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**PG**

**7579**

**Post Specification**

**Organisational Support**

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| **Date** | **January 2023** |
| **Post Title** | Head of People and Talent |
| **Job Family Role Profile** | **OS18i** |
| **Final Grade** | **Grade 18** |

**To be read in conjunction with the job family role profile**

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| **Purpose of this post** | | |
| * To provide strategic leadership to the Service and to ensure successful service delivery and high performance of the People and Talent Directorate. * Support and continuously improve the Service, focusing on providing high quality services. * Enhance the performance of the Service by working with the PFCC, partner organisations and other services. * Build the reputation of Cumbria Fire and Rescue Service with Cumbrian residents and stakeholders. * To uphold and role model the ethical behaviours detailed in the core Code of Ethics * To support the continuous cultural improvement to ensure employees are engaged, empowered, supported and encouraged to thrive and innovate. * Create an environment of effective employee engagement where two way communication, challenge, change and improvement is positively encouraged and innovation is fostered. | | |
| **Key job specific accountabilities** | | |
| 1. Strategic responsibility for: Human Resources: Resourcing and Talent; Service Fitness. Leading the management teams and ensuring best use of the resources to deliver a high-quality, person-centred service. 2. Be the service point of contact for services that are currently hosted: Pay and Reward; Pensions; Payroll; HR Admin; Occupational Health. 3. Build strong and effective Trade Union relations and enhance employee engagement. 4. Lead and develop the workforce related business systems and processes which underpin the successful delivery of all people services, ensuring high quality customer service is at the core. 5. Promote and drive forward equality, diversity and inclusion strategies across our communities and our staff through personal example, open commitment and clear action. 6. Act as an expert advisor to the Principal Officers on all HR policy and Strategic matters. 7. Effectively lead, mentor and motivate team colleagues and key services to scope, plan, develop and deliver key priorities in line with the Services CRMP. 8. Ensure the development and implementation of appropriate HR and People strategies, policies and practices to enable the Fire and Rescue Service to meet its objectives through the effective management and deployment of its workforce. 9. Design, develop and deliver an effective Workforce Plan to deliver the workforce and culture change required including:    * Resourcing and Talent Management    * Industrial Relations    * Engagement | | |
| **Please note annual targets will be discussed during the appraisal process** | | |
| **Key facts and figures of the post** | | |
| **Budget Responsibilities** | | * Responsibility for the managing the budget for the relevant service area |
| **Staff Management Responsibilities** | | * Responsibility for leading, managing, mentoring and motivating teams within the relevant service area. * Responsibility for leading, advising, coaching and mentoring colleagues across the service |
| **Other** | |  |
| **Essential Criteria - Qualifications, knowledge, experience and expertise** | | |
| * Professional and management qualifications at degree level or equivalent demonstrable experience * Membership of CIPD or demonstrable equivalent experience * Substantial generalist HR experience at a senior level. * Experience of leading teams of professional HR staff * Experience of formulating, leading and managing change initiatives * Evidence of establishing performance measures and performance management culture * Experience of working within a unionised environment * Experience of partnership working * Willingness to undertake courses and development relevant to the role | | |
| **Disclosure and Barring Service – DBS Checks** | | |
| * None required | | |
| **Job working circumstances** | | |
| **Emotional Demands** | * Normal expectations for role | |
| **Physical Demands** | * Normal expectations for role | |
| **Working Conditions** | * Normal expectations for role | |
| Other Factors | | |
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