

Senior HR Lead – Pay, Policy & Projects

Reports to:	Director HR & OD		
Department:	HR & OD	Grade:	PO7
DBS Status:	Not Required	Politically restricted:	No
Job Purpose			
<p>The role leads strategic HR initiatives to strengthen organisational capability and modernise the HR service. It drives priority People Strategy projects, oversees a coherent and compliant HR policy and reward framework, and provides senior expertise across employee relations, pay, job evaluation, allowances and organisational change, ensuring effective governance and assurance.</p>			
Values			
<p>Collaborate proactively. Lead inclusively. Embrace change. Be bold and curious. Celebrate and share our success.</p>			
Roles and Responsibilities			
<ol style="list-style-type: none"> 1. Lead and deliver key HR projects that strengthen HR services, people management capability and workforce performance. 2. Provide assurance on pay governance, including oversight of the application of honoraria, market supplements, shift pay, standby and other pay allowances. 3. Lead the end-to-end management of pay audits, overseeing analysis, governance, and interpretation of outcomes, and translating findings into compliant, equitable pay and policy actions. 4. Support the HR Management Team in developing and implementing the People Strategy. 5. Oversee key HR contracts such as occupational health, job evaluation system and staff benefits. 6. Lead the development and implementation of a pay, reward and benefits strategy, ensuring alignment with organisational priorities, affordability and market competitiveness. 7. Provide oversight and assurance for job evaluation processes (GLPC/Hay or other schemes), ensuring consistency, governance, fairness and the maintenance of a central repository of evaluated roles. 8. Develop, review and implement the HR policy framework, ensuring wellbeing, engagement and legal compliance in consultation with the unions. 9. Manage the employee relations framework and maintain constructive relationships with unions. 10. Provide expert HR advice, guidance and training to HR Business Partners, Advisors and managers. 11. Benchmark employment terms and benefits to support recruitment, retention and reward. 12. Deliver HR policy briefings and support capability building across HR. 			

13. Promote and embed equality, diversity and inclusion across HR policies and practices.
14. Contribute to strategies for managing industrial disputes and coordinating local responses.
15. Oversee responses to audits, FOIs, SARs and Member Enquiries.
16. Prepare and present HR reports, briefings and recommendations to senior managers and committees.
17. Maintain the HR Forward Plan and allocate work to ensure deadlines are met.
18. Collaborate with the unions and Senior HR Business Partners to remain proactive with any concerns relating to current and future projects
19. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
20. Carry out any other duties consistent with the role.

Essential Requirements

1. CIPD Level 7 (or working towards) with evidence of ongoing professional development.
2. Strong expertise in strategic HR management, employment law, employee relations and organisational development.
3. Demonstrated ability to lead complex, cross-cutting HR projects and deliver improvement in a large or complex organisation.
4. Proven experience working collaboratively with unions on complex matters.
5. Skilled in analysing and presenting complex information, producing high-quality advice, reports and policy documents.
6. Experience benchmarking employment terms and leading HR initiatives that support recruitment, retention and reward.
7. Strong knowledge of pay and reward frameworks including pay structures, allowances, market supplements and benefits.
8. Experience of managing or overseeing job evaluation processes ensuring consistency, equity and governance.
9. Ability to conduct pay audits and analyse pay data to identify equal pay issues and implement actions that ensure legal compliance and fair reward practices.
10. Strong communication, influencing and coaching skills, with the ability to build trusted relationships across all levels.
11. Ability to think strategically, solve complex problems and design innovative HR solutions.
12. Experience supporting change management and promoting equality, diversity and inclusion.
13. Demonstrated ability to lead and develop teams, plan and deliver HR projects within legal and regulatory frameworks.

Line Management – 1 HR Business Partner and 2 HR Advisors

Within reason these key deliverables may evolve to meet service need, and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs.