

|                         |                                                                  |
|-------------------------|------------------------------------------------------------------|
| <b>Job Title:</b>       | Director of People & Organisational Culture                      |
| <b>Grade:</b>           | DG3                                                              |
| <b>Responsible to:</b>  | Chief Operating Officer                                          |
| <b>Responsible for:</b> | Human Resources, Organisational Development and Payroll Services |



## Job Purpose

Provide high-level strategic leadership in the development and implementation of people and organisational development related strategies, policies, and programmes across the council to enable and support high performing services and engaged employees. Lead the delivery of people and payroll services, engagement with trade unions and workforce plans the underpin the delivery of council objectives and service delivery.

Lead on culture practices and provide expertise and support in the areas of:

- Organisation design and development
- Performance management
- Employee relations
- Learning and development
- Talent acquisition and recruitment
- Employee health, safety & wellbeing
- Employee engagement
- Diversity and inclusion
- Policy and procedure development
- HR compliance
- Delivery of payroll services

## Duties and Responsibilities

### Accountabilities

- Accountability for the People function, ensuring colleagues are well led and focussed on the needs of the Council with clear objectives and business plans across all areas of the department.
- Provide timely strategic and operational business partnering to the Chief Executive, Strategic Leadership Team, elected members, and the wider organisation.
- Lead and develop a high performing People function ensuring this delivers high quality, strategic, advisory, and transactional services for the Council.
- Develop and lead the implementation of the People Strategy to enable and support the delivery of the corporate strategy.
- Provide expertise and leadership to ensure the effective development and implementation of council-wide organisational development and culture change initiatives.
- Create a robust measuring and reporting system within the people function, with clear KPIs ensuring the service continually improves and develops.

- Create, manage, and maintain a modern and effective policy and practice framework.
- Resource planning and management of the service.

### **Responsibilities**

- Support the development and effective implementation of strategy and business plans and ensure the council's core enabling functions are effectively coordinated.
- Ensure equality, diversity and inclusivity are championed and fully integrated into all aspects of the workforce and organisational development agenda.
- Ensure that reaching a diverse population and building a culture of inclusion is reflected through everything the council does.
- Work with senior leaders and lead on the development of a council-wide strategic approach to leadership and management and to learning and development, to develop the capacity and capability of individuals, future leaders, teams and of the organisation.
- Lead an aspirational learning and development strategy to build skill and engagement across the organisation.
- Lead on the development of the council's culture, values, and behaviours to attract and motivate an ambitious, talented, and diverse workforce.
- Support the development of a strong employer brand that incorporates innovative recruitment, retention and wellbeing strategies that make Sheffield City Council an employer of choice.
- Develop high levels of engagement with our people with two-way dialogue that promotes and reflects the culture, values, and behaviours of the council.
- Strategically develop people management technologies and processes to ensure workforce information, policies and procedures are efficiently and properly managed and implemented and best practice is shared across the service and wider council as required.
- Lead employee relations for the council including nurturing positive relationships with recognised trade unions.
- Lead on all aspects of reward and recognition.
- Be responsible for the People function budget and delivery of high quality, value-for-money services within budgetary parameters.
- Lead on Service Business Continuity Planning and ensure that your leadership team know this plan and can direct staff to follow the Business Continuity Plan. You will also support with Incident Response to provide co-ordination of critical incidents, should these occur. To do this, you will be required to be on an on-call rota for approximately 5 weeks in a year. You will receive training and support for this work.

**Issue date: June 2023**

## **Person Specification**

| <b>Minimum Essential Requirements</b>                                                                          | <b>Assessment Method</b>         |
|----------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>Section One: Knowledge and Experience</b>                                                                   | Application Form, Assessment and |
| Substantial experience of working at senior leadership level in a large complex organisation and system level. |                                  |

|                                                                                                                                                                                                                                         |                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Substantial experience of developing and delivering people strategies (including workforce, engagement, organisational development) that are linked to organisational business strategy and values.                                     | Interview                                  |
| Employee/colleague involvement and engagement and handling the implementation of difficult and contentious issues.                                                                                                                      |                                            |
| Proven experience leading and inspiring a successful large people team at a senior level.                                                                                                                                               |                                            |
| Strong track record of business partnering at a senior level and advising on complex employee relations issues.                                                                                                                         |                                            |
| Strong track record of working with trade unions.                                                                                                                                                                                       |                                            |
| Working in a challenging financial and/or regulatory environment.                                                                                                                                                                       |                                            |
| Track record of advising elected politicians in a local government or other democratically mandated organisation, including attendance at various committees offering strategic advice.                                                 |                                            |
| Strong track record of developing efficiency and productivity improvements within a multi-functional workforce.                                                                                                                         |                                            |
| Able to share examples of leading and delivering on culture change, business transformation, change management, psychometrics, organisational design, diversity and inclusion, wellbeing, learning, development, and talent strategies. |                                            |
| Experience of different sectors and sizes of organisations and insights of how people services can be delivered differently.                                                                                                            |                                            |
| <b>Section Two: Skills and Abilities</b>                                                                                                                                                                                                | Application Form, Assessment and Interview |
| Strong, visionary leadership qualities and credibility to inspire trust and confidence in the People function and wider organisation.                                                                                                   |                                            |
| Up to date knowledge of employment legislation, people systems and processes, and statutory requirements on employers.                                                                                                                  |                                            |
| Ability to think strategically and create clear frameworks that bring clarity to complex people-related issues.                                                                                                                         |                                            |
| Internal ambassador who drives a positively engaged and high performing community.                                                                                                                                                      |                                            |
| A sophisticated communicator, able to effectively engage diverse audiences through written and oral communication.                                                                                                                      |                                            |
| A champion of inclusivity and diversity, able to deliver practical changes that improve the culture, opportunities, and participation rates for under-represented groups of people.                                                     |                                            |
| A good understanding of the external inspection frameworks that apply to local authorities such as CQC, Ofsted and the people related activities that need to be established and managed.                                               |                                            |
| A commercial mindset with an understanding of the wider organisational context and how 'people' fits into the bigger picture.                                                                                                           |                                            |
| <b>Section Three: Qualifications</b>                                                                                                                                                                                                    | Application Form                           |
| Chartered FCIPD/MCIPD or equivalent experience                                                                                                                                                                                          |                                            |
| Educated to degree level in HR, OD or other business-related discipline or equivalent experience                                                                                                                                        |                                            |
| Evidence of ongoing CPD with specific focus to emerging thought leadership in progressive people practices                                                                                                                              |                                            |

|                                                                                   |                          |
|-----------------------------------------------------------------------------------|--------------------------|
| Qualifications/Certifications in Organisational Change / Organisational behaviour |                          |
| Recognised coaching qualification                                                 |                          |
| Leadership or management qualification                                            |                          |
| Recognised qualifications/certifications in UK Employment Law                     |                          |
| <b>Section Four: Role modelling our values</b>                                    | Assessment and Interview |
| People are at the heart of what we do                                             |                          |
| Openness and honesty are important to us                                          |                          |
| Together we get things done                                                       |                          |

## Health Risks Specification

| <b>Fitness to Work</b>                          | <b>Potential health risks: please add Yes or No against each risk</b> |
|-------------------------------------------------|-----------------------------------------------------------------------|
| Working with computers                          | Yes                                                                   |
| Working at heights                              | No                                                                    |
| Confined spaces                                 | No                                                                    |
| Moving and handling includes people and objects | No                                                                    |

| <b>Vocational Health Checks</b>                   | <b>Potential health risks: please add Yes or No against each risk</b> |
|---------------------------------------------------|-----------------------------------------------------------------------|
| Driver medicals, minibus, forklift trucks and HGV | No                                                                    |
| Night Worker Questionnaires                       | No                                                                    |
| School crossing warden                            | No                                                                    |

| <b>Statutory Health Surveillance</b>   | <b>Potential health risks: please add Yes or No against each risk</b> |
|----------------------------------------|-----------------------------------------------------------------------|
| Exposure to excessive noise levels     | No                                                                    |
| Exposure to excessive vibration levels | No                                                                    |
| Exposure to skin irritants             | No                                                                    |
| Exposure to respiratory irritants      | No                                                                    |

