# Hosting Proforma

Antrim and Newtownabbey Borough Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Mrs Jennifer Close

Name

Organisation/

Antrim and Newtownabbey Borough Council

Department

Antrim Civic Centre

50 Stiles Way

Antrim

BT41 2UB

Address

Telephone Fax number

028 9446 3113

Number

Jennifer.close@antrimandnewtownabbey.gov.uk

E-mail

Type of Opportunity

Employee Performance and Development Manager

**Temporary for a minimum of 2 years and may become permanent subject to review.**

**2. Details of hosting opportunity**

Description of opportunity

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| MAIN PURPOSE OF JOB The Employee Performance & Development Manager will be responsible for providing comprehensive customer focussed, performance and development advice to improve Organisational Performance in the context of Council’s Corporate & Community Plans and Departmental Objectives.  The post-holder will provide effective leadership by:   * Setting the strategic direction of the HR function with the Head of Human Resources to enable an engaged, highly skilled and high performing workforce who can deliver the council’s key strategic priorities and outcomes. * Supporting the Head of Human Resources to develop and implement operational talent and workforce performance management and development ensuring effective and consistent service delivery and building strong customer relationships with senior leaders/managers and stakeholders across the Council. * Leading on Organisational Development and Learning initiatives and a varied range of workforce projects including Elected Member Development to create a learning and performing culture. * Leading on internal communications and development across the Council, designing and implementing improvement initiatives. * Supporting the Head of Human Resources in the provision of a professional Human Resources service to the Chief Executive and Corporate Leadership and Head of Service teams ensuring that strategies, policies, procedures and documentation are initiated, developed and maintained in relation to Organisation Development and Learning.   A full Job Description can be dound at Annex A. |

