

**JOB DESCRIPTION**

**POST TITLE Southwark 360 Programme HR Policy and Reward Analyst 0.5 FTE**

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| **GRADE** | 12 |
| **DIVISION / UNIT** | HR Policy and Projects  Human Resources and Organisational Development (HROD) |
| **DEPARTMENT** | Governance & Assurance |
| **REPORTS TO** | Pay & Reward Specialist or ERP HR & Payroll Lead |

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| **PURPOSE OF THE JOB** |

* Provide high-level professional input and leadership developing appropriate HROD policy and practice including pay and reward.
* Using expertise to deliver corporate and departmental projects, such as new ERP; support people through change management and the workforce strategy to meet business needs, including the borough’s delivery plan and contributing towards our aspiration to be an employer of choice by attracting and retaining high-performing workers to give the best to Southwark’s community
* Accountable for positive policies/projects/programmes over their life cycle by leading design, planning and implementation to ensure meaningful outcomes delivered on time, within cost and quality constraints, gaining the support of others through persuasion and negotiation
* Act as the subject matter expert on all aspects of the relevant policy/reward/project/programme, facilitating ownership to help embed change and learning.

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| **PRINCIPAL ACCOUNTABILITIES** |

**Research, policy and development**

* Undertake research and development, collating information including equality impact assessments, analysing and reporting findings
* Proactively develop, implement, review and propose improvements to HROD policies, guidance and procedures, including those resulting from key projects, ensuring alignment with our wider policy aims
* Contribute to the development of SMART performance indicators
* Lead on review and redesign of all relevant processes within key HROD policy and projects/programmes, ensuring suitable guidance and training given to colleagues
* Proactively inform, consult, engage, and where necessary, negotiate with our trade union partners, staff networks, champions and allies to achieve the best outcomes for policy and project initiatives
* Ensure appropriate benefits realisation strategies in place, monitoring longer term delivery of benefits
* Contribute towards the strategic planning of team projects, identifying interdependencies, and potential impacts across the council

**Management**

* Maintain a centralised HR project management function by creating and supporting strategies and processes for the effective planning, monitoring and delivery of corporate and departmental workforce projects. Develop accurate project schedules that identify appropriate resources and outputs. Apply our HR policy framework and corporate programme principles to deliver stated objectives
* Consolidate and document the fundamental components of projects/programmes: scoping, goals, resource, budgets, risks, opportunities and deliverables that support business objectives in collaboration with senior stakeholders. Select and apply appropriate methodologies
* Maintain HR policy and project systems, updating software, accessing and managing content and retrieving data
* Ensure effective change management processes are in place to agree and document changes to deliverables as agreed with stakeholders

**Service Improvement**

* Contribute towards the strengthening of organisational compliance for workforce and terms and conditions commitments, eg equality corporate workforce action planning
* Help encourage a quality assurance/auditing and learning approach to policy implementation
* Maintain information management across shared corporate drives and internal systems in accordance with UK General Data Protection Regulation (GDPR), Data Protection Act 2018, and our governance policies
* As part of a wider programme/project management community of practice, contribute to the collective improvement of project/data management approaches and innovation across the council

## **Analysis and judgement**

* Develop appropriate methods for simplifying and presenting a wide variety of complex data in a variety of formats
* Timely and accurate information analyses, reporting to senior leadership on agreed workstreams
* Devise and improve current management information, analysing, reporting and suggesting new methods to enhance decision-making

## **Communication**

* Participate in, chair, and lead working groups, with or on behalf of, HR&OD
* Visibly drive engagement, championing and encouraging change to support wider participation. Design and deliver a range of staff engagement activities, providing opportunities for staff to shape our future and contribute towards problem-solving
* Identify key stakeholders and develop effective relationships
* Attend meetings as appropriate including programme boards, project meetings, team and stakeholder meetings
* Communicate project expectations to project team members and stakeholders in a timely and clear fashion
* Help instill a culture of openness and transparency to maximise project outcomes

## **Finance and people management**

* Support the provision of resources needed for projects from internal and/or external providers, tracking and monitoring associated budgets
* Contribute to sound financial delivery of projects ensuring timeliness, quality, and cost-effectiveness
* Design and deliver briefing sessions / training to managers, employees and trade unions to promote a wider positive understanding of HR and reward policy and procedures
* Guide, coach and nurture others to generate a supportive learning culture
* With support, manage any project team members, including a rolling cycle of interns and apprenticeships, matrix management, working with any partners/contractors that provide professional services to our workstreams, as required

**Job Context**

# Organisational Information

Southwark Council is an organisation of nearly 4,500 employees providing services to the community of the London Borough of Southwark. Southwark, as part of Central London, faces many social and economic challenges with areas of extreme social and economic disadvantage within the borough’s boundaries alongside some of the most affluent parts of the capital.

We directly employ a diverse staff group in a wide variety of roles ranging from manual and skilled trades to staff employed in professional areas such as social care, legal, housing management and public health, in addition to technical professions such as trading standards, development planning and environmental management.

Southwark Stands Together grew as a response to the inequalities exposed by COVID-19 and the events of 2020, articulated by the Black Lives Matter protests. We developed five anti-racist pledges in our commitment to becoming an anti-racist organisation:

* promote an open and transparent culture where employees who experience/see racism or discrimination are able to raise it and expect the issue to be dealt with swiftly and fairly
* listen to and amplify our diverse voices within our organisation on how we create an inclusive, fair and representative workplace at all levels
* work to address and prevent structural racial inequalities and structural racism within our organisation, to organisations we partner with and within the service we deliver
* champion organisations that address racial injustices and organisations that promote equality and diversity
* ensure that people of all backgrounds can rise to the top of the organisation.

HROD aims to provide the Council with a professional service covering all aspects of HR service delivery, including resourcing, partnering, L&D, transactions, managing employee relations and building constructive relations with the recognised trade unions. We aim to provide leaders at all levels with timely and appropriate professional HR advice on employee and workforce issues. This advice is predicated on ensuring the most effective use of the Council’s resources and putting in place strategies to support leaders to deliver against their business needs.

The implementation of workforce strategies and the development of HROD policies (including pay and reward) are led by the HR Policy and Projects Team.

**REPORTING**

This post may line manage one or two HR Project Officers, along with a rolling programme of an apprenticeship/Southwark intern on a cyclical basis to enhance internal HROD career pathways.

# CONTACTS

This role will have regular contact with members of HROD, corporate communications, TU colleagues, and officers at all levels across the council.

External contacts may include other local authorities, London Councils, the Local Government Association and a range of other bodies that support our strategic aims, such as the Business Disability forum, Working Families, Inclusive Employers etc.

**FINANCIAL RESPONSIBILITIES**

This role will be responsible for managing budget and other financial resources associated with project and programme delivery budgets.

This role is responsible for ensuring all financial transactions undertaken are done so within the appropriate finance protocols (eg authorisation, purchasing limits and cost centres).

**CONDITIONS OF SERVICE**

This role is covered under the NJC conditions of service as applied in Southwark Council.

This role is part time (18 hours a week) and is offered as a secondment for a fixed period of 2 years.

This post is not politically restricted under the terms of the Local Government and Housing Act 1989 (as amended).

Employment is subject to a probationary period of twenty-six weeks from the start date, during which time the post holder will be required to demonstrate to the council’s satisfaction their suitability for the position.

# HEALTH AND SAFETY

The post holder is required to carry out duties and responsibilities in accordance with the council’s Health and Safety Policy, and Health and Safety legislation.

The post holder is required to take reasonable care for the safety and health of themselves and others who may be affected by their acts and to co-ordinate with management in the promotion and maintenance of health and safety measures.

The post holder is required to check that procedures are in place and followed to ensure appropriate risk assessments (and consequential control measures) are undertaken for both directly managed and indirectly managed staff in all areas of work duties.

**GENERAL**

* Model the behaviours required of all staff and demonstrate commitment to the council’s values
* The post holder is required to carry out duties and responsibilities of the post in accordance with the Council’s policies, procedures and standing orders.
* Take personal steps to support our wider climate change strategy and action plan
* Undertake any other duties and responsibilities which are commensurate with the level of this role, as required.
* A job description will change and evolve over time and this job description can be updated to adapt to the changing needs of department / organisation in line with the grade, with prior consultation with the role holder.

**PERSON SPECIFICATION**

The person specification is a picture of skills, knowledge and experience required to carry out the job.

**Key: E** Essential **S** Shortlisting criteria

**I** Evaluated at interview

**T** Subject to test

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| **Knowledge, including educational qualifications** | **Essential (E)** | **How assessed (S/ I/ T)** |
| Relevant degree and/or professional or management qualification (or equivalent), plus evidence of continuing managerial and professional development | E | S |
| Project management training (eg PRINCE 2 / Agile Project Management Practitioner) | E | S |
| Applied knowledge of HROD employment law and best practice particularly in the public sector, including local government terms and conditions | E | S/I |
| **Experience** | | |
| Successful delivery of HR policies, and programmes/projects with positive outcomes | E | S/I |
| Experience of the delivery of pay and reward initiatives, including job evaluation | E | S |
| Project delivery through its lifecycle from inception, design and delivery to business as usual | E | S |
| Analysing complex problems and conflicting data from multiple sources, offering suitable proposals for change | E | I/T |
| Implementing positive cultural change/engagement initiatives | E | I |
| Simplifying complex concepts, creating and presenting material in a variety of ways for a wide range of audiences and stakeholders.  Preparing briefing papers and presenting senior leaders | E | I/T |
| Positively leading and coaching team members, successful matrix management | E | I |
| Engaging, consulting, and negotiating with trade unions, securing balanced outcomes in the interests of employees and the wider organisation | E | I |
| **Aptitudes, Skills & Competencies** | | |
| Successfully influencing and persuading others, gaining commitment to create change | E | I |
| Working collaboratively and purposefully with partners in other departments of the Council and partner organisations locally and nationally | E | I |
| Writing clearly and concisely on complex and multi-faceted topics | E | I/T |
| Leading a team, to inspire and align the efforts of team members in pursuit of organisational objectives |  | S |
| Working proficiency in Microsoft Office, Visio, HR data systems, Power BI | E | S/T |
| Effective self-discipline and management, escalating appropriately by exception. Can generate momentum by acting with drive, positivity, enthusiasm and commitment, even if things may not go to plan | E | I |
| Working creatively and flexibly, taking a proactive approach to risk and issue management | E | I |
| **Special conditions** | | |
| Able and willing to occasionally work outside of standard office hours. Including evenings or weekend meetings and events | | |
| Demonstrable commitment to and understanding of equality, diversity and inclusion and anti-racism | | |

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Created by Head of HR Policy & Projects

Updated May 2025