

Job Description and Person Specification Profile

Job Title:	Assistant Director (People and Workforce Development)
Job ID	SL10
Service	Corporate Services
Grade	AD1
Reporting to	Strategic Director of Corporate Services

The Role

The post holder will provide strategic and transformation leadership for the Council's People and Workforce Development service. This senior role is accountable for providing high level and strategic Human Resources and Organisational Development leadership and management necessary to ensure that the Council can deliver the ambition and aspirations of our Council Plan and long-term vision and aspirations for our residents. The role will lead and support the delivery of our updated People Plan to support the effective management, growth and development of the workforce. Through the provision of a comprehensive HR and OD offer, the role will support policy and organisational change programmes.

The role will ensure our People Plan captures and aligns to our Council Plan which is shaped by the priorities established in the Borough Strategy: People, Place, and Prosperity and our shared vision of *Tameside Together: A great place for all*. This role is responsible for supporting the Council's workforce improvement and transformation programmes, learning and development, talent management, colleague engagement and our organisational values and behaviours. The postholder will have a pivotal role in evolving organisational culture and behaviour and leading and shaping the direction of the operational functions of People and Workforce Development particularly wellbeing, employee relations and inclusion.

The role will raise the standard of leadership and management across the organisation and build on our positive trade union partnerships and strong organisational values to drive forward our People Plan. A key part of the role is to re-skill and reshape our workforce, bringing in new talent where needed, retaining key people and creating the necessary agility and capacity to ensure that the council is fit for the future.

As a key member of the Council's Leadership Team, the post holder will contribute to the Council's overall strategic direction, championing its values, and ensuring that the Council's People Plan, Strategic Workforce Planning and Organisational Development are aligned with corporate objectives, deliver best value and uphold statutory duties.

Main Duties and Responsibilities include:

- To work collaboratively as a member of the Leadership Team with colleagues and partners to ensure delivery of the Council's Vision; Corporate Plan; and act in accordance with the Council's STRIVE values.
- Lead the development and delivery of our People Plan and associated delivery of objectives and outcomes for our workforce to maximise the contribution employees make to the Council's success.
- Provide leadership and support for organisational workforce improvement and transformation across all services of the Council.

- As a member of the Corporate Services Management Team, to take a proactive role in the development of the directorate's vision, business plan, performance and priorities and communicate these effectively to deliver a consistent and high-quality service.
- To lead the HR and Workforce Development services championing and enabling, customer driven, proactive, flexible approaches that facilitate solutions and support the Council in the achievement of its objectives. Ensuring alignment between workforce priorities and Council performance.
- Plan and deliver the development and implementation of the Councils HR and OD policies ensuring compliance with statutory employment law, national conditions and Council specific conditions of service and hold ultimate accountability for compliance with these policies across the organisation.
- To contribute to the Council plan and the business plan for the service, specifically contributing advice and formulating strategy relating to culture, organisational transformation, workforce planning and development, employee relations, employee engagement, diversity and inclusion and any other HR and people related matters that support the Councils improvement.
- To provide expert advice and guidance on matters of employment law, employee relations and industrial relations matters and HR best practice providing risk management, oversight and assurance to the Councils most senior stakeholders, including the Chief Executive, Executive Cabinet, Appointment and Appeal Panels.
- Lead on organisational culture and inclusion, championing a positive, inclusive workplace culture ensuring delivery of a range of people focused projects to ensure workforce strategies, wellbeing, psychological safety and people strategies driving improvement informed from employee experience and inspection frameworks are embedded within service priorities
- Ensure the Council has in place effective and impactful workforce engagement approaches which support increased productivity and performance focussed on delivery.
- Support the improvement of leadership and management across the organisation, embedding effective management approaches, re-setting expectations in terms of accountability, motivating and inspiring their teams and enabling a high support, high challenge culture..
- Ensure effective performance management across the organisation ensuring that colleagues and managers are both accountable for performance and empowered to make decisions.
- Continually reshape and improve the skills of the workforce, expanding development opportunities and introducing new opportunities through apprenticeships, graduate schemes, work placements and other talent programmes.
- Further develop and review our approach to work, focussed on smarter ways of working, whilst enabling a flexible and agile workforce, focussed on achieving our aims and ambitions.
- Actively contribute to the setting and implementation of the Council and the Borough overall strategic vision, direction, policies and objectives.
- Support effective partnership working across the Borough, ensuring opportunities for collaborative and joint working are explored and delivered.

