

Job Description

Directorate:	Resources		
Service:	People Service		
Location:	County Hall, Preston		
Salary range:	£46,142 - £51,356	Grade:	10
Reports to:	Strategic People Partner	Staff responsible for:	N/A

Job purpose and scope

Dedicated to creating a harmonious workplace at Lancashire County Council through specialised employee relations support, pre-emptively addressing disputes with mediation to maintain collaboration and innovation. Providing expert support on directorate people projects, enhancing the employee experience, and acting as a crucial link between strategic people services and the Directorate Leadership Team (DLT). Additionally, our holistic employee wellbeing programmes and initiatives focused on building an inclusive culture ensure that our workforce remains healthy, supported, and valued, making LCC a leading example of diversity, equity, and inclusion.

The Lancashire Mindset

Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper. To help us achieve this, we have introduced the Lancashire Mindset: Growth, Ownership, Optimism, and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



Accountabilities/Responsibilities

- Provide professional and responsive ER advice and support with serious and complex employment matters e.g. employee performance, conduct (including safeguarding matters), capability, attendance, dismissal, disputes, restructures, redundancy, transfers (including TUPE), organisational change and workforce planning.

- Provide advice, guidance and challenge to the management of organisational design and structure, facilitating the formulation and implementation of change plans, including formal job evaluation.
- Undertake the review, development and implementation of ER, and related, policies, procedures and guidance and develop and deliver associated ER briefing sessions in partnership with People Services colleagues.
- Develop and maintain effective partnership working in all aspects of ER activity.
- Promote productive employee relations through effective consultation and negotiation, particularly where there are issues of dispute including attendance at corporate and directorate consultative groups, as appropriate.
- Act as ER representative at meetings and hearings, including at disciplinary and attendance hearings.
- Represent the county council at Employment Tribunal hearings, as required.
- Analyse and interpret management information to provide reports on key performance indicators for consideration and discussion at senior management meeting, including trend analysis and any relevant solutions.

Other

- **Equal Opportunities**
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.
- **Safeguarding Commitment**
We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.
- **Skills Pledge**
We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative**
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.
- **Respectful**
We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.
- **Collaborative**
We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications
<ul style="list-style-type: none"> • CIPD or equivalent recent professional ER experience • Evidence of CPD and ongoing commitment to personal development
Experience
<ul style="list-style-type: none"> • Providing advice and solutions to a wide range of complex ER issues within a diverse organisation • Assisting in organisational change activities, including job evaluation • Involvement in delivering business/service improvement • Managing employee relations issues • Managing challenging and competing workloads • Organisational design* • Working formally and informally with trade unions and employee representatives* • Developing, producing and implementing policies and procedures, including consulting and negotiating with stakeholders* (Essential for Policy role)
Essential knowledge, skills & abilities
<ul style="list-style-type: none"> • Ability to work within a performance culture and business/customer focused environment • Persuading, influencing, conflict resolution and negotiation skills with a developed sense of emotional intelligence • Sound knowledge of effective people management practices and processes with up to date employment law/professional knowledge • Ability to develop trusted relationships with internal and external customers and partners • Effective collaboration skills • Ability to meet strict deadlines within a multi-project environment, working under pressure and be responsive to changing priorities • Ability to deal with difficult situations when challenging existing practices • Ability to display resilience, energy, reliability and composure often under pressure • Highly developed interpersonal and communication skills (oral, written and presentation). • Professional approach and positive attitude, with strong problem ownership and problem solving skills • Ability to interpret and present, in writing and orally, management information on key ER performance indicators.

- Commercial awareness*

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.