



Cyngor Sir
CEREDIGION
County Council

Recruitment Pack

Corporate Lead Officer :
People and Organisation Service



A message from our Leader

With a history of providing excellent services across a range of disciplines we, like other public bodies, face major challenges both currently and in the mid-term as we pursue our transformational agenda. To join us in facing these challenges we are seeking a high calibre, professional leader with substantial relevant experience in a comparable organisation.

As Corporate Lead Officer, and a member of our leadership team, you will possess the ability, judgement and intellect to join us in leading our organisation through a period of unprecedented change and opportunities. You will motivate our workforce by creating and maintaining an environment where staff are valued and eager to embrace the change and challenges ahead.

This is an outstanding opportunity to make a contribution to the work of a forward looking Council that has a unique place in the culture and geography of Wales.

Ellen ap Gwynn
Leader
Ceredigion County Council



About Ceredigion County Council

Ceredigion County Council is one of Wales's 22 unitary local government authorities. We have responsibility for a wide range of services including Schools, Social Care, Planning and Development, Environmental Health, Tourism, Recreational Facilities, Highways, Refuse Collection, Housing & Council Tax Benefit.

Our main offices are located at Aberaeron and Aberystwyth and there are also customer contact centres located in Cardigan, Lampeter and Llandysul.

The Council is currently made up of 42 Councillors who are elected every 5 years. The Council has adopted the "Cabinet" style of governance comprising the Council Leader plus 7 portfolio members.



Our Vision

“It is the vision of Ceredigion County Council that we will aim to deliver value for money sustainable bilingual public services that support a strong economy and healthy environment while promoting well-being in our people and our communities”



Our priorities and objectives

Our 2017-2022 Corporate Strategy identifies four main priorities which incorporate the current well-being and improvement objectives.

Boosting the Economy

- ✓ Promote and provide employment opportunities for the citizens of Ceredigion.
- ✓ Enhance prosperity through collaborative and innovative partnership schemes
- ✓ Develop 21st Century Infrastructures across the County.

Investing in People's Future

- ✓ Improve opportunities for learning and employment for all citizens
- ✓ Protecting people from poverty through income maximisation
- ✓ Working in partnership to promote and foster healthy and active lifestyles
- ✓ Promote and facilitate the distinct and vibrant bilingual culture

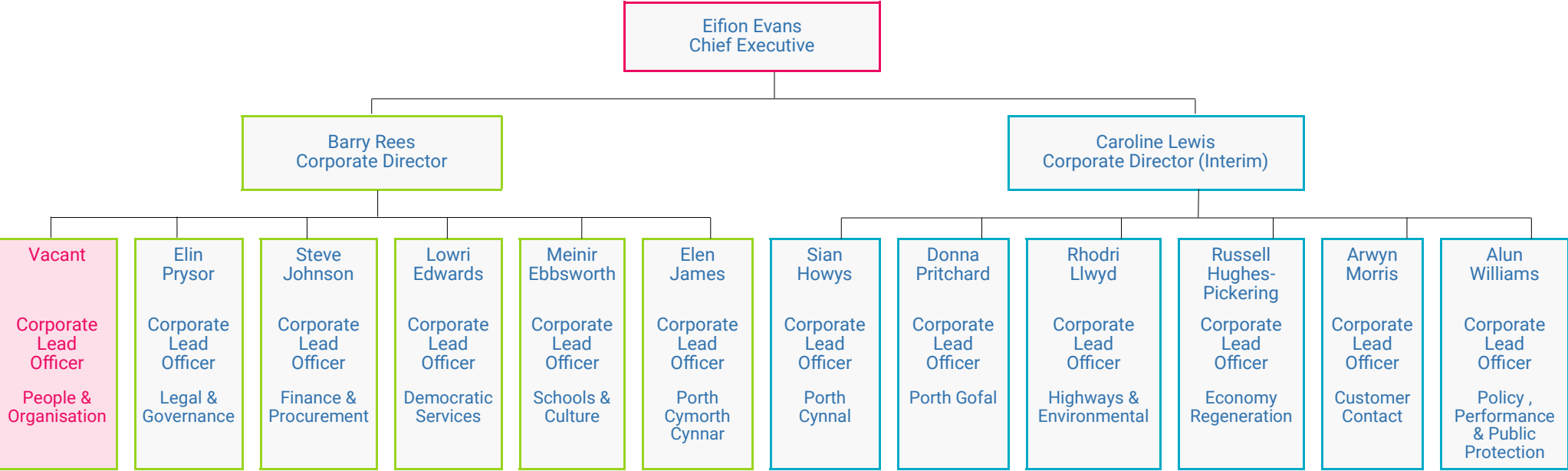
Enabling Individual and Family Resilience

- ✓ Promote the wellbeing of individuals and communities within safe and accessible homes
- ✓ Protect the most vulnerable by promoting early intervention and prevention.
- ✓ Enable individuals and families to regain and maintain their independence.

