

Kent County Council

Job Description: *People Policy Adviser*

Directorate:	Deputy Chief Executive's Department
Unit/Section:	HR & OD
Grade:	KSI
Responsible to:	Policy Team Manager

Purpose of the Job:

Act as a function expert on the People policies and terms and conditions.

Develop, review and advise on People policies and terms and conditions.

Lead on the development and delivery of initiatives and policies that enable strategic outcomes to be achieved.

Main duties and responsibilities:

- Develop forward looking organisational and directorate people policies and practice which improve employee performance in line with the People Strategy.
- Identify and scope specific projects which both support the required outcomes of employment strategies and build capacity and capability across the Organisation.
- Contribute to and lead on specific projects, working with other specialists, to develop, design and implement initiatives and/or policies aligned to the achievement of the strategic outcomes, in partnership with colleagues in across the function.
- Support the monitoring and evaluation of employment policy and practice with regular review and reporting as appropriate.
- Support the evaluation and impact of activities to ensure the delivery of outcomes and value for money.
- Act as the function's expert in People policies and terms and conditions, developing and maintaining specialist knowledge to provide expert advice and guidance to Members, senior managers and colleagues in Deputy Chief Executive's Department and to provide analysis, commentary and recommendations to appropriate management meetings on any necessary actions to deliver an effective organisational response to changes in the council's operating environment.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *People Policy Adviser*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to degree level or equivalent professional qualification and/or experience. • CIPD qualified or equivalent. • Holding or working toward an appropriate management qualification or standard such as Managing in KCC.
EXPERIENCE	<ul style="list-style-type: none"> • Breadth of HR/OD experience, including developing policies and leading projects or initiatives. • Experience of partnership working. • Experience of working with trade unions. • Experience of pan organisation consideration working. • Experience of project management.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • High and demonstrable analytical, problem solving and creative skills. • Ability to develop constructive relationships • Excellent written and oral communication skills, including presentation skills and report writing skills • Strong influencing and negotiation skills • Strong project management skills
KNOWLEDGE	<ul style="list-style-type: none"> • Comprehensive knowledge of employment policies & procedures. • Wide-ranging knowledge of employment legislation and terms & conditions. • Excellent theory knowledge of good practice in

	<p>specialist areas of HR/OD, e.g. Reward.</p> <ul style="list-style-type: none"> • Understanding of how to align HR with business objectives.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>