Join us – Make a difference in our communities

West Sussex as an area is rapidly changing with increasing pressures from our demographics, continuing challenges to provide our residents and communities with greater levels of choice to support improved outcomes in their lives and of course we need to do this within tighter and tighter financial constraints. We recognise therefore that our organisation, working with and alongside our partnerships, needs to fundamentally change.

During a period of significant and fundamental change, we need strong, experienced, collaborative and cohesive leadership across our organisation. This requires a strong, collaborative strategic and corporate foundation for our organisation.

During a period of significant and fundamental change, we need strong, experienced, collaborative and cohesive leadership across the organisation supported by a strong and collaborative corporate centre. This directorate leads on our professional practice in relation to our people and organisational change. We need a stronger approach to HR and people management, underpinned by strong and efficient personnel services alongside a forward thinking strategic approach to our workforce strategy to help our organisation become a forward thinking modern place to work.

About the Job

Reporting to the Chief Executive, this role will lead the Council’s thinking on workforce issues and provide effective ways of implementing people management strategies. It is responsible for successfully developing and agreeing HR strategy, policies, provision, procedures and guidance; and for designing and implementing HR support services across the Council that meet these requirements and supports an effective, empowered workforce.

Subject to review April 2020: Responsible for either the direct delivery of advisory and business support-like services linked to the provision of HR, learning, organisational development within the organisation; or, for ensuring their delivery via outsources providers (including therefore liaising where appropriate with contract management leads for these arrangements elsewhere in the organisation).

Subject to review April 2020: In addition this role will lead on the provision of executive and personal assistant support to the organisation ensuring efficient support is in place across the organisation’s leadership team.
Job Details

Grade: Senior Management Group (SMG)
Directorate Group: Human Resources and Organisational Change
Location: County Hall, Chichester

Required Experience & Skills

Fellow CIPD qualified and relevant developed HR expertise.

Educated to post-graduate level or equivalent experience in one or more of the relevant technical specialist areas, for example, human resources, organisational change or programme management.

Proven ability to lead a strategic team at a similar level through leadership capability.

Significant track record in executing team and individual performance effectively.

Experience of having worked at a senior level in a political environment.

Embedded communication ability both upwards and downwards within an organisation and externally to improve service delivery.

Exceptional HR leader with experience in leading large teams and bringing about organisational change.

Recent experience of successfully leading the delivery of strategic objectives & business plans.

Significant experience of operating in leadership roles, translating strategy into effective operational plans.

Broad knowledge of public sector services, the macro social and economic context within which local authorities work and the implications of this for delivery of County Council’s aims.

Business acumen from creating a commercial environment where the management of cost and customer satisfaction is paramount.

Able to communicate a compelling vision to key stakeholders internally and externally to achieve operational outcomes.

Evidence of continuing professional development.

Job Purpose

The Director of Human Resources and Organisational Change will play a key role in the Council’s Executive Leadership Team (ELT) and Corporate Leadership Team (CLT) in leading and delivering corporate objectives; and in the provision of expert support to the Head of Paid Service.

Each member of the ELT and CLT will be responsible for the technical delivery of their roles and the corporate competencies, while living and promoting the corporate values through their day-to-day work.
You will work as part of the ELT and CLT reporting directly to the Chief Executive and Head of Paid Services to provide strategic leadership to the HR and organisational change function ensuring that the support provided to managers meets the needs of the Council and aids the achievement of our objectives through our People.

You will take full responsibility for all matters relating to: HR and Organisational change strategy; HR consultancy/business partnering; HR policy; employment law; collective bargaining and consultation and trade union relations; staff engagement; organisation change (including cultural change) and development; learning and development; employee performance management; and employee wellbeing (including occupational health).

To be the Council’s expert and role model in leading on organisational people change, and provide pragmatic and effective approaches to establishing and sustaining culture based on a values driven organisation.

To ensure that HR services are efficient and smooth running, managing the relationship with external providers, (including liaising where appropriate with contract management leads for these arrangements elsewhere in the organisation) and ensuring value for money.

Initially until April 2020 (At which time there will be a review, and formal consultation will follow if needed): To continue to directly deliver significant levels of advisory and business support-like services linked to the provision of HR, learning, organisational development within the organisation; and in relation to some other HR orientated support (including HR services to schools, establishment management and reporting) to determine the services that are offered additionally but provided by an outsourced provider(s).

Initially until April 2020 (At which time there will be a review, and formal consultation will follow if needed): To ensure the provision of effective, efficient, and highly valued, professional executive and personal assistant services to the leadership team of our organisation.

Key Responsibilities

Provide clear leadership on HR strategy, workforce planning and cultural change which demonstrates a professional approach and brings about lasting and sustainable change.

Develop plans across HR, organisational change and development, in order to support implementation of the agreed business strategies for the Council and its partners which are focused on delivering the political objectives and priorities of West Sussex and which mitigate all identified risks.

Be responsible for HR, organisational change and development budgets and resources, ensuring that they are allocated effectively for the delivery of intended outcomes in a manner which demonstrates value for money and compliance with relevant policies and guidelines.

Robustly manage outsourced services for which the HR and Organisational Change function is the client and provide a balance of strong client management with an ethos of joint resolution of issues.

Develop arrangements for aligning organisational development activities with the changing cultural needs of the Council.
Lead on employee engagement, diversity, trade union relations, and staff engagement to ensure a motivated, engaged workforce which reflects the requirements of the Council and service needs.

Develop innovative and robust arrangements for employee resourcing, retention and reward; including senior recruitment, recruitment strategy and campaigns for hard to fill posts; generic recruitment and active management of temporary/agency workers.

Lead on employee performance with a focus on the importance of the employee/manager relationship; a process of near term objective setting and ensuring continuous performance improvement.

Lead on the provision of an employee wellbeing policy, provisions and plan in collaboration with the Director of Public Health; and ensuring access to an occupational health.

Provide guidance and support to Cabinet and Members in translating their political objectives and priorities into coherent HR initiatives that will deliver their intended outcomes for West Sussex.

Subject to review April 2020 (At which time there will follow formal consultation if needed): To continue to directly deliver significant levels of advisory and business support-like services linked to the provision of HR, learning, organisational development within the organisation; and in relation to some other HR orientated support (including HR services to schools, establishment management and reporting) to determine the services that are offered additionally but provided by an outsourced provider(s).

Initially until April 2020 (At which time there will follow formal consultation if needed): To ensure the provision of effective, efficient, and highly valued, professional executive and personal assistant services to the leadership team of our organisation as part of an overall responsibility for enabling efficient, effective and empowered leadership approaches and styles within our organisation.

Our Values

You will lead, promote and demonstrate the values of our organisation.

- Trust and Support
- Listen and Act Upon
- Customer Centred
- Honest and Realistic
- Genuinely Valued

You will lead, promote and demonstrate the cultural ambition of our organisation:

‘To become an organisation which lives and breathes our values where all of our people are able to work in an empowered, collaborative and innovative way to make a real and positive difference to all our communities.’

JD Code: SMG
April 2019