Post Title: Employee Relations Manager

Grade: K

# Job Purpose

To actively and effectively promote the Council’s vision, values, aims, objectives and priorities, putting our citizens first through the delivery of best value services.

To be responsible for developing and maintaining positive employee relations policy frameworks and strategies within the organisation and ensuring all people policies support the Council Plan, enable business effectiveness and efficiency and foster a productive and harmonious work environment for all. Work closely with all stakeholders, especially the council’s recognised trade unions, to review, develop and promote fair and consistent application of policies, practice and procedures. This role requires strong interpersonal and conflict resolution skills, along with a deep understanding of employment law and statutory frameworks.

# Service Leadership Expectations

As a service leader you will be expected to demonstrate our core behaviours, built around

four central themes:

* **Leading People**: by building high performing teams, empowering and motivating others and being a role model for the organisation and its values.
* **Equality Diversity & Inclusion**: by creating a culture of respect and inclusivity in the services we provide and embedded within our workforce.. Ensuring Equality, Diversity and Inclusion, are fully considered in all our decisions and we give due regard to advancing equality.
* **Change & Innovation**: by driving change and a culture of continuous improvement, exploring new and innovative ways to design and deliver our services.
* **Collaboration**: by working across boundaries, building relationships and creating joined up services to deliver the best outcomes for the people of our city.

# Specific Duties

1. Actively promote and embed Equality, Diversity and Inclusion through all actions and in accordance with the organisation's EDI Strategy and objectives.
2. Ensure good financial management and assist in maintaining financial sustainability by adhering to the Council Financial Accountabilities Framework and Financial Regulations.
3. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work

**Role Specific**

1. Work with colleagues across HR and the Council to ensure corporate governance and strategy aligns with Council Plan priorities and meets the distinct business needs of particular services and departments.
2. Ensure the effective operation of the Council’s Employee Relations framework, facilitating good working relationships with Trade Unions at both an organisational and local level and securing collective and other agreements as appropriate.
3. Oversee the delivery, development and implementation of effective people management policies, practices and procedures that are reflective of best practice, national and local negotiating and governance frameworks and statutorily compliant.
4. Oversee the regular review, development and management of issues related to the Council’s pay policy, ensuring fair and consistent application that balances need and risk, particularly in relation to equal pay.
5. Provide strategic support to enhance the Council’s HR casework delivery and performance outcomes through a data and analytics led approach to building both organisational capability and capacity, especially focussing on manager self-reliance and self-service as a key ambition. Work with a range of stakeholders to support the development and delivery of HR casework policy and practice initiatives across all relevant cohorts, including the wider HR community, as key business partners, change catalysts and champions.
6. Manage the ongoing development and implementation of the Council’s reward and recognition strategy, ensuring that it positions the Council as an employer of choice, effectively attracting and retaining colleagues.
7. With colleagues from across HR, oversee the effective implementation of the reward strategy ensuring positive engagement and uptake from across the Council. Manage the Council’s reward and benefits package.
8. Facilitate effective working across the HR and EDI directorate, ensuring a collective focus on delivering a joined up service.
9. Establish and maintain a network of external contacts (local and national) to horizon scan, seek intelligence, and identify risks to improve services and identify good practice.

**Numbers and grades of any staff supervised by the post holder:**

**1x I; 2x H , 2xF**

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

**This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.**

**Produced by: Daljit Singh Nijran**

**Date: 25th June 2025**

## Person Specification: Employee Relations Manager

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| Area of responsibility | **REQUIREMENT** | | | MEASUREMENT | | |
| A | **AC** | D |
| **Vision, Strategy and Delivery** | Experience as a service leader in a complex organisation, with experience of;   * Delivering against outcomes and creating clear objectives * Creating a culture of continuous improvement * Commercially aware with strong analytical skills * Awareness of key issues in your market and for the city of Nottingham | | | 🗸 | 🗸 |  |
| **Leading**  **People** | Evidence of successfully leading teams, with experience of;   * Motivating people and creating high performing services * Empowering others to take decisions * Successfully managing wellbeing and resilience * Ability to plan for the future, with effective workforce planning skills | | | 🗸 | 🗸 |  |
| **Change and Innovation** | Able to lead service through change, with experience of   * Evidence of leading change programmes, bringing others on the journey with you. * Identifying and delivering innovative service delivery models * Able to create a culture of continuous improvement | | | 🗸 | 🗸 |  |
| **Collaboration** | A collaborative leader, with evidence of   * successfully in partnership across different sectors and fostering / harnessing partnerships. * Able to develop a culture of collaboration. * Political acumen and able to develop productive relationships with senior figures within an organisation | | | 🗸 | 🗸 |  |
| **Equality, Diversity and Inclusion** | A strong focus on ability and personal commitment to equality, diversity and inclusion, with evidence of:   * Delivery of inclusive services, understanding the challenges faced and how they can be overcome. * Evidence of developing people and services/teams recognise, respect and value individual needs to achieve a culture of inclusivity. * Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham’s people. | | | 🗸 | 🗸 |  |
|  | A demonstrable track record of delivering a range of HR functions in a complex organisation | | |  |  |  |
|  | Experience of developing and implementing team delivery plans and strategies | | |  |  |  |
| **Technical Skills and Knowledge** | Experience and understanding of complex employee relations issues and processes | | |  |  |  |
| Experience of developing and implementing HR policies | | |  |  |  |
| Experience of handling conflict and managing sensitive issues to achieve positive outcomes | | |  |  |  |
| **Qualification requirement** | CIPD or equivalent experience | | |  |  |  |
| **A – Application** | **AC – Assessment Centre** | **D - Documentary Evidence** |