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# BRIGHTON & HOVE CITY COUNCIL

**JOB DESCRIPTION**

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| **Job Title:** | Lead HR Consultant |
| **Reports to:** | HR Manager |
| **Department:** | HR Advisory |
| **Section:** | HR & Organisational Development (HROD) |
| **Date written:** | 21.06.2021 |

**Purpose of the Job**

Lead Consultants have responsibility for one or more HR specialist areas and report to a functional HR&OD Manager, and/or operate as a professional/ technical specialist working with services to improve organisational performance through the provision of leading-edge HR&OD practices. They build and maintain strong and productive relationships to deliver a range of strategic and operational solutions.

**The key accountabilities of this role are:**

* To provide managers with consistent, pragmatic and effective advice on the management and resolution of people issues covering a wide range of HR areas, mitigating risk to the organisation whilst optimising resources to deliver highly effective and creative solutions.
* To work in partnership with the client group at a senior level to establish an excellent understanding of their service and the challenges they face to proactively identify opportunities for operational and strategic intervention capitalising on external best practice;
* To manage HR&OD casework and projects and provide a high quality, professional and solution-based service to clients.

**Principal Accountabilities**

* Analysis, Reporting & Documentation
  + Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making.
  + Analyse and make recommendations for improvement or development of existing systems, processes, or policy.
* Customer Service & Support
  + Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance.
  + Provide specialist/professional advice and recommendations within defined policy/strategy and procedures to support informed decision making.
* Planning & Organising
  + Plan workloads and secure resources to enable the team/s to achieve a quality service.
  + Lead projects and reviews within a defined area of work as directed by manager to support and enhance service delivery.
* Finance/Resource Management
  + May assist with budget/resource/funding management in accordance with the council policies and procedures.
  + May have delegated responsibility for a budget(s).
  + Work with others
  + Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service.
* People Management
  + May manage a team operating in a well defined specialist area or oversee the delivery of a range of support services to a service or function.
  + Monitor and support the performance management and development of team members to
  + ensure that individual contributions are maximised.
  + Operate as an individual responsible for the delivery of a high level and complex service.

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**PERSON SPECIFICATION**

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### Essential Criteria

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| **Job Related Education, Qualifications and Knowledge** | * Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles. * Fully CIPD qualified or NVQ level 3 or 4 or equivalent relevant HR experience in a complex organisation. * Up to date understanding of employment legislation, and ability to apply knowledge in a practical way. * Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. * Ability to understand, meet and exceed customer expectations. * Proven problem-solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions. * Proven ability to manage a range of projects through to completion. * Significant practical or professional experience and understanding of business, supporting service teams and/or providing support to the public |
| Experience | * Demonstrable experience at HR Adviser level of working in a busy and pressurised human resources environment. * Experience of working in a unionised environment. * Ability to use a variety of digital platforms relevant to job role and understanding of how new technologies can support and transform HR&OD services. * Significant practical experience of advising customers on complex case work or within a specialist area of HR & OD, applying policy, relevant case law and a balanced approach to risk and resolving issues promptly. |
| **Equalities** | * An understanding of and commitment to the delivery of equality and diversity in employment and service delivery * An understanding of equality and diversity considerations in the procurement of services |