

A photograph of a street scene. On the left, a large tree with green leaves is in the foreground. In the background, there are brick buildings. On the right, a statue of a boxer is visible. The text "Candidate Information" is overlaid in the center.

Candidate Information

Workforce Services

February 2025

Workforce Services

Here in Workforce Services our purpose is to enable others to create value through the things that we do.

We work collaboratively with leaders, teams, and employees to provide services and solutions that enable people to be the best they can be.

Workforce Services is led by our Workforce & Local Services Director, and two Heads of Service, and is made up of five service areas:

1. Strategic Workforce Planning & Recognition
2. Workforce Development
3. Resourcing
4. Workforce Advisory
5. Pay & Systems

Between our teams we create and deliver the Council's [People Strategy](#) by commissioning solutions to achieve the desired outcomes.

[Our Behaviours](#) are woven into every aspect of the work that we do.



The Roles Available:

1 x Workforce Practitioner in Workforce Relations – 37 hours per week (£37,938 - £40,476) Scale K

1 x Workforce Advisor in Workforce Relations – 37 hours per week (£32,654 - £35,235) Scale I

1 x Workforce Officer in Reward & Recognition – 37 hours per week (£27,711 - £30,060)

1 x Workforce Practitioner in Employee Experience - 35 hours per week (£37,938 - £40,476 pro rata per annum)

*other hours & working patterns may be considered

Workforce Relations

Workforce Relations along with Workforce Health & Safety form Workforce Advisory Services and **proactively** support managers to deal **confidently** with complex people management challenges, balancing organisational risk with workforce wellbeing.

We operate a **strategic thematic** approach allowing us to focus on the **challenging issues** we face as an authority. Working **collaboratively** across the service areas we **enable our teams to develop their skills** to solve organisational problems through **creative and innovative approaches** to people related issues.

Our work includes;

- Ensuring re our **policies and processes are simple, straightforward, enable managers and are responsive to the issues raised.**
- Using **data and intelligence** developed through our **good working relationships** with managers to ensure issues are resolved at the **earliest opportunity.**

As Workforce Adviser you will:

- ✓ Provide advice and support to managers on a range of employee relations matters including grievance, disciplinary, performance (capability), the application of terms and conditions.
- ✓ Support Service areas with managing absence
- ✓ Work in conjunction with trade unions to resolve workforce issues.
- ✓ Respond and advise on changes in employment legislation.
- ✓ Support the development of policy, guidance and training on all employee relations matters.

As a Workforce Practitioner you will:

Support with all areas listed above at a more complex level, working more independently and providing advice and guidance to Advisers.

Reward & Recognition

Our Reward & Recognition team are a new team who are responsible for our total employee offer including delivering our staff benefits, the scoping and delivery of our recognition program, maintaining and updating Pay policies and overseeing our job evaluation process.

We are a busy team working with internal and external stakeholders to ensure our employee offer is delivered consistently to a high standard and meeting the needs of our people.

Our processes form a key underpinning of how Warwickshire County Council attract and retain our talent!

As a Workforce Officer you will support with:

- ✓ Efficiently manage and process employee benefits orders.
- ✓ Ensure the smooth operation of daily tasks in accordance with service standards and guidelines.
- ✓ Team Collaboration: Collaborate effectively with colleagues to achieve team objectives.
- ✓ Develop and maintain strong relationships with partners, providers, and customers.
- ✓ Utilise analytical skills to address complex issues.
- ✓ Resolve challenging customer and system queries with expertise.
- ✓ Contribute to the advancement of our Reward & Recognition projects.

Employee Experience

The Employee Experience team supports the organisation to create an inclusive culture of belonging, where everyone feels valued, respected and empowered to contribute their unique perspectives and be the best they can be.

We celebrate diversity and listen to, hear and act on our employee voice to make WCC a place to thrive, characterised by high performance and engagement.

The Team are responsible for identifying and managing the whole employee lifecycle.

In this Workforce Practitioner role, you will:

- ✓ Lead and advocate for Equality, Diversity, and Inclusion (EDI) initiatives within the County Council.
- ✓ Develop and maintain strong relationships with key stakeholders.
- ✓ Research, design, and deliver best-in-practice diversity and inclusion initiatives.
- ✓ Collaborate with the Talent Development team to promote and develop training programmes
- ✓ Provide expert advice on EDI legislation and embed these activities into all people policies and procedures.
- ✓ Manage and deliver projects and activities, ensuring they align with our service delivery plan.
- ✓ Analyse data and trends to inform decisions and recommend solutions for service improvement.

Welcome to Warwickshire County Council

Warwickshire County Council is an award-winning local government organisation at the heart of democracy.

As a local authority committed to excellence, we have a wide range of roles. Whether this is providing specialist care and support to the most vulnerable in our communities, or championing Warwickshire as a choice for business through to our work to promote economic growth and innovation.

Warwickshire is famous the world over as Shakespeare's county — but that's only half the story. We're also vibrant and modern. One of the fastest growing commercial regions in the UK; we're home to many leading companies and developing exciting opportunities for everyone who lives and works here.

We pride ourselves on being an innovative employer who likes to encourage new ways of working.



Benefits

These positions have an office location of Shire Hall, Warwick – however we operate hybrid working with a mix of office and home / other locations. We can discuss this with you in more detail.

We have a great employee benefits package here at Warwickshire which you can take advantage of, including:

- ✓ LGPS (Local Government Pension Scheme)
- ✓ Generous holiday allowance
- ✓ Ability to buy additional annual leave
- ✓ Car Lease Scheme
- ✓ Shared Cost AVC pension scheme
- ✓ Health Cash Plan
- ✓ Cycle to Work Scheme
- ✓ Free staff parking at our Warwick office
- ✓ Employee lifestyle discounts scheme
- ✓ Discounted local gym memberships
- ✓ Health & Wellbeing support
- ✓ Multiple staff networks
- ✓ Enhanced family friendly policies





How to Apply

- Please apply by completing your application on our jobs portal by visiting www.Warwickshire.gov.uk/jobs
- Closing date for completed applications: *20th March 2025*
- Shortlisting: *21st March 2025*
- Formal interviews (held at Shire Hall Warwick): *7th & 8th April 2025*

For any questions, additional information about the role or the application process please email

hollyosullivan@warwickshire.gov.uk