



Cyngor Bwrdeistref Sirol
MERTHYR TUDFUL
MERTHYR TYDFIL
County Borough Council

WORK EXPERIENCE PLACEMENT PROFILE

Department: Human Resources and Organisational Development
Location: Civic Centre, Merthyr Tydfil
Information about the Department Supports the Council in sustaining its services at the agreed level, the Human Resource Service needs to be efficient and robust. It continuously assesses the needs of the Council and responds quickly in its support to staff and managers. There are a number of teams within the department which consist of: <ul style="list-style-type: none">• Payroll• Health and Safety• HR Administration including recruitment of internal and external roles• HR Operations which supports managers with staff issues• Organisational Development which looks at longer term preventative programmes to employees. Organisational Development is people-centred; it aims to improve the performance of an organisation by creating an environment which enables people to flourish and find meaning in their work. In sum, prioritising Organisational Development will help: <ul style="list-style-type: none">- Create an organisation that is fit for purpose now, and in the future;- Deliver cost-effective systems;- Improve customer satisfaction; and- Empower leaders
Summary of Work Experience Programme and Potential Tasks: <ul style="list-style-type: none">• Overview of the Payroll Department and the types of requests that the team deal with.• Overview of HR administration and recruitment processes.• Overview of the Organisational Development team and understanding of 'what is Organisational Development?'• Understand the types of projects and initiatives that help MTCBC meet its vision and objectives.• Overview of the HR Operations team and how they support Managers with their staff.
Essential criteria <ul style="list-style-type: none">• Good team worker• Confidentiality• Problem solving• Ability to influence and communicate clearly