

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Head of Human Resources & Organisational Development
<b>MANAGED BY:</b>	Director of People & Assets
<b>GRADE:</b>	Head of Service level 1

## BACKGROUND

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

## THE ROLE

Reporting into the Director of People and Assets, the role will lead the HR function for the Combined Authority. The role is responsible for;

- Driving the effective implementation of the HR strategy for the Authority, ensuring it aligns with and drives the Authority's overall strategic aims.
- Providing strategic HR advice to the Chief Executive and Corporate Leadership Team, ensuring that people matters are at the heart of key organisational decision-making.
- Overseeing the Authority's learning and organisational development approach, driving a performance culture across the organisation.
- Leading through the team on Employee Relations, Resourcing, Learning & Organisational Development and ED&I.

## KEY RESPONSIBILITIES

- Lead the delivery of the Authority's People Strategy, liaising closely with the Director of People and Assets and the Corporate Leadership Team to ensure this both aligns with and drives the overall strategic vision.
- Act as a strategic advisor to the Corporate Leadership Team and Senior Management on all workforce issues
- Lead on and oversee large-scale and complex organisational change and redesign
- Oversee the provision of all HR Advice and Guidance within the Authority, leading the team to ensure that the HR service is a genuine enabling, delivery-focused function, balancing consistency and risk-based decision making
- Manage contracts with external temporary staffing, payroll and transactional HR services, ensuring that key performance indicators and service standards are met, including reviewing and re-procuring such provision as necessary
- Drive a performance culture within the organisation, ensuring that a framework is place to manage and develop staff performance and development in line with organisational objectives
- Lead the Authority's succession planning and talent acquisition approach, ensuring that the Authority's ambitions are matched with high-performing people
- Lead on the Authority's internal Equity, Diversity and Inclusion approach, ensuring it is recognised for best practice in this field
- Oversee the Learning and Development budget, ensuring spending is prioritised in accordance with the strategic aims of the organisation
- Strive for the authority to be an employer of choice, overseeing recruitment to Director-level roles including negotiating with external recruitment partners to attract the best candidates from across the country
- Oversee the development and provision of workforce data to drive evidence-based decision making on people matters, reviewing key workforce metrics against which the Authority's performance will be measured
- Alongside the Director of People and Assets, take oversight of the Authority's employee culture, including working environment and engagement
- Maintain strong relationships with senior leaders and politicians across the region, working in partnership to achieve shared aims
- Work closely with the Head of Digital, Data and Operations and Internal Communications and Engagement Manager to ensure a 'whole directorate' approach
- Deputise for the Director of People and Assets as appropriate, including at Corporate Leadership Team meetings

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Chartered Member of the CIPD
- Educated to postgraduate level or able to demonstrate equivalent experience
- In-depth knowledge of employment law and best practice, and its application in the field of Human Resources
- Understanding of the Combined Authority and the political environment in which it operates
- Knowledge of the Equity, Diversity and Inclusion agenda and how it relates to this role

#### Experience

- Significant experience of acting as a senior HR leader and giving strategic HR advice to leadership teams including the CEO or equivalent
- Proven experience as a senior HR professional in a complex, political organisation
- Experience of commercial contract management / procurement of HR services and balancing value for money with quality in such processes
- Experience of developing and implementing large-scale workforce plans and strategies
- Significant experience of complex major organisational change
- Experience of leading a team of HR professionals, including objective setting, performance management and development

#### Skills and Competencies

- Ability to constructively challenge and influence senior leaders both internally and externally across the region
- Ability to operate credibly within a political environment
- Ability to work collaboratively and as part of a team
- Excellent written and verbal communication skills

### DESIRABLE

- Post Graduate qualification in a relevant discipline, e.g. MHRM

## REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

*As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.*

## WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 23s, currently £10.42 per hour



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

## WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.



The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.