Main objectives of the opportunity

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| **CORPORATE RESPONSIBILITIES**  Organisation Development   1. Act as the lead source of advice and expertise on Employee Performance and Development and Learning policy matters to the Head of Human Resources. 2. Lead on the development of a high performance culture, working with the HR Team and key stakeholders to develop and embed performance management and development framework to raise individual and organisational performance 3. Drive and implement initiatives to support a learning organisation through developing, implementing and reviewing the Council’s strategies, policies and procedures in relation to Employee Performance and Development including training needs analysis, planning, design, delivery, recording and evaluation. 4. Provide guidance and coaching to managers on the performance management and improvement processes, probation and appraisal processes. 5. Oversee the organisation and timely delivery of learning interventions identified through the performance management and development process. 6. Ensure a strategic approach to the Elected Member Development Programme and ensure effective delivery through support to the Elected Member Development Working Group. 7. Continuously improve learning & skills development across the organisation and work in partnership with line managers to identify and implement appropriate development interventions. 8. Take responsibility for the planning, design and delivery of internal and external training programmes which meet the needs of the organisation. 9. Lead on the development of initiatives that support the attraction and retention of talent ensuring an improved candidate experience. 10. Develop employee induction programmes and manage and deliver a schedule of inductions for all new employees across Council. 11. Promote and manage early career initiatives including apprenticeship, placement and graduate programmes, ensuring appropriate programmes are in place to satisfy organisational requirements. 12. Keep under review the Council’s values and competency framework ensuring they remain fit for purpose and are fully integrated into recruitment and selection, probation and performance management procedures. 13. Support the development of Councils Employee Engagement and Wellbeing strategy and associated initiatives and work in partnership to develop and implement a plan of Engagement and Wellbeing initiatives that identify, target and drive improvement in Employee Engagement and Attendance levels. 14. Support the delivery of regular employee surveys, focus groups, and internal communication, analysing and interpreting the results of the employee survey, providing insights and coaching related action planning 15. Facilitate and promote Recognition processes, ensuring follow up and appropriate actions being taken. 16. Lead the development of Councils Internal Communications strategy and initiatives and ensure support and co-ordination of internal communication activities, partnering with the Communications and Customers team to ensure integration and alignment between internal and external communication. 17. Support the organisation in designing engaging communication materials. 18. Have a regular presence in the various Council locations to promote Employee Engagement, Wellbeing and Communications and to capture local events and share across Council. 19. Work in partnership with the Human Resources Manager (Generalist) and HR Systems and Data Analyst to translate corporate workforce strategy into pragmatic, service-level workforce plans and lead and participate in a range of workforce projects in support of continuous improvement and organisational change. 20. Provide advice and support to the Corporate Leadership and Senior Management Teams and line managers to ensure the consistent implementation of Organisation Development and Learning policies and procedures. 21. Manage and co-ordinate the achievement of appropriate external accreditations (e.g. Investors in People) and act as the Council’s internal consultant on these initiatives.   General Human Resources   1. As the designated person for safeguarding, play a leading role ensuring that an up to date policy is in place, reporting internally and externally as necessary, ensuring that all objectives in the Human Resources Business Plan are met and that staff are trained, kept informed and updated of relevant matters through iConnect. 2. Represent the Human Resources section on the Corporate Health, Safety and Wellbeing Committee, attending meetings, providing reports and overseeing agreed actions related to Employee Performance and Development. 3. When required provide assistance to Corporate Leadership and Senior Management Teams and line managers in grievance and disciplinary hearings and appeals, attending as the Human Resources representative in some cases and drafting correspondence as required. 4. Maintain an up-to-date working knowledge of employment law. 5. Participate in the Council's recruitment and selection activities including the preparation of recruitment documentation, assessment centres and participating in shortlisting and interview panels for senior posts. Ensure that recruitment and selection practices are in accordance with the Council's Recruitment and Selection procedure and the Local Government Staff Commission Code of Procedures on Recruitment and Selection. 6. Attend meetings of the Joint Consultation and Negotiation Committee, contributing to Council consultations and negotiations as required. 7. Deputise when required for the Head of Human Resources in matters relating to Employee Performance and Development.   Corporate Working   1. Lead and/or participate on agreed corporate projects as determined by the head of Human Resources. 2. Undertake internal consultation and external benchmarking to identify opportunities to improve collaborative working, service improvements and increased customer satisfaction. 3. Assist in the implementation and monitoring of the Human Resources Business Plan. 4. Manage human, physical and financial resources to ensure maximum utilisation, efficiency and effectiveness. 5. Develop partnerships with internal and external customers and others in the public, private and voluntary sectors fostering good working relationships. 6. Play an active role in internal and external working groups. 7. Continuously develop personal knowledge and skills to enhance internal and external customer service. 8. Prepare and present Committee reports and attend meetings if required. Represent Council at external events and meetings as appropriate.   Staff Management   1. Manage members of the Human Resources team to ensure effective performance against objectives and targets within the Business Plan. 2. Develop staff within the Human Resources department and promote the delivery of services through team work.   **The principal responsibilities listed above are an indicator of the main aspects of the role as opposed to representing a definite list.**  **GENERAL RESPONSIBILITIES**   |  |  | | --- | --- | | 1 | Demonstrate a team approach to achieving the objectives of the Section through full flexibility in relation to tasks undertaken. | | 2 | Provide a high level of internal and external customer service including taking ownership of customer queries and complaints and following issues through to completion. | | 3 | Continuously develop personal knowledge and skills to enhance internal and external customer service. | | 4 | Comply with, and ensure that other staff comply with, Council’s policies and procedures including those relating to health, safety, wellbeing and safeguarding. | | 5 | Promote equality and diversity across all service areas through clear leadership, effective policy implementation and demonstrating appropriate behaviours in line with Council values. | | 6 | Carry out any other relevant duties which may be assigned including working in other sections of the Department and Council.  7 To be available from time to time to carry out duties outside of normal working pattern and in addition to basic contracted hours. Such additional hours will be remunerated in line with Council’s approved policies at that time. | |  |  | |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| It is **essential** that applicants have a minimum of:  **QUALIFICATIONS**   * Degree or equivalent in Human Resources, business or other relevant subject   AND   * Chartered membership of the CIPD   **OR** (if above qualification not held):  Consideration may be given to those candidates who do not hold the above academic qualification and Chartered Membership of CIPD but who can demonstrate at least \*5 year’s relevant experience as noted below and Associate membership will be considered subject to the achievement of Chartered membership of the CIPD within 1 year of taking up the post.  **EXPERIENCE**  A minimum of \*3 years' experience as follows;   1. in an Employee Performance and Development role to include responsibility for:  * Talent Management * Leadership and Talent Development * Performance Management * Learning and Development * Managing staff performance  1. Providing advice and guidance to senior management on Employee Performance and Development policies and procedures. 2. Contributing to the design, development and implementation of a range of plans, strategies and other interventions that led to the positive behavioural change and increased employee engagement. 3. Experience of using innovative technologies to drive and deliver Employee Performance and Development activities and training programmes.   **GENERAL**   * Full current driving licence or, if a disability prevents driving, access to a suitable form of transport to enable the duties of the post to be carried out in full. * To be available from time to time to carry out duties outside of normal working pattern and in addition to basic contracted hours. Such additional hours will be remunerated in line with Council’s approved policies at that time.   **KNOWLEDGE**   * Good working knowledge and understanding of Human Resources management * Good working knowledge of current employment legislation * Good working knowledge of Microsoft Office |

**4. Personnel: Please state below**

Who will the individual report to?

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| Jennifer Close, Head of Human Resources |

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

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| Jennifer Close, Head of Human Resources |

**5. Transfer of learning**

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

individual and their organisation.

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| **The opportunity will benefit the individual and organisation by:**  **Benefit to Individual**  Developing good business relationships and sharing and enhancing employees’ skills. Offering the Employee a valuable career development opportunity, with the chance to make new contacts and gain experience within a different setting.  **Benefit to individuals employer**  Employee will enhance skills and will build relationships and contacts that will ultimately be of benefit to the employee in the future.  **Benefit to Antrim and Newtownabbey Borough Council**  Antrim and Newtownabbey Borough Council will benefit from different perspectives and experiences brought by an individual from another organisation that will enhance shared working in the future. |

**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**: As soon as a suitable candidate is identified and a release  date agreed.  **Salary Scale:** £42,614 - £45,648 per annum. ANBC will meet salary and associated costs.    **Duration**: Temporary for a minimum of 2 years with the possibility of a further extension.  **Location**: Antrim Civic Centre, 50 Stiles Way, Antrim BT41 2UB  **Further information**: Selection for this post will be as follows:   * Shortlisting will take place on the basis of the criteria detailed above and final selection will be by assessment / interview   **Closing Date: Applications must be submitted by 4.00pm on Wednesday 6 April 2022 to:**  [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Jennifer Close** |

**Signed:**

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| **18 March 2022** |

**Date:**

**ANNEX A**

**Job Description**

