

## ROLE PROFILE

<b>Job Title:</b>	Director of People and Corporate Services	<b>Job Code:</b>	TBA
<b>Directorate:</b>	Resources	<b>Version:</b>	0.1
<b>Reports to:</b>	Executive Director Resources	<b>Date Created:</b>	3 July 2024
<b>No. of direct reports:</b>	5	<b>Grade:</b>	Director
<b>No. of employees:</b>	c.10	<b>Budget:</b>	TBC

## JOB PURPOSE

At the East Midlands Combined County Authority (EMCCA) we're unlocking billions of pounds of investment for our region through our devolution deal with government.

Our newly elected Mayor will be a powerful voice on the national stage for the people of Derbyshire and Nottinghamshire, overseeing devolved powers around transport, housing, skills and adult education, economic development, and net zero.

The East Midlands has a rich history and a diverse present on which to build a renaissance. Ambition and culture put us at the heart of the first industrial revolution - and it will put us at the centre of the next. We will make our region more prosperous, sustainable, and fairer, helping our people and businesses to create and seize opportunities.

This role will lead modern, effective and inclusive workforce and corporate functions and play a key strategic role in leading the development and delivery of EMCCA's People Strategy. This will include the development and implementation of wider organisational development and systems leadership activity. The role provides strategic leadership and oversight of EMCCA's human resources, organisation development, IT, facilities, estates, Health & Safety and systems. The role is integral to ensuring that the organisation operates efficiently and effectively, enabling the strategic aims and objectives of EMCCA to be met.

As a Director you will provide outstanding strategic and organisational leadership. With colleagues you have collective responsibility for the development and delivery of the new organisation's operating model and supporting the development and embedding of the values and behaviours. You will promote diversity, inclusion and cultural competence throughout the organisation and through partnerships and relationships with other stakeholders.

You will work effectively with elected Members of the constituent councils and the Mayor, to ensure the vision and strategic direction of EMCCA is delivered.

You will act as an advocate for EMCCA at local, regional, and national level, developing and enhancing EMCCA's reputation and influence, building partnerships and enabling the organisation to be a leader in the field.

EMCCA's overall work programme is evolving, ambitious and focused on the future to deliver tangible, sustainable, lasting, and systemic change for our communities within a robust governance framework.

## OUR VALUES

We have proactively become a values-based organisation from the outset. In conjunction with our operational ethos emphasising the importance of people, processes, and outcomes, we embrace continual improvement, and are guided by four core values supported by a behaviour framework:

**We Lift Our Region | We Work Together | We Make an Impact | We Are Human**

These values shape our culture, influence expected conduct, how we work and interact with each other and our stakeholders, fostering positivity, and supporting the achievement of our goals and progress together.

## ORGANISATIONAL LANDSCAPE

### **Our Mission**

We will be driven by our mission to ensure long-term systemic impact. Created by and for the benefit of our people, businesses, and places in the East Midlands area.

### **Our Vision**

We will make our region more prosperous, sustainable, and fairer, helping our people and businesses to create and seize opportunities.

We are built on a foundation of systems leadership and partnership working.

## MAIN DUTIES AND RESPONSIBILITIES

### Responsibilities

- Collaborate across the Executive and with the Mayor and EMCCA Board to lead, develop and deploy a modern, unified People Strategy, to meet EMCCA's evolving needs.
- Lead on the development of systems leadership both internally and across regional partners.
- Act as the Chief Executive's principal advisor on people, organisational, cultural, policy and corporate services matters.
- Partner with leaders to identify future organisational changes and develop strategies to support them.
- Attend EMCCA's SLT meetings, as requested, to advise on people issues, organisational design, and change management.
- Review and enhance the EMCCA Pay and Reward Framework to deliver against EMCCA's ambition in this area.
- Lead on the development of a corporate learning and development framework.
- Lead, develop and collaborate with SLT to provide meaningful people and corporate related organisation metrics.
- Lead development and embedding of organisation values with and through SLT
- Evaluate buy-build strategy for people and corporate function and services
- Lead on the development and management of complex organisational design and development of a positive workplace culture.
- Deliver strategic workforce planning to build EMCCA's capability to deliver against its Corporate Plans.
- Lead a positive culture of employee relations and engagement
- Lead and champion a Cultural Competence Strategy to create an inclusive and diverse workplace, promoting diversity in all aspects of the organisation and ensuring EMCCA becomes an inclusive and diverse organisation.
- Develop and track metrics to measure progress in DE&I efforts.
- Develop and communicate a clear vision for the organisation's culture, values, and people practices.
- Lead the development of talent acquisition strategies, from recruitment to on-boarding, ensuring EMCCA attracts and hires exceptional talent.
- Set a compelling vision to ensure thoughtful design and implementation of talent development programs that nurture employee growth, skills enhancement, and career progression.
- Foster a learning culture that encourages continuous development and upskilling.
- Lead and establish EMCCA's performance management processes, including goal setting, feedback mechanisms, and performance evaluations.
- Implement data-driven systems to measure and improve employee performance and productivity.
- Develop and run employee engagement strategies to enhance job satisfaction and workplace morale.

