

Job description (July 2025)

Details of the job

Post title:	Workforce Policy and Projects Specialist
Salary	NNC Band 10
Reports to:	Workforce, Policy and Projects Team Manager
Service area:	HR

Overall purpose of the post

1. To project manage and lead on a range of organisation wide workforce projects that provide a sustainable and effective employment model which supports the delivery of the NNC workforce strategy and corporate plan.
2. To develop, review and improve employment policies, practice and guidelines to meet the objectives and priorities of the Council and measure the effectiveness of these to identify innovative solutions which improve the quality of HR services within a framework of a cost effective continuously improving service.

Principal responsibilities

1. To project manage and lead on a range of organisation wide strategic employment and organisational change projects, changes to terms and conditions of employment, pay reviews, service efficiency reviews and talent pipeline and development, in light of changing priorities, direction and legislation.
2. To ensure consultation with relevant stakeholders (including Trade Unions) and effective implementation of change that meets customer expectations and priorities.
3. To develop and review **employment policies** and practices and manage project work which impact employees and the workforce, to make sure they meet organisational requirements (current and future); including the effective and timely review of HR policies, practices and procedures.
4. To work in **collaboration with HR Business Partners and Advisory Teams** to provide expert advice/interpretation of policy, employment legislation, legal frameworks or assistance with complex queries to ensure practice and compliance is consistent.
5. To lead on **pay and reward** related matters; including negotiation with trade unions on local terms and conditions, where applicable.

6. To support the development and delivery of the council's **talent, retention and resourcing** strategies to ensure we have the right people in the right place, with the right skills, at the right time.
7. To **line manage** Workforce Policy and Projects Officers / Workforce Planning and Systems Officers / Resourcing Coordinator, motivating and developing them to reach their full potential and empowering them to deliver an excellent service to customers.
8. To support the **effective maintenance of consultative and negotiation arrangements and agreements with Trade Unions** and other stakeholders to ensure organisational objectives can be achieved, whilst maintaining positive employee relations in accordance with service areas constitutional agreements.
9. To monitor and interpret developments in national legislation and evolving case law decisions, highlighting key issues to make sure that HR policies and HR colleagues are updated to comply with changing directives, statutory requirements and codes of practice.
10. To establish, implement and review ways of measuring the effectiveness of policies, both quantitative and qualitative, analysing results and identifying improvements to gain optimum effectiveness for the organisation and implementing this into policy development.
11. To **project manage** policy reviews, in light of changing legislation/direction, ensuring consultation with relevant stakeholders (including Trade Unions) and ensuring effective implementation of change, to meet customer expectation and organisational/legislative objectives within agreed timescales.
12. Assessing HR initiatives from the perspective of a manager self- service model, understanding the capability of the **employee resource platform**, and other HR systems such as the **Recruitment Hub**, or other digital methods for provision of HR services - ensuring that they reflect the essential requirements of keeping the organisation safe and legal as a minimum, or can be utilised efficiently to enhance HR service provision.
13. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.

Each Workforce Policy and Projects Specialist will have certain areas of technical/professional expertise so the service can maximise specialist advice. Similarly, each will lead on particular workforce projects. However, the team are expected to be able to work collaboratively, to enable greater resilience within the service, and therefore are expected to work across these areas of technical/ professional expertise and workforce projects as required.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. The nature of the work and changing requirements mean that the major tasks may be reviewed from time to time to reflect those changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holders.

PERSON SPECIFICATION

Post Title:	Workforce Policy and Projects Specialist
Service Area:	HR

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<p>CIPD qualified and/or a relevant degree or equivalent qualification.</p> <p>Evidence of continuing professional development to anticipate future challenges and requirements.</p>	Project Management qualification
Experience and Knowledge	<p>Proven experience in HR support at a professional level, providing sound personnel advice on complex employment issues and interpreting HR policies, procedures, conditions of service and legislation.</p> <p>Experience of implementing strategic initiatives and employment projects that lead to improvements in HR service delivery.</p> <p>Proven experience of leading and developing high performing, professional teams to deliver continuous improvement.</p>	<p>Experience of working in HR in a unionised, large multi-site organisation.</p> <p>Experience of developing policies</p>

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Ability and Skills	<p>Project management skills - Able to work as the project lead - from initiation, design and planning, championing solutions (managing ambiguity) to achieve business outcomes.</p> <p>Ability to build relationships, credibility and at the same time challenge.</p> <p>Evidence of effective organisational skills, ability to manage competing priorities to enable objectives to be met.</p> <p>Ability to interpret legislation, guidance and best practice to produce tailored and concise HR policies/documents</p> <p>Able to assess a range of complex situations to simplify and develop options/workable solutions. This includes consideration, articulation, and mitigation of the risks in any given situation.</p> <p>Adaptable approach to explaining complex HR issues to different audiences e.g. leaders, managers, HR colleagues, employees and trade unions.</p> <p>Ability to work with minimal direction and analyse what is required, within a continually changing environment/legislative framework.</p>	Evidence of innovation and ability to seek out opportunities to improve service.
Equal Opportunities	As a HR professional, you will be expected to not only have an in-depth knowledge of equality and diversity issues, but also challenge where appropriate and champion equality and diversity issues.	