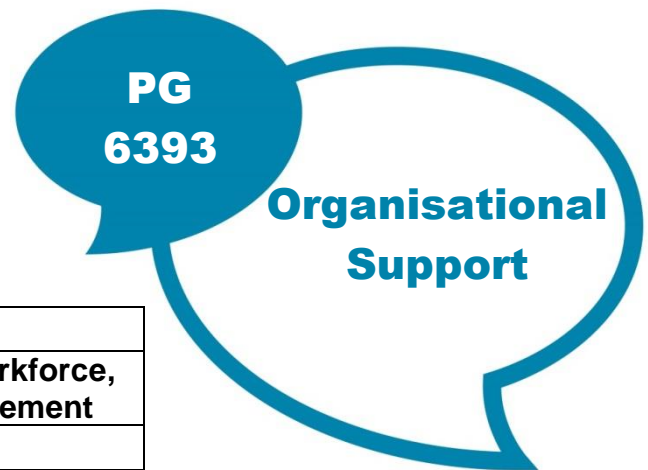


Post Specification



Date	March 2022
Post Title	Senior Advisor – Workforce, Resourcing & Engagement
Job Family Role Profile	OS14
Final Grade	Grade 14

To be read in conjunction with the job family role profile

Service Area description	
People Management	
Purpose of this post	
The Workforce, Resourcing and Engagement Senior Advisor will be responsible for contributing to the Council’s corporate approach to workforce, resourcing and engagement, developing initiatives to support the delivery of the strategy which supports the achievement of the Council’s corporate objectives and Workforce / People Plan.	
Key job specific accountabilities	
<ol style="list-style-type: none"> 1. Contribute to and support the planning, development and delivery of an integrated People Management approach to Workforce, Resourcing and Engagement. Developing and implementing innovative people management solutions to support the council’s priorities. 2. Contribute to the development and implementation of strategic initiatives that support the workforce, resourcing and engagement requirements for the future, identifying key trends and implementing improvements to enhance performance and productivity of the workforce across all the council. 3. Provide specialised technical advice and support to the wider People Management team on matters relating to resourcing, workforce and engagement, including subjects such as safer recruitment requirements and compliance. 4. Advise senior managers and operational teams on strategic workforce initiatives, translating corporate objectives into workforce requirements for inclusion in service plans. 5. Support the quality assurance and benchmarking of the council’s approach to effective workforce, resourcing and engagement initiatives, ensuring they remain future proofed to support the reshaping of the Council and its workforce requirements. 6. Contribute to the planning, development and promotion of corporate and strategic initiatives in accordance with the Council and Workforce Plan, working flexibly across all professional areas of the people management service, 	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none"> • None
Staff Management Responsibilities	<ul style="list-style-type: none"> • None

Other	<ul style="list-style-type: none"> Matrix management of other key roles within the service
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none"> NVQ level 5, professional qualification or equivalent experience. Membership of CIPD or demonstrable experience. Substantial people management experience Proven track record of formulating and implementing strategic HR policies and procedures. Substantial experience of working and operating within a unionised environment Knowledge and understanding of workforce planning, resourcing and engagement Knowledge of key issues facing local governments. 	
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> This post does not require a DBS check. 	
Job working circumstances	
Emotional Demands	<ul style="list-style-type: none">
Physical Demands	<ul style="list-style-type: none">
Working Conditions	<ul style="list-style-type: none"> Agile working, office based.
Other Factors	
<ul style="list-style-type: none"> 	