- Continue to develop positive partnership working with our Trade Unions and Professional Associations.
- Utilise the influence of HR and OD on workforce culture to drive positive behaviours across the Council, with an emphasis on personal responsibility, performance and accountability.
- Ensure delivery of the workforce development necessary to enable the success of the Council, including raising the standard of leadership, with related improvements in managing performance and development at individual and team levels.
- Provide leadership for the development of the Council's Operating model and ensure prioritisation and implementation of workforce change programmes.
- Support the delivery of improvement and transformation of the workforce to ensure effective delivery of outcomes for our residents.
- Lead the delivery of system wide change and partnership approaches to realise an effective, skilled and engaged workforce.
- Contribute effectively to the Leadership Team, ensuring robust governance and data-led decision making and continuous improvement, assuming wider responsibilities as required.
- Provide strong and effective leadership of the HR and OD function, ensuring the provision and delivery of high quality and professional standards.
- Ensure there is effective collaboration with partners, both at Greater Manchester level and wider partners on workforce integration and development work to support public service reform.
- Provide authoritative, evidence-based, professional workforce advice, challenge and assurance to the Chief Executive, Senior Leaders and Elected Members.
- Drive coordinated working and strategic thinking with partner organisations and on a regional and national level to ensure that the Council delivers our key political, organisational and strategic priorities.
- Provide direct support to Senior Officers, Elected Members and other stakeholders on matters relating to their service area in a complex, politically sensitive environment.
- Provide high quality analysis of workforce data and intelligence to the organisation to help inform actions and decisions on workforce matters ensuring alignment between workforce and Council priorities.
- Ensure tight budgetary control and prioritise use of resources to ensure value for money and delivery of our budget reduction programme in line with the Medium-Term Financial Plan.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

About You

Your essential qualifications

- Educated to degree level in a relevant field
- CIPD Level 7, PGDip, MBA, MSc (or equivalent) in HR/OD or similar qualification
- Demonstrate continuous professional development, as recognised by the professional body

Your essential skills, knowledge and experience

Experience

- Substantial leadership experience with evidence of successfully leading a high performing HR and OD service in a large complex organisation
- Significant experience of leading transformational change, both within a HR and OD service and driving change across an entire organisation
- A proven track record of successfully managing finance, risk and performance within a demand led service
- Evidence of developing and delivering relevant people related strategies
- A proven track record of leading a customer focused high performing culture, including workforce planning, objective setting, performance management, motivating and inspiring a diverse group of colleagues
- Experience of developing relationships and leading negotiations with trade unions
- Experience of working in a political environment with the ability to navigate complex governance environments
- Can demonstrate political acumen and aptitude to adapt to a political environment

Skills and Abilities

- Strategic thinking and planning, able to develop clear strategies at organisation level to achieve outcomes
- Business planning, able to develop clear business and operational plans for the delivery of a high-quality internal support service to customers
- Excellent written and verbal communication skills, able to translate complex technical concepts into simple, clear insight and advice for a diverse range of audiences
- Ability to work collaboratively, working across departmental and organisational boundaries to develop shared solutions to deliver wider organisational goals
- Excellent negotiations skills and evidence of having successfully applied these in the workplace
- Judgement and proportionality, able to manage competing priorities, quickly identify key factors and direct attention and resources appropriately
- Excellent problem-solving skills, able to analyse complex scenarios to develop solutions that can be articulated to all stakeholders

- High levels of personal integrity and loyalty, supportive to colleagues with a drive to deliver the best service for the Council

Knowledge and Understanding

- Expert understanding of the role of modern, efficient and effective HR and OD practice in transforming public services and organisational performance.
- Ability to understand the workforce opportunities and lever people related change to drive improvement.
- Expert knowledge of best practice in HR and OD service management and workforce transformation in a public sector context.
- Strong and up to date knowledge of employment law, the relevant legislative frameworks relating to employment law; evidence of having successfully drawn on the detailed, expert knowledge of others to form evidence-based advice and make decisions.
- An understanding and a person commitment to the vision, aims, values and priorities of the Council.
- Foster commitment, talent and fresh thinking, challenging yourself and others and take responsibility for their own development and promoting continuous learning to enhance the professional development of employees.
- Strong, visible, positive leadership and team working skills with a proven ability to forge partnerships and build positive working relationships and negotiate with and influence key Council decision makers and other stakeholders.
- Reacts positively in opposition and conflict, taking the opportunity to persuade others of own point of view and defends own position with logical, unemotional arguments.
- Demonstrates highly developed analytical skills that enable the effective management of strategic and operational risks, maximising opportunities and decision making.
- Business planning skills with ability to identify and assess risks, manage change and make long term plans which impacts on the whole service or the wider Council.
- Ability to react to immediate problems of a highly complex nature with associated risk factors and deliver pragmatic solutions sometimes under extreme pressure.
- Demonstrates a high level of political awareness and links strategies for continuous improvement with the drive to achieve national, corporate and departmental standards and goals.
- Proven approach to implementing change, including successful stakeholder involvement and extensive experience of working in collaboration with senior managers and strategic partners.
- Ability to develop strong and systematic approaches to understanding, monitoring and evaluating how policies work in practice.
- Strategic and operational awareness of the financial structure of the Council and the implications of decisions on the delivery of value for money for taxpayers.
- Ability to define and articulate a strong sense of purpose and engender commitment across individuals and groups to a set of shared objectives.

- Ability to lead from the front and exert positive influence over the performance of others, promoting others' self-esteem, inspiring trust and fostering confidence in others' ability to achieve high standards.
- Evidence of a proven track record as a successful professional HR & OD leader at a senior level.
- Able to demonstrate in-depth knowledge relevant to the post including the ability to explain complex issues that are likely to be encountered in the role and provide related authoritative advice to senior officers and Elected Members.
- Evidence of creating and delivering improvements and leading transformation at a strategic level, including culture change, across HR and OD areas within a large organisation.
- Evidence of accomplished negotiating and influencing skills, including the ability to both develop and sustain positive trade union relationships.

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

What can you expect from us?

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

Working together, we are proud to work for Tameside

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we



do: