

Job Description and Specification

Job Title:	Head of Organisational Development & Culture
Reference:	CESM3027
Service:	People
Grade:	SMG
Reports to:	Director of People
Location:	Delamere House, Crewe with travel to Macclesfield Town Hall and other locations within Cheshire East.
DBS Check:	Basic DBS

Your job

Working closely with the Director of People the postholder will provide strategic and operational leadership to drive forward all aspects of organisational and workforce development, culture and people reward to deliver the Council's Workforce Strategy Service areas include organisational development, workforce planning, workforce development, and pay and reward.

Will support the workforce development that underpins the transformation work for the Council. Lead on culture change and the design and delivery of organisational development and cultural change programmes.

In this job you will

1. Lead the Workforce Development, Organisational Development, Workforce Planning and Pay and Reward Teams to provide expertise and direction for strategic workforce planning to support the delivery of the Council's key priorities and services.
2. Lead the successful development and achievement of the service business plan and key objectives within the agreed budget framework through effective risk management.
3. Review, develop and embed the cultural change required to support delivery of the workforce strategy, transformation programme and target operating ensuring resources are maximised to meet the Council's strategic priorities.
4. Lead on the development and delivery of the Council's recruitment and retention strategy ensuring that the Council is an employee of choice which attracts and retains high calibre staff.
5. Lead on the development and of the Council's wellbeing strategy in order to support culture change and transformation.
6. Lead, develop and manage an effective reward and recognition process and terms and conditions that meet the needs of the organisation, including pay modelling and pensions.
7. Undertake a regular review of the Council's pay and reward policies and terms of conditions to ensure they reflect modern working arrangements and practices aligned to the transformation programme. Review of all sources of workforce information, new legislation and benchmarking and undertake data audits and statistical analysis to highlight trends and actionable insights to inform future HR policy, procedure and performance
8. Manage the contracts for Occupational Health, Comensura (agency), Employee Assistance Programme and Salary Sacrifice. Develop, implement and promote the Council's employee value proposition which supports recruitment and retention, supporting the Council as an employer of choice.

9. Lead on the identification of the Council's workforce resourcing needs (including employee induction, work experience) and develop talent solutions to ensure the Council has trained staff in the right place at the right time.
10. Oversee the delivery of the Council's job evaluation schemes and processes across the Council.
11. Deliver an effective performance development system for the Council, aligned to the Council's values and behaviours and Workforce Strategy.
12. Identify and address gaps in workforce planning and develop solutions and initiatives (including succession planning, talent management, team development tools, coaching and mentoring, leadership and management development programmes and the apprenticeship levy scheme) to overcome any shortfall to enable effective and efficient service delivery.
13. Develop and embed the training offer in respect of equality, diversity and inclusion to ensure our workforce is diverse and representative.
14. Ensure that regular employee surveys and other opportunities to maximise employee engagement are undertaken.
15. Develop and foster a learning culture, and implementing mandatory, corporate and other training requirements (including development programmes, career pathways, leadership master classes etc.
16. Lead on the Council's apprenticeship strategy and levy, working with maintained schools, directorates and Council owned companies.
17. Lead on the provision of the Council's Learner Management and PDR systems.
18. Oversee the commissioning of learning and development and lead on the monitoring, audit, evaluation and review of contracts awarded to ensure the learning and development needs of the Council are met compliantly.
19. To be the pension employer lead for the Cheshire Pension Fund in collaboration with Finance in relation to the strategic direction and ensuring that employer statutory and scheme obligations such as pension auto enrolment and pensions discretions
20. To deputise for the Director of People as required.
21. To be responsible for the maintenance/accuracy of the service establishment in UNIT4 and accountable for budgets associated.

From time to time you may be asked to undertake work as may be determined by the Chief Executive and/or an Executive Director and/or Director This will be up to or at a level that is consistent with your job role. This supports our joint commitment in our employee deal to work together as one team and one council to deliver the best service for our customers and communities.

In this job you will need

You must be able to demonstrate the following essential requirements:

- Educated to degree level or equivalent.
- Member of Chartered Institute of Personnel and Development (MCIPD) Significant post qualification experience of working in human resources, demonstrating in depth knowledge of developing corporate strategies and policies at a senior level, including workforce planning, organisational development and workforce development.
- Significant experience of working with, senior managers, external agencies, universities and other stakeholders to develop and deliver workforce and organisational development plans and initiatives.
- Knowledge of HR policies and processes and related professional practices, including resourcing redeployment and NJC and HAY Job Evaluation
- Extensive knowledge of resourcing and retention solutions and learning and training needs for a complex organisation with a diverse skills base.
- Knowledge of developing and delivering cultural change programme and initiatives.
- Significant knowledge of commissioning of training.
- Experience of delivering training and development concepts and principles.
- HR legislation, policies, procedures, regulations and rules.
- Significant experience in contract management, development of tenders and financial regulations, funding regulations and budget management
- High level skills to analyse information/data, identify trends, write reports and present information clearly to a range of audiences, including Members.
- Use of Microsoft Office applications, spreadsheets IT packages and training tools, PowerPoint, etc
- Skills to develop effective working relationships
- Experience in leading a team of specialist staff.
- Commitment to the Council's values and behaviours.

Our culture

For us, it is not just about our achievements as an organisation, but about how we do it. At Cheshire East Council we are working for a brighter future together –

- **We have a shared purpose**
- **We are supported and well led**
- **We are treated fairly and highly valued**
- **We succeed together**

This is all underpinned in our employee deal and everyone is expected to uphold their commitments by living by our values and demonstrating our behaviours.

Our values

Flexibility: adaptable, open to learning and resilient

Innovation: creative, challenges convention and always looks to improve

Responsibility: delivers on promises, efficient and has integrity

Service: listens, delivers quality, is reliable and enables others

Teamwork: respectful, inclusive and contributes at all levels

Our COMMITMENT

Shared purpose

- Provide a safe and positive working environment
- Setting clear performance objectives with realistic timescales for delivery
- Having fair and efficient policies and procedures in place and applying them consistently
- Listen, respond and act appropriately when you tell us about something that is inappropriate or wrong

Well led

- Provide honest, respectful and responsible leadership
- Be fair, consistent and timely in our decision making
- Work with you, enabling you to do your best work every day with the right resources, tools and technology

Valued people

- Have regular, useful team meetings, keep you informed and provide an opportunity for everyone to share their views
- Treat you as individuals, be respectful, flexible and supportive
- Care for your health and well-being
- Provide you with regular, meaningful and constructive feedback on your performance through one-to-ones and performance review meetings

Succeeding together

- Offer you opportunities for learning and developing
- Recognise and value your hard work and contribution
- Work together as one team and one council to deliver the best service for our customers and communities

Your COMMITMENT

Shared purpose

- Bring a positive and can-do attitude into work
- Be proactive and always responsive to our customers and communities
- Work responsibly and ask for help if you need it
- Tell us if you see or experience anything that is inappropriate or wrong

Well led

- Be honest and reliable
- Get involved, keep informed, make suggestions and share your ideas
- Embrace technology and new ways of working

Valued people

- Participate fully and make helpful contributions to team meetings
- Be respectful of others and work flexibly and collaboratively with colleagues and partners
- Care for your health and well-being enabling you to maximise your attendance at work
- Value helpful constructive feedback and act upon it

Succeeding together

- Take the opportunity to learn and develop
- Be supportive and appreciate others
- Work together as one team and one council to deliver the best service for our customers and communities

Working for a brighter future together

