

## PACT HR Recruitment Pack

### Who we are:

PACT HR is one of a number of traded services within Bradford Metropolitan District Council. We provide a full range of HR support services predominately within the Education Sector. We work collaboratively with a number of Schools, Multi Academy Trusts and Nurseries and Local Authorities, covering HR strategy and the full life cycle of the employee as part of our HR advisory services.

Our service has a great team of dedicated HR professionals, with a wealth of experience and knowledge, who always work together to deliver the best possible service to our customers. We pride ourselves on excellent customer relationships, being flexible and having a can do attitude.

### What we do:

At PACT HR we provide our customers with the support needed to ensure their people remain their greatest asset.

Engaging with PACT HR offers customers the opportunity to outsource some, or all of their HR function; placing it in the hands of education HR specialists with a wealth of experience.

Based in Bradford, we support organisations across the Yorkshire district, and further afield.

If you are looking to work with a team of highly professional, flexible, dependable and friendly HR experts in a rewarding environment, look no further. We are confident we can provide you with everything you need to develop your career in Education HR.

### Our Team

PACT HR is made up of the following teams:

- Business Partners
- Consultancy
- Contracts Administration
- Advertising and Recruitment
- DBS
- Telephone and Online Support



Phone: 01274 436644

Email: [Pact-HR@bradford.gov.uk](mailto:Pact-HR@bradford.gov.uk)



### Why join Team Bradford at Bradford Council

If you care about making a difference and believe in the work you do (or the work you want to do), then we want to hear from you. Our workforce changes lives, so whatever the job might be, if you want to do it to the best of your ability and are passionate about the district then we want you in Team Bradford.

Bradford Council is a great place to work and below are just a few of the reasons why!

#LoveMyJob

As the leading employer in the district, we care about creating a great place to work. We want every employee to be able to say they love their job, whatever that might be. We provide support to help that happen, from recently improved performance management systems, to a wide range of training and development opportunities.

The colleagues around you can make or break how you feel about work. Having positive workmates, with a can-do attitude, who want to help and who care about getting things right, can make a massive difference. Our [Bradford Behaviours](#) provide guidance about what is expected of all employees, to help make Bradford Council a great place to work for everyone.

#### Family Friendly Working

- West Yorkshire Pension Fund
- Flexible working (including hybrid working) and Flexi Time
- Leave
- Annual Travel Card and Discounted Car Parking
- Cycle to Work
- Service Excellence Awards
- Learning and Development
- Loyalty Awards
- Metrofit Card and Club Active
- Bradford Credit Union
- Employee Benefits
- Employee Wellbeing

#### About Bradford

From a cultural urban centre, to sweeping landscapes and stunning heritage towns – we have something for everyone across approximately 141 square miles, stretching across Airedale, Wharfedale and the Worth Valley. Those moving to the area could choose Bradford city and the towns of Bingley, Ilkley, Keighley and Shipley or one of many other communities including Addingham, Baildon, Burley in Wharfedale, Cullingworth, Denholme, Eastburn, Eccleshill, Haworth, Menston, Oxenhope, Queensbury, Silsden, Steeton and Thornton. Please visit the Visit Bradford website.

#### Bradford is the UK City of Culture 2025

The year is set to deliver more than 1000 new performances and events including 365 artist commissions, a series of major arts festivals as well as exciting national and international collaborations. Its themes will be rooted in the unique heritage and character of Bradford and will reveal the magic of the district that is held in its people, its ambition, and above all, its potential.

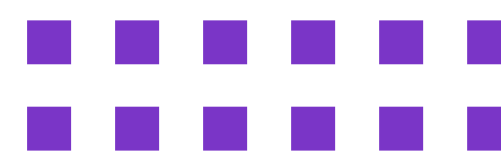
This is Our Time, Our Place.



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## Advert

**Department of Corporate Resources  
PACT HR**

**HR Consultant - Consultancy Team**  
**PO2 / PO3: £33,486 pa - £39,571 pa**  
**37 hours per week**  
**Permanent Contract**  
**Based at Bradford City Centre (Currently working from home)**

PACT HR is a Traded Service of Bradford Council, providing a range of outsourced HR support services predominantly to education establishments across the West Yorkshire District. We are seeking to appoint a HR Consultant to join the HR Consultancy Team. The team provide bespoke pieces of work to customers on request by way of a contracted agreement. The types of work you can expect to undertake are:

- Disciplinary investigations
- Grievance investigations
- Recruitment campaigns
- HR advisory support
- TUPE
- HR audits
- HR documentation reviews
- Supporting leadership teams to develop their people strategy
- Workforce planning exercises

This role will include the commissioning of work and ensuring the delivery of service is in accordance with the client's requirements. This role is commercially focussed and will be required to generate income for the organisation. The key qualities required of the ideal candidate include:

- A working knowledge of employment law and legislation
- Ability to manage a varied caseload
- Ability to manage conflicting priorities effectively
- Strong analytical skills
- Strong logical skills
- Strong project management skills
- Ability to work methodically
- Ability to work autonomously
- Strong communication skills and excellent customer service skills

For further information regarding this post please contact Nick Smith Head of Workforce – HR Advisory and HR Business Operations on 07582 109293, email [n.smith@bradford.gov.uk](mailto:n.smith@bradford.gov.uk) or Cathryn Whiteley, HR and Business Operations Manager on 07582 103877, email [cathryn.whiteley@bradford.gov.uk](mailto:cathryn.whiteley@bradford.gov.uk)

To apply, please go to [www.bradford.engageats.co.uk](http://www.bradford.engageats.co.uk) (we cannot accept direct applications or CV's)

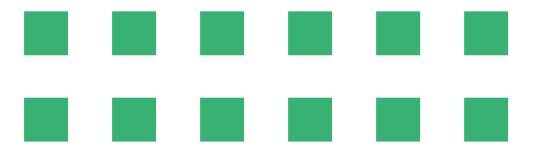
The Code of Practice on the English language requirement for public sector workers, Part 7 of the Immigration Act 2016 requires that Councils ensure that all candidates applying for customer facing posts must be assessed in order to establish their fluency in English.

The criteria under special knowledge and experience on the job profile which is shown in this advert outlines what level of fluency you will be expected to demonstrate. Therefore, it is essential that you provide examples in your application.

**Closing Date: Monday 8th August 2022, Midnight**

Phone: 01274 436644  
Email: [Pact-HR@bradford.gov.uk](mailto:Pact-HR@bradford.gov.uk)





### City of Bradford Metropolitan District Council Job Profile

DEPARTMENT: Corporate Resources	SERVICE GROUP: Human Resources – PACT HR
POST TITLE: PACT HR Consultant	REPORTS TO: Senior HR Business Partner – Consultancy Services
GRADE: PO 2/3	SAP POSITION NUMBER :

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. As a candidate/employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role.

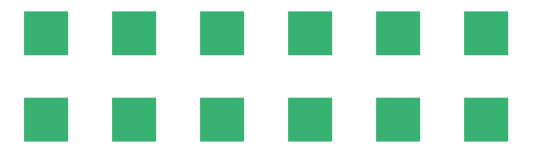
Please see the separate guidance information on how to complete the form located on Bradnet.

#### Key Purpose of Post:

PACT HR Consultants deliver a quality, efficient, effective and comprehensive HR Service to customers. This is achieved through contracted services and bespoke commissions enabled through portfolio working where team members can target varying stages of the employee life cycle. Consultants work in adherence to Teaching and Local Government Regulations, HR and relevant Statutory Legislation.

- Bidding for bespoke pieces of work and delivering within agreed parameters
- Developing, scoping and preparing bespoke work and projects as commissioned by our customers
- Maintaining relationships and ensure customers receive the level of service required, providing quality advice and support on a range of HR issues targeting the different levels of the client's organisation
- Liaising with the Senior HR Business Partner – Consultancy Services to pick up leads and discuss requirements with customers
- Proactively liaise with customers and potential customers about work required through PACT HR's Consultancy Service.