Promoting Environmental and Community Resilience

- ✓ Actively engage in programmes to deal with the effects of climate change.
- ✓ To improve infrastructure to facilitate future development to meet community needs
- ✓ To help and assist communities to become more self-resilient.

Our Leadership Team



A message from our Chief Executive about the role

We are continuing our ambitious transformation within Ceredigion, we have identified the need for change and are changing the way we think, the way we work and the ways in which we deliver our services to the people of Ceredigion.

As Corporate Lead Officer for the People and Organisation Service, you will have responsibility for leading a service that will be at the heart of realising this transformation. You will also provide a key link with Corporate Directors and work with other Corporate Lead Officers in ensuring that strategic and corporate objectives are effectively co-ordinated and implemented across all service areas.

We're looking for an innovative and dynamic leader who can work creatively and strategically to achieve the highest possible standards of performance. If you believe you have the values, skills and experience to take undertake this challenge then we would like to hear from you.

Eifion Evans
Chief Executive
Ceredigion County Council



Role Profile

Post Title:	Corporate Lead Officer – People & Organisation
Service:	People & Organisation
Grade:	Corporate Lead Officer
Accountable to:	Corporate Director
Location:	Canolfan Rheidol, Aberystwyth
Hours of work:	37 hours and as required to fulfil the demands of the workload





Role Purpose



- To be the Corporate Lead Officer and lead advisor to the Council on human resources, payroll and health & safety services.
- To provide a key link with Corporate Directors and work with other Corporate Lead Officers in ensuring that strategic and corporate objectives are effectively co-ordinated and implemented across all service areas
- Whilst Corporate Lead Officers have specific responsibility for the management and leadership of a portfolio of service areas, they have an overriding corporate responsibility to ensure that all service activities and actions comply with and support Council strategic objectives and standards
- To work creatively and strategically to achieve the highest possible standards of performance in Ceredigion County Council services



Principal Accountabilities

Strategic

- Ensure that a citizen focussed culture is promoted at all times
- To make an active and positive contribution to the Council's strategies, plans and corporate policies and translate these into deliverable business plans that improve service provision.
- To seek and implement innovative and creative solutions for the relevant services to meet the Council's needs to bring about change and improvement within budget provision.
- To work with and support Corporate Directors in providing the necessary vision, leadership and strategic direction to enable services to formulate and implement relevant and effective policies.
- To maintain and promote close working relationships with Elected Members, colleagues and outside organisations
- To work in collaboration with other organisations to achieve maximum benefits for the Council and residents of Ceredigion.
- To act as lead officer, as required, within the Council's partnerships with various agencies

Functional

- To be responsible for Human Resources, Payroll and Health & Safety services within Ceredigion County Council
- To be the lead advisor to the Council for all matters relating to its workforce, organisational development and Health & Safety arrangements
- Ensure the effective and efficient management of the following teams:
 - Human Resources Advice and Administration
 - Pay, Benefits and Systems
 - Recruitment, Engagement and Wellbeing
 - Learning & Development
 - Health & Safety
- To manage the promotion and compliance of Equality services within the Council

Quality and Performance Management

- To ensure that the needs of customers are fully understood and catered for in the delivery and improvement of services.
- To ensure that services are planned and delivered in a co-ordinated way and in compliance with agreed policies and standards and also in accordance with the Council's democratic governance processes.
- Ensure policies and procedures are updated to reflect current legislation and best practice.
- To regularly evaluate and report on performance against statutory and non-statutory service plans, business plans and performance indicators.
- To ensure that the funding arrangements for services are properly and competently employed; including preparation and control of services' revenue and capital budgets in accordance with Standing Orders and Financial Regulations. Meeting the increasing need for financial pressures and challenges on the Service budgets.
- To identify and pursue sources of appropriate external funding and alternative sources of service delivery e.g. through partnership working to deliver Council services.
- Maintain awareness of the changing landscape for public services, researching national and local practices in service delivery, in order to actively challenge and develop innovative solutions on the way services are delivered to ensure continuous performance

- To ensure high standards of performance of all staff within the Service, acknowledge good performance and tackle poor performance positively and effectively.
- To maintain an overview of service risks, including complaints.
- To work with other Corporate Lead Officers to deliver effective and efficient Council services
- Be prepared to quickly and flexibly react to the needs of the Council, its customers and partners
- Promote equality of opportunity in the delivery of services and employment practices so that the Council meets its moral and legal obligations as an equal opportunity employer
- To undertake any other duties commensurate with the level and expectation of the post, including emergency planning; response management and coordination; risk management; and safeguarding

Communication

- To review existing methods of communication with staff to ensure that these are effective and encourage two-way feedback.
- Promote a culture of strong internal and external communication
- Maintain effective liaison with Elected Members, and where appropriate, provide comprehensive information and advice in order that necessary issues are referred to Members for decision in a timely manner

