

Interim HR Structure

HR Business Partner

- Scrutiny and Assurance (CI)
- Development and Innovation (SSSC)

HR Business Partner

- Corporate and Customer Services (CI)
- Regulation (SSSC)
- Strategy and Improvement (CI)
- Strategy and Performance (SSSC)

Head of HR

Senior HR Adviser

Senior HR Adviser

Senior HR Adviser

HR Adviser

HR Adviser

HR Assistant

HR Adviser/Officer

HR Adviser

HR Modern
Apprentice

HR Modern
Apprentice

Payroll and Workforce Analytics

- HR / Payroll System
- Payroll Inbox
- Reporting – Metrics and Statistics
- HR Payroll Staffing Information

HR Assistant

Business Support
Assistant

Attracting

- Recruitment
- Talent Attracting and Management
- Equalities – Internal
- Registration and Professional Bodies Membership
- Contract Compliance
- Youth Employment
- Secondments
- Restructures and Redeployments
- Disclosure
- Induction/New Starts
- Establishment Control
- Support Career Pathways

Managing

- Healthy Working Lives
- Investors in People
- Payroll
- Customer Service – HR Mailbox
- Pay and Grading / Job Evaluation / Pay Remit
- Terms and Conditions
- Capability
- Maximising Attendance
- Retirement
- Pensions
- Record Retention
- Flexible Working / Homeworking

Maintaining

- Grievance/Dignity at Work
- Mediation
- Resolving Workplace Disputes
- Supporting Office Moves
- Policy Development
- HR Briefing Sessions
- Employee/Manager L&D on people-related matters
- HR sections for both Intranet
- HR information bulletins for staff
- HR knowledge bank