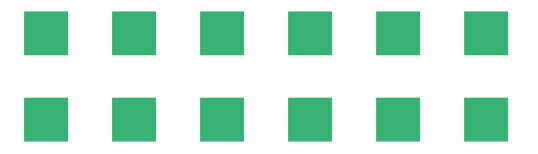


## City of Bradford Metropolitan District Council Job Profile

### Main Responsibilities of Post:

- Develop and scope out work required into a proposal to be agreed with the customer
- Provide bids and quotes for work in conjunction with the Senior HR Business Partner – Consultancy Services
- Deliver a wide range of HR services to customers and work with Senior Leadership Teams strategically to deliver a range of Human Resources Outcomes
- Review systems and processes and make modifications to address any issues identified and ensure lean processes are maintained
- To provide up to date, timely and accurate HR advice and guidance to senior managers including but not limited to; development of people strategies, terms and conditions of service; employee relations; discipline and grievance; staff attendance, investigations, TUPE, restructures, recruitment and selection including leadership recruitment, mediation and training and development etc
- To provide professional advice and support on a wide range of individual or collective HR matters, whilst observing agreed/recognised practices, standards, procedures and legal requirements
- To undertake investigations into relevant HR subjects
- To support the HR Business Partnering team as and if required to manage a varied caseload of HR cases ensuring outcomes are within the boundaries of good employment practice and employment legislation, where capacity and resources allow
- Formulate strategic and practical plans to address HR matters
- Liaise with legal services on complex cases, early conciliation and employment tribunal cases
- To work collaboratively with the HR Business Partnering Team in the development of employment policies, procedures and related documents
- To deliver occasional briefing sessions and training to customers on HR related topics
- To keep up to date with employment practices and assess and interpret the effect of new employment legislation on customers
- Ensure good working relationships with trade unions are established and maintained
- Management of change, alternative service delivery models, restructures, Section 188 processes, TUPE consultation, complex terms and condition issues
- To project manage a variety of recruitment processes at various levels within organisations
- To generate income for the service through a prescribed income target each year
- To develop line managers and governors in identified leadership and management skills
- Implement and have regard to CBMDC's vision and values, behaviours policies and procedures





## City of Bradford Metropolitan District Council Job Profile

### Structure:

- Head of PACT HR
  - PACT HR Advisory Lead
  - HR Consultant x 2
  - Advertising and Vetting Team x 3

### Special Knowledge Requirement: Will be used in shortlisting.

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.

	<b>Essential</b>
Due to the Governments fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced Threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public	X
Recent knowledge of employment law and implementation of employment policies and procedures	X
Demonstrate knowledge of providing HR services in a commercial environment	X
Knowledge of a range of HR policies, procedures, and terms and conditions of employment	X

### Relevant experience requirement: Will be used in shortlisting

- The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the advanced threshold standard outlined under Special Knowledge above.
- 3 years experience of working in a consultancy role, delivering HR services to a range of customers
- Experience of working in a time critical project environment, moving case work to a successful conclusion in a timely manner
- Experience of delivering bespoke, time-bound pieces of work
- Experience of carrying out investigations and other HR projects
- Experience of developing HR policies and procedures and training materials
- Experience of working in a fast paced environment with a range of diverse customers, developing and delivering HR services to customer requirements

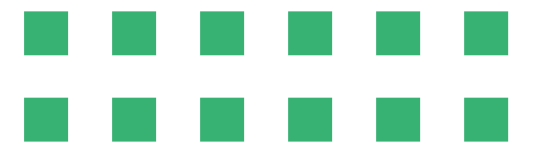
### Relevant professional qualifications requirement: Will be used in shortlisting

- CIPD level 5 qualification in HR Management or equivalent degree level qualification in a related subject (ie business studies, Law etc)

### Core Employee competencies at manager level to be used at the interview stage.

- **Carries Out Performance Management** – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately to a high standard.
- **Communicates Effectively** - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
- **Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
- **Undertakes Structured Problem Solving Activity** - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
- **Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.





## City of Bradford Metropolitan District Council Job Profile

### Management Competencies: to be used at the interview stage.

**Operates with Strategic Awareness** Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.

**Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.

**Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.

**Applying Project and Programme Management** Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.

**Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.

### Working Conditions:

Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.

