

EXECUTIVE MEMBER PORTFOLIOS 2011/2012

EXECUTIVE MEMBER FOR HUMAN RESOURCE AND PERFORMANCE

Role specification

Role

Members of the Executive will have wide ranging leadership roles and will need to:

- lead the community planning process and ensure best value, with input and advice from Overview and Scrutiny, Township Forums, officers and any other persons as appropriate;
- lead the preparation of the Council's budget and policy framework, to include attending and contributing to the Council's annual Strategic Planning Event;
- take decisions on resources and priorities with other stakeholders and partners in the local community to deliver and implement the budget and policies decided by full Council;
- be the focus for forming partnerships with other local public, private, voluntary and community sector organisations to address local needs;
- ensure that the diverse needs of all groups and citizens are properly reflected in local strategies, plans and service provision;
- commit to the delivery of fair and non-discriminatory services to all members of the local community;
- commit to upholding human rights and promoting equality and diversity; promote and uphold the values within the Bury Values Prospectus;
- present where appropriate performance reports to Overview and Scrutiny;
- represent the Council's view on portfolio issues at Council, Executive and where appropriate, Overview and Scrutiny;
- represent the view of the Council on matters of corporate or strategic policy as the lead Executive Member, to the Government and to other bodies and organisations relevant to the Council's work;
- participate as a member of any panel, task group or other Council forum as appropriate;
- participate in local consultative arrangements and actively engage in communication and dialogue with any bodies and organisations involved in portfolio issues;
- provide support and guidance and work collaboratively with the designated lead members working within the portfolio holders area of responsibility; and
- be responsible for the functions delegated to the Executive either as a whole or to the Executive Member, as set out in the Council's Constitution.
- ensure that occupational health and safety implications are adequately considered in policy development and decision making within the area of responsibility;

Specific responsibilities

The role of the Executive Member for Human Resource and Performance is crucial to the successful application of human resources and organisational development, policies and strategies and the delivery and monitoring of operational performance targets within the Council's performance management framework, in conjunction with appropriate Directors.

Additionally, this role has lead political responsibility for the successful delivery and monitoring of the Council's performance management framework in conjunction with the appropriate directors.

The main areas of responsibility are:

- participation in the formulation and application of policies and in decision making and cross cutting issues, concentrating on the following areas:-
 - Human Resource Management - Workforce Development Plan
 - Sickness/Managing Attendance
 - Corporate Health BVPI's
 - Single Status/Pay Strategy
 - Investors in People
 - Work Life Balance
 - Local Pay Review
 - Management Development
 - Employee Review
 - Training and Development
 - Occupational Health and Safety
 - Member Development
- to ensure that the published Corporate Plan sets out the Executive's priorities in the form of clear objectives and rigorous targets for all Council activity, and that those objectives and targets are properly reconciled with the other, relevant, aspects of the policy framework;
- to present, where appropriate, performance reports to Overview and Scrutiny;
- identify and understand the significant occupational health and safety risks within the area of responsibility and to ensure that they are adequately considered in policy development and decision making;
- to maintain an effective performance, measuring, monitoring and reviewing performance management framework;
- to review and evaluate the organisational performance of the Council in delivery of the Corporate Plan, by use of the formal Performance Management System, and to assist with the development and carrying out of appropriate remedial action as needed;
- to ensure the Council maintains a positive response to any Performance Inspection regime;
- to ensure that the activities required to draft and produce the Service Development Plans are adequately timetabled, co-ordinated and adopted – this will involve especially close liaison with Management Board and Cabinet;
- to ensure there is a proactive monitoring performance management framework that results in Overview and Scrutiny carrying out bi-annual monitoring of Council performance;
- to ensure that performance reviews are carried out in accordance with agreed timescales and reporting requirements;

- to promote the use of project management techniques and disciplines to ensure the effective and efficient management of Council and department projects;
- to promote workforce development with appropriate regard for: the ascertained needs of the Council in responding to performance management needs;
- to represent the Council's view on performance and best value issues at Council, Executive and, where appropriate, Overview and Scrutiny;
- to present, where appropriate, performance reports to Overview and Scrutiny;
- identify and understand the significant occupational health and safety risks within the area of responsibility and to ensure that they are adequately considered in policy development and decision making;