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| **POST TITLE** | Director of People & Culture (0.8 fte) |
| **GRADE** | Executive Director |
| **PERMANENT BASE** | CHQ, Eyre Street, Sheffield (with some agile working) |
| **RESPONSIBLE TO** | The Fire and Rescue Authority on statutory people issues Chief Fire Officer / Chief Executive on general management issues  |
| **RESPONSIBLE FOR** | People Relations & Professional Standards ManagerSenior People Partner (OD)People Services ManagerCulture Programme Lead |

**OVERALL PURPOSE OF JOB**

Provide professional strategic people advice to South Yorkshire Fire & Rescue Authority and Directors of South Yorkshire Fire & Rescue Service, including leading culture change.

Lead the People function by providing strategic direction towards the achievement of the strategic objectives in the Community Risk Management Plan and the People Strategy.

Display outstanding leadership and role model the values and behaviours of the service and the national core code of ethics.

**MAIN RESPONSIBILITIES**

1. **People & Culture**
	1. Provide professional strategic advice and guidance to the Executive Team and Senior Leadership Team (SLT) on all complex individual and collective people related matters.
	2. Provide detailed interpretation and implementation of employment legislation, particularly when complex and legally sensitive issues arise.
	3. Assess, review and manage all risks associated with complex people related issues, ensuring the service is not exposed to avoidable risks relating to individual employment rights, reputational damage and wider employment legislation.
	4. Lead, advise and manage all issues related to employment tribunal claims.
	5. Ensure the procurement and delivery of effective general training provision for the whole service (not operational training).
	6. Lead on cultural change, engendering resilience and aspiring to have a workforce that is representative of the communities we serve and to be an employer of choice.
	7. Be accountable for the development and delivery of impactful equality, diversity and inclusion outcomes.
	8. Ensure occupational health, fitness and wellbeing provision supports the needs of the service in sustaining a resilient and healthy workforce able to deliver services to our communities, as well as support employees as necessary.
	9. Ensure the service implements and complies with new employment legislation as it arises regarding all of its people matters, processes and procedures.
	10. Design and delivery of the service’s people strategy to ensure it can meet medium to long term strategic objectives.
	11. Develop and maintain effective relationships with the service’s recognised Trade Unions and take a lead role in effective and robust consultation and negotiation to support the services strategic objectives.
	12. Facilitate, prepare and support recruitment processes for appointments to positions up to and including Director level.
2. **Leadership and management**
	1. Provide leadership to and set strategic direction for the People function.
	2. As a key member of the Executive Team and SLT, contribute to medium to long term strategic planning across all the functions of the service and particularly with regards to people related matters, workforce planning and workforce development, to ensure the appropriate level and distribution of skills.
	3. As a member of the SLT, contribute to major incident planning and delivery, particularly with regards to people related matters.
	4. Provide strategic advice and guidance to the People function teams on all complex people issues, including employment legislation and employee relations involving detailed legal advice and risk management.
	5. Ensure all people policies, procedures and practices are up to date and in line with current employment legislation and good practice.
	6. Ensure the effective and timely delivery of the workforce plan, in line with recruitment, retention and specialist skill requirements to ensure optimum service delivery in all functions of the service.
	7. Ensure all recruitment and promotional activity across the service is managed in a fair, transparent and effective way.
	8. Support the Executive Team and SLT’s commitment to maintaining and improving the service’s core values and behaviours and the national core code of ethics.
	9. Represent the service and people function at meetings of SYFRA, preparing and presenting reports as necessary and respond to/liaise with Members on people related matters.
	10. Represent the service on all people related issues at regional and national groups, as agreed by the CFO/CEO.
	11. Drive the development of effective working relationships with key internal and external customers, clients and partner agencies.

**7. General**

* 1. Comply at all times with the employee code of conduct, service behaviours and code of ethics for fire and rescue staff.
	2. Fully participate in the service’s personal review process appropriate to the requirements of the role.
	3. Successfully complete any training and development opportunities required for the role.
	4. Practice and promote the service’s equality & diversity and health, safety & wellbeing policies.
	5. Ensure risk is managed effectively within the section in accordance with the service’s strategies and plans.This will also include the duty to comply with SYFR safeguarding procedures where there are concerns about the abuse and/or neglect of a child or an adult at risk*.*
	6. Be responsible for the accurate and appropriate security and processing of data, ensuring compliance with organisational policies and procedures (i.e. data protection).
	7. Proactively identify and support continuous improvements to ways of working within own areas of responsibility, the wider team and the organisation.
	8. Carry out other duties from time to time as required, appropriate to the grading of this post.

**NOTE:** This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Masters Degree in relevant people related subject or extensive equivalent professional expertise | X |  |
| Professionally qualified to CIPD Level 7 (Fellow) or agreement to achieve within an agreed timescale | X |  |
| Evidence of continued professional development | X |  |
| **Knowledge & Skills** |  |  |
| Extensive technical and strategic people management knowledge | X |  |
| Exceptional relationship management skills, including excellent interpersonal and diplomacy skills | X |  |
| Robust consultation, negotiation and influencing skills | X |  |
| Effective and confident leadership style | X |  |
| **Experience** |  |  |
| Significant strategic leadership and people management experience in large and complex organisations | X |  |
| Significant employee relations experience in a unionised environment | X |  |
| Experience of change and culture management in large complex organisations | X |  |
| Proven track record of delivering people policies and strategies to support organisational objectives and transformational change programmes | X |  |
| Experience of having worked at a senior level in a political environment | X |  |
| Experience of delivery equality, diversity and inclusion outcomes | X |  |
| Experience in leading major service improvements | X |  |
| Experience in leading occupational health and wellbeing teams |  | X |
| **Personal Effectiveness** |  |  |
| Credible, generating trust and confidence | X |  |
| Strong personal integrity, approachable and highly motivated | X |  |
| **Other Requirements** |  |  |
| Able to travel to other locations locally, regionally and nationally | X |  |
| Able to work flexibly on occasions, particularly during major incidents | X |  |