

Decision under Delegated Powers

Officer Requesting Decision (if necessary)

Charnwood HR Manager; Anna Cairns

Officer Making the Decision

Head of Governance and Human Resources; Adrian Ward

Recommendation

That the job title title of post M463 Senior HR Administrator be changed to be HR Administration Team Leader with immediate effect.

Reason

To allow the recruitment of this post to be advertised again, with the new job title.

Authority for Decision

The Chief Executive, as Head of Paid Service, has delegated authority within the Constitution to agree changes to the establishment, within budget and without major operational disruption or interruption of services or involving a change from direct to indirect provision or vice-versa.

This has been sub-delegated to Heads of Service in certain circumstances, which this falls within.

Decision and Date

Background

This was a new post which was created in October/November 2022. Unfortunately, we have not been successful in recruiting to this post. It is thought that the job title of Senior HR Administrator could not be attracting the required calibre of applicants which the salary reflects.

As no employee has been in this post, the post can be re-titled without the need for a new post number. There are no other changes to the post or the staff reporting to it.

Comments from HR

HR Advisor: Anna Cairns (28/4/23)

Summary of Comments from HR: There will be no impact on the post in relation to the post title change.

HR seen recommendations (both draft and final, if amended): Y

Financial Implications

There are none.

Is a virement (budget transfer) required to fund this decision? *No*

Risk Management

There are no risks associated with this decision.

Key Decision: No

Background Papers: None