the application of policies, procedures and practices.   **Recruitment**   1. Responsible for developing, promoting and maintaining a statutory Code of Procedures on Recruitment and Selection for local government. Recommending changes to the Code in line with new legislation, tribunal decisions and best practice. Undertaking periodic wide-ranging reviews of the Code of Procedures, consulting with stakeholders and recommending a revised Code for approval by the Commission and issue as a statutory recommendation. 2. Responsible for advising Chief Executives, Directors and HR Managers on the implementation and interpretation of the statutory Code of Procedures on Recruitment and Selection. 3. Recommending and implementing the Commission’s Observer Strategy. Ensuring that senior officers and Commission members are trained to fulfil this role and provide refresher and further training updates on an ongoing basis. 4. Acting as Commission Observer at senior recruitment panels in councils and the NI Housing Executive, to give effect to the Code of Procedures on Recruitment and Selection, including giving professional advice on recruitment documentation and best practice in recruitment and selection. 5. Providing a professional advisory and support service to the PPMA Recruitment Sub Group which makes strategic recommendations on sector wide initiatives, for example, joint advertising of recruitment adverts in the local media (Local Government Jobs) and the development and implementation of a sector wide recruitment portal (localgovernmentjobsni.gov.uk). 6. Responsible for promoting the use of assessment centres and tests across the councils and NIHE. 7. Undertaking a periodic review of the recruitment and selection procedures in individual councils to ensure that they are operating effectively in practice.   11. Responding to requests from individual councils seeking Commission agreement to depart from the Code of Procedures on Recruitment and Selection due to exceptional circumstances.  12. Advising and assisting councils on the interpretation and implementation of employment legislation and Tribunal decisions as they impact on recruitment and selection practice.  **Chief Executive Recruitment**  13. Responsible for the management of the appointment process for Chief Executives, in accordance with the Commission’s Code of Procedures on Recruitment and Selection including:  14. Responsible for recruiting and training a select list of Professional Assessors and Trainers to provide professional advice to recruitment panels for Chief Executives and Directors in the 11 councils.  15. Responsible for training elected members in recruitment and selection awareness and good practice as panel members for Chief Executive recruitment exercises.  **Equality and Diversity**  16. Responsible for providing a professional advisory and support service to the Equality and Diversity Group and the Local Government Health and Wellbeing Group and assisting them to implement their Strategic Plans.  17. Responsible for a sector wide network of Diversity Champions (elected members and officers) who champion equality and diversity in individual councils and ensure that their training and development needs are met.  18. Responsible for developing and promoting sector wide initiatives, for example, Local Government Mental Health and Wellbeing Strategy.  19. Develop model equality and diversity policies, provide guidance on implementation and promote their implementation at individual council level.  20. Maintain networks across local government e.g. Statutory Duty Network to ensure that councils and the NI Housing Executive meet their statutory duty responsibilities. Promote joint working between councils and the NI Housing Executive to ensure effective equality and diversity policies. Provide support to individual councils as required.  21. Being the single point of contact for the local government sector on equality and diversity issues. Co-ordinating guidance and consultation responses between the Equality Commission for NI and the local government sector. Representing the local government sector on Equality Commission working groups and roundtable discussions.  22. Develop a programme of seminars to disseminate information on best practice on equality and diversity for councils and the NI Housing Executive.  **Employee Relations**  23. Providing independent advice, recommendations and support to elected members and chief executives of district councils in relation to issues of redundancy, capability and discipline for senior staff. Consulting with the Chief Local Government Auditor and the Secretary of NI Local Government Officers' Superannuation Committee in relation to exit strategies for senior officers and preparation of business cases in relation to such exit strategies.  24. Making recommendations (either independently or in the absence of the council Chief Executive) to council Committees and working groups dealing with high level and/or confidential HR issues.  25. Carrying out independent investigations which cannot be dealt with internally by council’s SMT’s, advising and making recommendations to councils on suitable courses of action or outcomes. Providing independent HR advice and assistance for councils in instances where it is not appropriate for the HR Lead to perform this role  26. Quality assuring investigations undertaken by independent persons who have been recommended as suitable to undertake investigations at senior levels and, advising and making recommendations to councils on such processes.  27. Advising and assisting councils on the interpretation and implementation of the statutory dismissal, disciplinary and grievance procedures (Employment (NI) Order 2003) in cases up to and including Industrial and Fair Employment Tribunals.  28. Developing, promoting and maintaining a Code of Conduct for Local Government Employees (as a statutory recommendation from the Commission) and contributing to the development of a statutory ethical framework for elected members.  **Corporate Responsibilities**  29.Organising conferences, seminars and workshops for Chief Executives, HR Leads, Elected Members and Trade Union representatives on strategic HR issues, in conjunction with strategic partners.  30. Support regional networking groups and provide secretariat support as appropriate e.g. Information Governance Group.  31. Providing input to the strategic direction of the Commission by proposing draft corporate and business plans for approval by the Commission and contributing to risk assessments, the Risk Strategy and audit plans.  32. As part of the Senior Management Team, advising on, and contributing to, developments across all areas of strategic HR policy and practice, eg reviewing the Commission’s statutory Code of Procedures on Recruitment and Selection; and responding to queries on a daily basis on all aspects of HR policy and procedure as necessary.  33. Advising on, and being a panel member, for the recruitment and selection of Commission staff, and acting as disciplinary authority for Commission staff when required.  34. Identifying opportunities to promote the positive image of the Commission and local government in general. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Qualifications**  Candidates must be educated to degree level and/or be in full membership by examination of the CIPD  **Or**    Candidates who do not satisfy this qualification criteria may be eligible to apply if they demonstrate to the satisfaction of the appointment panel that they have substantial experience in a similar role.  Substantial experience is deemed to be 5 years at a senior level in a public service environment.  **Experience**   1. Candidates must have at least 3 years’ experience in a Senior Management position in the public or related service. It is desirable that such experience be in the local government sector or in a position which relates to the provision of public/local government services. 2. Candidates must demonstrate the ability to manage change and cope with uncertainty. The Commission accordingly seeks a person of proven managerial ability together with a proven record of leadership and achievement. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Helen Hall, Director of Corporate Services |

Who will be the individual’s line manager and/or reporting officer?

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| Helen Hall, Director of Corporate Services |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

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**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: January 2021  **Duration**: 31 March 2022 (with a possible extension subject to the agreement of all parties)  **Location**: 18-22 Gordon Street, Belfast BT1 2LG (under review)  **Funding**: Local Government Staff Commission will meet salary and associated costs and the salary is P07: £46, 847 (pro rata)  **Interviews**: Interviews will be held on 17 December 2020.  **Further information**: Please contact Helen Hall on Tel: 028 9031 3200, or by email at: [Helen.Hall@lgsc.org.uk](mailto:Helen.Hall@lgsc.org.uk)  **Closing Date:** Applications\* must be submitted by 5.00pm on Friday 11th December 2020 to:    [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)    \*This opportunity is not open to NI Civil Service staff |

**7. Endorsement**

**Interchange Manager**

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| **Helen Hall** |

**Signed:**

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| **27 November 2020** |

**Date:**