

JOB DESCRIPTION

POST TITLE: Director, People and Organisational Development

GRADE: G18

DIRECTORATE: Governance and Assurance

REPORTS TO: Assistant Chief Executive – Governance and Assurance

PURPOSE OF THE JOB

- As a member of the council's senior management team, to work collaboratively with elected members, the Chief Executive and senior officers to achieve the priorities and commitments in the Council Delivery Plan and any associated council-wide strategies and plans
- To provide high quality professional advice on all matters related to the responsibilities of the Director, People and Organisational Development
- To lead a portfolio of services including human resources, organisational development, facilities management, and health and safety
- To enable the council's ambition to create a working environment that is consistently accessible, inclusive and anti-racist
- To lead the development and implementation of new ways of working, including cultural, process and technology change

PRINCIPAL ACCOUNTABILITIES

1. As the council's Director, People and Organisational Development, to ensure that all relevant statutory and professional requirements are met
2. To advise elected members, the Chief Executive and senior officers on all matters related to people and organisational development
3. To lead a portfolio of services including human resources, organisational development, facilities management, and health and safety, ensuring that all legislative, statutory and corporate requirements are met
4. To lead the development and implementation of new ways of working that effectively enable the council to transform, generate efficiencies, and achieve the priorities and

commitments in the Council Delivery Plan and any associated council-wide strategies and plans

5. To develop long-term strategies and policies for all services, functions and matters within the remit of the Director, People and Organisational Development
6. To provide strategic leadership, direction and guidance to employees within People and Organisational Development, promoting continuous improvement and full adherence to all relevant professional standards and best practice
7. To ensure the effectiveness, availability and resident and community focus of all services within People and Organisational Development
8. To collaborate with internal and external partners and stakeholders to develop integrated, co-ordinated approaches to service delivery, including the development of strategic plans and innovative solutions
9. To lead the delivery of programmes, projects and services that have strategic and long-term consequences for the council and Southwark residents
10. To provide a clear leadership focus on all aspects of people and organisational practice to ensure the council can attract, develop and retain the workforce required to achieve the priorities and commitments in the Council Delivery Plan and any associated council-wide strategies and plans
11. To enable transformation and continuous improvement across the council to ensure value for money and high quality service provision
12. To build capabilities across People and Organisational Development and beyond by mentoring, coaching and deploying other developmental strategies
13. To enable the achievement of the council's ambition to be an exemplary employer, creating a working environment and culture that is reflective of the council's values and consistently accessible, inclusive and anti-racist
14. To ensure the council's health and safety management framework reflects the requirements of the Health and Safety at Work Act 1974, Workplace Regulations 1992, and the Management of Health and Safety at Work Regulations 1999, as well as any associated statutory requirements
15. To consolidate facilities management services across the council's estate, securing efficiencies through economies of scale and providing assurance that all relevant customer and compliance requirements are met
16. To observe and fulfil the seven principles of public life (also known as the Nolan Principles)
17. To model the behaviours required of all staff and demonstrate commitment to the council's values

JOB CONTEXT

Organisational context

As a member of the council's senior management team, the postholder will work collaboratively with colleagues and elected members to implement the council's overall programme of service delivery, including the achievement of priorities and commitments in the Council Delivery Plan and any associated council-wide strategies and plans.

The postholder will lead the design and delivery of programmes, projects and services that have a significant long term impact on the council and Southwark residents and businesses. This work will involve the development of innovative strategies, solutions and partnerships that enable the postholder to secure high quality outcomes and best use of resources.

The postholder will work across the council in a collaborative and collegiate way to join up portfolios, departments and services and ensure the council is more than the sum of its parts.

The postholder will demonstrate highly visible leadership to a diverse workforce in the region of 5,000 employees.

Structural arrangements

The postholder will report to the council's Assistant Chief Executive – Governance and Assurance and be a member of the senior management team (also known as the council's Director's Forum).

The postholder will have line management responsibility for a departmental management team and overall responsibility for all employees within People and Organisational Development. The number and type of staff groups within the department may vary, but will generally comprise professional, technical and operational support staff. The postholder will lead and shape this workforce to achieve organisational objectives.

Financial responsibilities

The postholder will manage, control and influence complex budgets of highly significant value (typically tens of millions of pounds).

Contacts

The postholder will have regular contact with elected members, the Chief Executive and other senior officers. The postholder will use expert knowledge and skills to provide advice and negotiate independently while guiding others in how to achieve service and organisational outcomes.

The postholder will be responsible for representing the council to partners, contractors and stakeholders, including government departments and agencies.

Grade/Conditions of Service

This post has been assigned a grade of G18.

Conditions of service are governed by the Joint Negotiating Committee (JNC) for Chief Officers as amended by Southwark Council.

This job description was written at a specific time and is subject to change as the requirements of the council and the role develop. The postholder may be assigned responsibilities that are not stated in the job description.

Working hours are a minimum of 36 hours per week. The postholder is expected to work the hours necessary to get the job done. Hours are in accordance with the requirements of the service and the postholder may be expected, on a regular basis, to work outside of the council's core hours. This will include attendance at evening meetings as required by the council's committee schedule.

This post is considered politically restricted under the terms of the Local Government and Housing Act 1989 (as amended) as a 'specified role'.

Employment is subject to a probationary period of twenty six weeks from the postholder's start date with Southwark Council, during which time the postholder will be required to demonstrate to the council's satisfaction their suitability for this post.

PERSON SPECIFICATION

The person specification describes the knowledge, experience and skills required to carry out this role.

Key: **S** Shortlisting criteria
I Evaluated at interview
T Subject to testing

Knowledge, including qualifications	How assessed
Degree or equivalent professional qualification or experience	S
Membership of the Chartered Institute of Personnel and Development (CIPD) or equivalent experience	S
Evidence of continued professional, managerial and personal development	S I
In depth knowledge of key issues facing local government, including the strategic, legal, financial and political context of public sector management	S I

Experience	How assessed
A track record of achievement at a senior management level in a local authority or similarly large, complex public sector organisation	S I
Experience of providing advice to leaders of a large, complex public sector organisation	S I
Experience of leading and successfully implementing complex change programmes, including cultural, process and technology change programmes, across multi-functional services and teams	S I
Experience of leading, motivating and inspiring diverse groups of employees	S I
Experience of developing and maintaining a strong performance culture that supports continuous improvement and a relentless focus on meeting the expectations and/or needs of residents and service users	S I
A track record of successful resource management, including delivery of cost-effective, quality services within constrained resources	

Aptitude, skills and competencies	How assessed
Passion for and commitment to public service delivery and local democracy	S I

Aptitude, skills and competencies	How assessed
Commitment to Southwark Council's values and our ambition to become an ever more inclusive, anti-racist organisation	S I
Ability to work collaboratively as a member of the senior management team to deliver cross-council strategies, plans and goals	S I
Ability to think and act strategically, identify and understand linkages within and beyond organisational boundaries, and set clear direction and priorities	S I
Ability to establish strong, positive relationships across and beyond the organisation, including building and maintaining personal and professional credibility with elected members, partners and stakeholders, and peers	S I
Ability to communicate with authority and influence to a diverse range of audiences, presenting information, advice and recommendations in a clear and convincing way	S I
Ability to think laterally and develop innovative, creative solutions to complex and challenging problems	S I