

JOB DESCRIPTION

Job Title	People Manager (HRA)		
Directorate	HR&OD		
Reporting to	Employee Relations Manager		
Grade	11		
Evaluation ref:	TR0189	Job ref:	Family
Role purpose			
To work in partnership with line managers within the HRA service to support them in managing their staff through all stages of the employment cycle, providing support and advice to assist in achieving the Council's objectives. This role involves supporting line managers in the HRA, promoting a positive organisational culture, assisting with recruitment and workforce planning activities and providing support to managers in managing employee performance and absence.			
Accountabilities			
<ul style="list-style-type: none"> • Ensure line managers receive coaching, support, management information, advice, and guidance to effectively manage their teams. • Quality assures key people processes to ensure compliance and understanding across all areas, e.g., policies, process, pre-employment checks and other legal requirements are met for staff working within the HRA service. • Partner with staff at all levels building professional relationships; understand team requirements and strategy, providing direction, coaching and guidance as required. • Support managers with capability and performance issues, raising managers competence in dealing with employee relations issues (sickness, disciplinary, grievances, concerns during probationary periods, etc). • Support flexible working requests, advising managers and ensuring all paperwork is completed. • Work with line managers to promote diversity and inclusion as fundamental elements in the HRA's culture. • Support managers in identifying training and development requirements and opportunities. • Provide support for the job evaluation process including supporting managers with drafting job descriptions and person specifications. • Maintain a recruitment tracker for all vacancies in the HRA. Provide support to the recruitment process which could include supporting at interviews. 			

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- Support managers in drafting business cases for recruitment and retention applications.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Understanding of employment legislation and best practices.	X	
Knowledge of diversity and inclusion principles.	X	
Familiarity with HR systems such as Matrix, Talentlink, and SAP.	X	
Experience		
Proven experience of working in partnership with managers to deliver on key people projects.	X	
Experience in supporting line managers with employment matters.	X	
Experience of supporting implementation of change programmes across the employee lifecycle.	X	
Experience of coaching, influencing, and building strong working relationships with managers.	X	
Experience in supporting recruitment activities.	X	
Qualifications / Registrations / Certifications		
CIPD Level 5 or equivalent or relevant experience to demonstrate level of competence.	X	
Skills		
Excellent verbal and written communication skills and the ability to negotiate and influence effectively with all levels of an organisation.	X	
Excellent organisational skills with the ability to take responsibility for own workload and handle multiple priorities.	X	
Analytical and goal-oriented with demonstrable experience with people metrics.	X	
Proficiency in IT systems (Word, Excel, and Outlook).	X	
Proficiency in HR systems.		X
Ability to influence and support cultural change.		X

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Working Conditions

Regular travelling and able to travel countywide, including travel outside standard work hours and to areas that are not currently serviced by public transport.

This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions:

Work Hours: Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events.

Location: The primary work location is County Hall, with opportunities for remote work as per organisational policies.

Travel: Some travel within the local area may be required for meetings, site visits, and community engagement activities.

Work Environment: The role involves working both independently and as part of a team, with access to modern office facilities and resources.

Health and Safety: Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees.

Dimensions of the role

Working Arrangements

Somerset Council's dynamic Working Strategy will be applied to this position

Corporate Accountabilities

- Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do.
- Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: February 2025