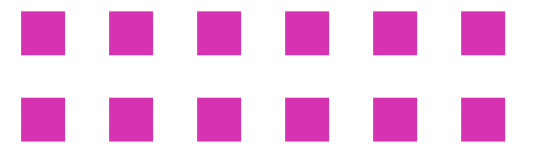
Should be able to attend governing body meetings on an evening and attend and deliver briefing sessions to customers.

Currently working from home.

### Special Conditions:

Ability to travel efficiently to various customer locations to attend visits and meetings.





### **Equal Rights and Diversity Statement**

[This statement](#) outlines the Council's commitment to equality and diversity. We want to make our district a fairer and more equitable place for everyone in the district.

The Council aims to eliminate discrimination, advance equality of opportunity and foster good relations across all protected characteristics in all its activities including its decision-making, policy development, budget setting, procurement and commissioning, service delivery and employment functions.

### **Pension**

When you commence employment with the Council, you will immediately become a member of the West Yorkshire Pension Fund although under current regulations it is possible to opt out within the first three months.

### **Interview expenses**

You may be able to claim travel and subsistence expenses incurred. Please discuss with the recruiting manager.

### **Trade Union membership**

This Council supports the principle that all employees should be encouraged to be members of an appropriate trade union recognised for the purpose of negotiation and consultation.

### **Equality Act (2010)**

As an equal rights employer we are committed to providing equality of access to employment and to development opportunities for people from all parts of the community. We particularly encourage applications from disabled people who are under-represented amongst our employees.

See below for information on the definition of disability, reasonable adjustments, guaranteed interview, alternative formats, rehabilitation of offenders, policy on employment of people with a criminal record etc

### **Disabilities**

Bradford Council has been awarded Disability Confident status by the Department of Work and Pensions.

Disability Confident is a national scheme which aims to ensure that disabled people and those with long term health conditions have the opportunities to fulfil their potential and realise their aspirations.

### **Definition of Disability**

The Equality Act 2010 defines a 'disabled person' for the purpose of the Act as a person who has a 'disability' if he or she has a physical or mental impairment which has a substantial and long-term adverse effect on her or his ability to carry out normal day-to-day activities.

- Physical impairments - This includes for instance, a weakening of part of the body (eyes, ears, limbs, internal organs etc.) caused through illness, by accident or congenitally. Examples would be Blindness, Deafness, Paralysis of a leg, Heart Disease, Diabetes, Epilepsy, ME.
- Mental health - This includes a clinically well recognised mental illness. Mental ill health can range from feeling a bit down to common disorders such as anxiety and depression and in limited cases to severe mental illness such as bi-polar disorder or schizophrenia. Some illnesses are persistent and may be classed as a disability while others come and go, giving the individual good and bad days. For example someone with a mild form of depression with only minor effects may not be covered but someone with severe depression with substantial effects on their daily life is likely to be considered as disabled under the act.
- Learning Disability - For example Dyslexia, Asperger's Syndrome and Autism are also recognised disability conditions.
- Substantial - Put simply, this means the effect of the physical or mental impairment on ability to carry out normal day-to-day activities is more than minor or trivial. It does not have to be a severe effect.
- Long term adverse effect - The effect has to have lasted, or be likely to last, overall for at least 12 months and the effect must be a detrimental one.
- A person with a life expectancy of less than 12 months is also covered.

### **Reasonable adjustments**

To support our aim of removing barriers to employment for disabled people we are committed to making any necessary reasonable adjustments. These adjustments may include modifying the selection process, the job role or the working environment. To assist us in planning to accommodate your individual needs (if any); it would be helpful if your application could be supplemented by any information you may wish to provide about your needs. This information will be treated as confidential within the recruitment process and will be used solely with your consent, for the purpose of enabling selectors (and our Occupational Health Unit if appropriate) to make a fair assessment of your capabilities.

### **Guaranteed interview**

The Council has a policy to interview any disabled applicant who meets the essential special knowledge criteria (these are marked with a X). You must also be able to demonstrate that you meet the experience and qualifications criteria. We also consider any reasonable adjustments that need to be made as we wish to ensure that disabled candidates needs are taken into account during the selection process.

Please see [www.bradford.gov.uk/jobs](http://www.bradford.gov.uk/jobs) for more information

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