- Lead the facilities and estate services, ensuring that the EMCCA's long term location strategy and principles are progressed. This may include leading on both a move to a medium and a long-term solution.
- Lead EMCCA's IT and digital strategies prioritising digital by design principles and ensure the security and integrity of the authority's IT systems and data.
- Develop and implement a comprehensive systems strategy aligned with EMCCA's goals and to ensure seamless operations and service delivery.
- Lead systems development and integration by overseeing the development, deployment, and maintenance of IT systems and infrastructure, driving the adoption of new technologies and systems to enhance productivity and service quality.
- Identify opportunities for improving systems and processes to increase efficiency and reduce costs, implementing best practices in systems management and operations.
- Ensure that all systems comply with relevant legal, regulatory, and security standards.
- Lead EMCCA's Health and Safety responsibilities, creating a safe workplace environment.
- Develop and implement policies and procedures to safeguard the integrity and security of systems and data, commissioning regular audits and assessments to ensure compliance and identify potential risks.
- Develop strong relationships with People Leads in all constituent authorities, non-constituent authorities and key stakeholders and partners, leading a network of relevant senior leads to support the sharing of best practice, learning and the development of joint campaigns, events, and initiatives when appropriate.
- Line manage and lead a high performing team, recruiting exceptional talent into the organisation, encouraging innovation, and cultivating a culture of collaboration and accountability, setting personal objectives, and supporting development to embed a culture of performance excellence.
- Plan and manage the resources of the People and Corporate Services Team to ensure an agile approach to managing plans and short- and longer-term needs, ensuring value for money, high quality, and transparency in the delivery of services.

***This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties as directed by their line manager that are commensurate with the level of the post. This document will also be supplemented by key objectives which will be set through the performance and development review process.***

## THE PERSON

*Essential (E) or Desirable (D)*

<b>Experience and Skills:</b>	<b>Experience</b>	
	<ul style="list-style-type: none"> <li>• Experience of leading a large and multi-disciplinary team including HR, recruitment and OD.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Significant experience of developing a People Strategy in a highly political environment.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• In depth of knowledge of OD and L&amp;D strategies.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience of designing and/or delivering approaches that support systems/adaptive leadership</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Ability to translate the business strategy into clear deliverable objectives and engage the wider team.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience of leading transformational change across a large People and ideally Corporate Services team.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• As a strategic thinker significant experience of developing a strategic workforce plan to support the organisation's ambitious growth plans.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Evidence of enhancing the use of systems to continually improve ways of working across the organisation.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Emotionally intelligent, able to take on board feedback and adapt style and approach.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Proven experience in directing transformational change at executive level.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• In-depth knowledge of employment law and employee relations.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Demonstrable understanding of the political and social environment that the EMCCA operates within.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Detailed and proven understanding of the strategic and operational challenges of managing within the private and public sector and being able to show a track record of success in this sector.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Proven track record of developing and implementing successful systems strategies.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Strong understanding of systems integration, IT infrastructure, and security.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• experience of results driven partnerships with stakeholder organisations and agencies achieving mutually beneficial objectives.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• A proven and success-based track record of managing</li> </ul>	E



	<ul style="list-style-type: none"> <li>Ability to adapt communication skills in a changing and challenging environment.</li> </ul>	
<b>Qualifications, Training, CPD:</b>	<ul style="list-style-type: none"> <li>Chartered Fellow/fully qualified member of CIPD or equivalent relevant professional qualification.</li> </ul>	E
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Detailed and demonstrable understanding of the political context to the work of local government/public sector and its decision-making processes.</li> <li>Political awareness with an ability to achieve results in a political environment where there are competing agendas.</li> <li>Recognition of the need for and importance of personal professional development.</li> <li>Flexibility with ability to contribute to the wider priorities of the team strategically and practically, as well as deliver personal workload.</li> </ul>	E E E E
<b>Political Restriction</b>	This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside of work.	