

## Job Description

<b>Post title</b>	Assistant Director of People and Transformation
<b>Grade</b>	SM4
<b>Directorate</b>	Operations
<b>Team</b>	People and Transformation
<b>Reporting to</b>	Director of Operations

### Job Purpose

To ensure that the right capacity, capability, culture, systems, processes, tools and technology are harnessed to deliver maximum value for the people of the North East, supporting our ambition to be the best Combined Authority in the country. You will develop and implement an impactful strategic approach for all aspects of People Strategy and the Transformation Agenda for the North East Combined Authority, fully reflecting its policy vision and priorities. Working across the whole of the Authority, this high profile strategic role will enable the creation and ongoing development of high performing teams that deliver outcomes efficiently and at pace. The postholder will work closely with and advise the senior leadership team, Mayor and Cabinet as well as a broad range of external stakeholders at local, regional and national level.

This role requires someone with a robust portfolio of well tested strategic agility, leadership abilities and a deep understanding of organisational culture, workforce dynamics, and the levers that drive sustainable transformation in complex, values driven environments. The successful candidate is someone who is able to deal effectively with complexity, ambiguity, and resistance to change, while maintaining a clear strategic focus and building strong, trust based relationships across all levels of the organisation.

### Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

#### Strategic Leadership and Innovation:

- You will be responsible and accountable for the development and implementation of a strategic approach to all people, culture and transformation initiatives, deliver measurable impact, building and

embedding a high-performing, inclusive and future ready workforce for the Combined Authority which is fully aligned to its Corporate Plan, strategic policy priorities and organisational values. This strategic approach will reflect robust and creative insight to deliver through all external and internal communication channels.

- You will be part of the Authority's senior management team and directly work with and advise both the Senior Leadership Team (Chief Executive and Directors) as well as the Mayor and Cabinet when required.
- You will provide an overarching strategic leadership lens for both the People and Culture Team and the Technology and Transformation Team ensuring measurable impact through the delivery of a technology enabled workforce intertwined with aspirational cultural ambitions.
- You will be accountable and responsible for process efficiency using technology workflows and best in class solutions, including harnessing artificial intelligence.
- You will be accountable and responsible for delivering transformative operating model changes as we process through our technology and cultural change co-designing these with the Heads of People and Culture and Head of Transformation and Technology.
- You will be accountable for the cultural change program that enables our people to respond proactively and be excited and engaged in the transformation working in tandem with Heads of Service for People and Transformation.
- You will be accountable for developing and implementing an ambitious and forward-looking technology strategy which harnesses and embeds technology to drive efficiency and enhance delivery capability.
- You will be accountable for ensuring that operating costs do not exceed >10% of people headcount costs and ensuring that our workforce strategy is designed with skills in mind for future success
- You will be accountable for the development and leadership of a programme management centre of excellence which provides skilled and agile capacity as required for major projects across the CA's portfolio.
- You will be accountable for the management of all aspects of fundamental arrangements that underpin the effectiveness of the organization, including accommodation, health and safety, business continuity and emergency preparedness, and office management, including Service Level Agreements.
- You will work across the Authority to provide strategic advice on all aspect of People and Transformation work from policy development through to operational delivery, gaining a close understanding of the Directorates and their operational requirements.
- You will be able to use insight and evaluation to challenge established practices and introduce ongoing service improvements.
- Develop and champion a culture of innovation, inclusivity, agility and continuous improvement across the organisation.
- Drive organisational transformation programs, including culture change, digital transformation and workforce development.

### **Impact on People – (Internal and External Influencing)**

- In developing an overarching strategic approach to People and Transformation you will develop positive relationships with a broad range of external stakeholders, building and maintain strong collaborative partnerships. This will include with local authorities, other combined authorities, government departments, local community and voluntary sector groups, businesses, education sector, (local and national) as well as internal stakeholders.

- You will be responsible for all aspects of stakeholder engagement for the Authority.
- Provide expert advice to senior leaders on complex people related matters including restructuring, employee relations and leadership development, operating models and subsequent organisational design.
- Promote a diverse inclusive and psychologically safe working environment, that values high performance and learning, ensuring equality is embedded in all workforce practices.
- Represent the organisation in regional and national forums, related to workforce development, HR and public service transformation.

### **Financial Resource Management:**

- This role is responsible for overseeing the resources (financial and non financial) allocated to the People and Transformation function of the Authority, ensuring that this is managed to achieve effective value for money and clear allocation of resources to deliver against strategic objectives.
- You will lead your team creating a high-performance culture that is aligned to organisational values, behaviours, policy vision and priorities, reflecting best practice and continuous professional development.
- You will ensure that the team is supported and developed throughout.
- Ensure work-force plans are financially sustainable and aligned with medium and long term business planning.
- Identify opportunities for external funding or partnership models to support transformation and capability building activities.

### **Values and Behaviours**

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Our organisational values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are and we use them to anchor all that we do. The North East CA values are:

- Strive for brilliance
- One team
- Drive sustainability
- Make it happen
- Be inclusive

### **Inclusion, Diversity, Equality and Belonging**

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We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

## Special requirements of post

- **DBS**

This post is not subject to a disclosure.

- **Politically restricted**

The North East CA has designated that this post is politically restricted in accordance with the requirement of section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

## Person specification: Assistant Director of People and Transformation

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree level qualification in HR, organisational development or related field.</li> <li>Chartered Member or Fellow of CIPD.</li> </ul>	<ul style="list-style-type: none"> <li>Postgraduate qualification in leadership management or similar.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Extensive experience at a senior leadership level in a complex organisation.</li> <li>Proven track record of developing and implementing successful strategies.</li> <li>Demonstrable experience in engaging with senior stakeholders and influencing</li> <li>Significant and broad experience in leading, managing and developing high performing teams.</li> <li>Demonstrated success in leading transformational change programmes, particularly harnessing technology to drive efficiency.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li><b>Strategic Thinking:</b> Ability to think strategically and develop long-term plans.</li> <li><b>Communication:</b> Excellent written and verbal communication skills with the ability to present complex information clearly and persuasively.</li> <li><b>Interpersonal Skills:</b> Strong interpersonal skills, with the ability to influence as well as to build and maintain relationships with a diverse range of stakeholders.</li> <li><b>Analytic Skills:</b> Strong analytic skills, with the ability to interpret data and provide strategic insights, leading to continuous improvement</li> <li><b>Leadership:</b> Proven leadership skills, with the ability to inspire and motivate a team.</li> <li><b>Adaptability:</b> Ability to adapt to changing circumstances and priorities.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• High level of integrity and professionalism.</li><li>• Proactive and results orientated.</li><li>• Resilient and able to work under pressure.</li><li>• Commitment to continuous professional development</li><li>• Commitment to inclusion, diversity, equality and belonging.</li><li>• Commitment to improving the future of the North East</li></ul>	
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