Person Specification

Qualifications

Educated to degree level in a relevant subject or equivalent experience (Essential)

Chartered member of CIPD, IOSH, CIPP or relevant professional body (Essential)

Evidence of Continued Professional Development (Essential)

A recognised Senior Management qualification (Desirable)

Local Government Experience

Full understanding of the role of elected members and of the decision making process in a political environment (Essential)

Experience of working within local government including the awareness of and sensitivity to the political context of the role (Desirable)

Thorough knowledge of the national policy frameworks within which the Council operates (Essential)

Senior Management Experience

Experience of successfully managing a relevant service area within a large multi-functional organisation and demonstrate achievement in significantly influencing successful performance (Essential)

Minimum of 5 years relevant management experience in human resources, payroll or health and safety (Essential)

Extensive and successful managerial experience at a senior level including evidence of commitment, initiative, vision and flexibility (Essential)

A successful record of analysing issues, developing strategies on a multi-agency basis and of creating service plans based on needs and which achieve quality and cost improvements (Essential)

Service Delivery

A complete understanding of legislation and regulation as it relates to the People and Organisation Service (Essential)

Evidence of successful development of strategies and policies in areas of specific responsibility that deliver high quality outcomes (Essential)

Track record of successfully leading, managing and continuously improving multi-disciplinary teams to effectively achieve positive change in a public service environment (Essential)

A full understanding of performance management and business planning processes with the ability to direct this knowledge to drive continuously improving customer focussed performance (Essential)

Resource Management

Extensive experience of the management of large scale human and financial resources. in accordance with agreed policies, priorities and within the formal framework of cost and quality standards (Essential)

Partnership Working

Evidence of successful working with employees, Trade Unions, external public and private sector organisations and voluntary sector organisations (Essential)

Personal Effectiveness / Key Skills

Commitment to democratic local government with an awareness of a sensitivity to the political context of the role and be able to maintain impartiality, manage political relationships and work with political parties and maintain their trust (Essential)

Strong leadership skills with the ability to think strategically, creatively and innovatively and to put ideas into effective action whilst demonstrating openness to new ideas (Essential)

Commitment to the principles and practices of customer care, ensuring excellence in service delivery and recognition of its impact on the service users (Essential)

Excellent communication skills and an ability to relate to a wide range of audiences and to utilise different media as appropriate (Essential)

Strong negotiating skills with a past record of achievement and success (Essential)

Ability to work under pressure to tight deadlines (Essential)

Clear commitment to uphold the principles of equality and diversity (Essential)

Personal Circumstances

Must hold a full driving licence (Essential)

Must be prepared to work irregular hours to meet the needs of the Service (Essential)

Linguistic Ability

The ability to undertake tasks of the above posts through the medium of the Welsh Language will be regarded as being essential the Council may consider a candidate where the commitment to attain ALTE level 4, (spoken), level 3 (reading) and level 3 (writing) within two years is agreed. (Essential)

Political Restriction

This is a politically restricted post

In exchange for you skills and expertise

Salary: £72,158 to £77,192

- Local Government Pension Scheme
- From 26 up to 33 days annual leave days per year (plus 8 public holidays)
- Flexible working arrangements, including time off for Medical, Dental and Optician appointments
- Excellent opportunities for personal development through our core learning and development programmes
- Range of salary sacrifice schemes including the 'Cycle to Work' scheme and additional voluntary pension contributions
- Employee assistance programme – providing free and confidential advice, assistance and counselling to employees on a range of issues
- Discounted memberships to our local leisure centres
- Life-style savings and Vectis card offering discounts at a wide range of national and local businesses

...and much more.

Appointment Arrangements

Applications

Applications must be submitted via the Council's online application form. No supporting documentation will be accepted.

The closing date for applications is **midnight, 6 September 2021**.

Interviews will be held week commencing **27 September 2021**.

Employment references

You will be required to provide names and contact details of two referees. If candidates wish to be advised before we contact their referees, this should be indicated clearly on the application form.

Evidence of qualifications

Candidates will be required to bring evidence of their qualifications to the interview.

Health Screening

The preferred candidate following the interview will be required to undergo pre-employment health screening.

Immigration, Asylum and Nationality Act 2006 – Prevention of illegal working

Candidates must be eligible to work in the UK. The successful candidate will be required to provide original evidence of his/her eligibility to work in the UK. Guidance on suitable documentation will be provided.

Provision of false information

Candidates should also note that the provision of false information or the omission of material information in their application, or at interview may lead to the offer of employment being withdrawn or summary dismissal.

Further information

For further information and / or an informal discussion regarding the role please contact [Caroline Lewis](#) on caroline.lewis@ceredigion.gov.uk

CEREDIGION



GYRFA GWAITH DYSGU
CAREER WORK LEARN



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