



ROLE DESCRIPTION

Job Title	Head of People
Salary Band	SCP 51-55
Reporting to	Assistant Director of Corporate Development
Directorate	Resources
Service Area and sub area	Corporate Development
Political Restriction	No

1. Primary Purpose of the Post
<ul style="list-style-type: none">• Lead the People Services function within the organisation to provide high quality, effective and digitally equipped solutions for workforce management, planning and resourcing activities.• Provide strategic human resources expertise, advice and guidance to Executive and Senior Leadership Team on workforce planning, resourcing and employee relations.• Ensure compliance of statutory duties and corporate strategies related to People Services.• Provide strategic direction to deliver the organisation's ambitions to become an employer of choice.• Ensure a contemporary, modern, digitally equipped and data-driven approach to all People Services that demonstrates best practice and enables the organisation and its workforce by setting the organisation up to achieve its ambitions through a dynamic and contemporary approach to people services
2. Your responsibilities
<ul style="list-style-type: none">• Lead and develop the People Services function which includes strategic human resources business partnering, employee relations, resourcing and talent, health, safety and wellbeing and digital people systems including payroll.• Act as strategic advisor to Executive and Senior Leadership Team, providing HR expertise, advice and guidance on workforce planning, resourcing and employee relations.• Working with the Assistant Director for Corporate Development, contributing to the development and delivery of the LCRCA's People Strategy aligned to organisational

priorities and the LCRCA Corporate Plan, and ensuring compliance of statutory duties.

- Provide strategic direction on resourcing and talent initiatives to deliver the organisation's ambition to become an employer of choice, ensuring we attract, recognise and retain talented employees and are continually seeking to attract a diverse pool of candidates.
- Lead the design and delivery of strategic workforce planning activity aligned to wider business planning and organisational transformation approaches.
- Foster a contemporary, effective, supportive, digital-equipped and data-driven culture to developing and delivering People Services.
- Adopt a proactive approach to horizon scanning on trends relevant to the LCRCA's workforce and provide strategic advice and guidance to the Chief Executive and senior leaders on the impact of workforce trends.
- Manage complex and sensitive employee cases and coach the executive and senior leadership team as necessary, ensuring high quality advice, support and guidance is provided.
- Ensure effective development, delivery and utilisation of People Systems to embed a digitally equipped and data-driven approach across workforce management, planning and resourcing.
- Lead the development of People Policies to ensure they reflect best practice, legislation and organisational requirements through engagement with all relevant stakeholders including recognised trade unions.
- Commission a range of employee metrics and qualitative data to proactively improve our organisational performance and encourage business-focused decisions. Provide reports and briefings as required, including reports to relevant Executive and Senior Leadership Team.

3. General Corporate Responsibilities

- Actively deliver and champion the LCRCA's commitment to equality, diversity and inclusion and non-discriminatory practices in all aspects of work undertaken.
- Participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery.
- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise.
- Represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally.



- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- Support the scrutiny process established by the LCRCA.
- Encourage a culture of continuous improvement to develop an outstanding service, where value for money and best value are delivered and innovation and enterprise flourish.
- Promote strong, direct and effective communication and involvement with all stakeholders.
- To share and communicate a clear understanding of the LCRCA equality, diversity and inclusion priorities internally and externally.
- To carry out such other duties as may be directed, commensurate with the grading of the post.

4. General Managerial Responsibilities

- To contribute to the preparation of service areas plans and take responsibility for the achievement of specific workstreams.
- Manage financial 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.
- Recruit, appraise including managing performance and develop staff in accordance with the LCRCA's policies and procedures.
- Create a positive learning and working environment through delegation, mentoring and coaching of staff and through the identification of training and development needs.
- To comply with the Health and Safety responsibilities attached to this role, including ensuring that adequate risk assessments are completed for staff.
- It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.
- This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

PERSON SPECIFICATION

Job Title: Head of People

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Educated to degree level in relevant subject or equivalent professional training and experience	E	Application form
CIPD Level 7 or equivalent qualification in Human Resources	E	Application form

Experience and knowledge	E = Essential D = Desirable	Identified By
Extensive experience working at a senior level within HR environment and leading Strategic HR, People Operations and Health & Safety teams.	E	Application form/selection process
Strong knowledge of HR best practice and employment legislation with the ability to ensure this is captured and embedded into People polices.	E	Application form/selection process
Excellent leadership skills with experience of operating as a trusted advisor to senior leaders on HR and workforce related issues.	E	Application form/selection process
Strategic thinker with the ability to see the big picture and translate corporate and people strategies into action.	E	Selection process
Experience of using initiative to propose and deliver solutions to strategic HR and/or people related issues.	E	Selection process
Experience of leading development and delivery of HR strategies, policies, initiatives and interventions.	E	Selection process
Experience of managing budgets and achieving value for money.	E	Selection process
Experience of implementing change management programmes/projects and designing HR and workforce development solutions.	E	Application form/selection process
Experience of and ability to deal with highly sensitive, complex employee cases.	E	Application form/selection process
Experience of working with trade unions, external agencies and partner organisations	E	Application form/selection process

Skills and abilities	E = Essential D = Desirable	Identified By
Ability to plan and prioritise work, whilst remaining flexible to changing demands.	E	Selection process
Ability to analyse workforce information, identify trends and issues and recommend and implement solutions.	E	Selection process
Able to communicate clearly to persuade and influence the development of organisational development and change management interventions	E	Selection process
Self-motivation and the ability to work on your own initiative.	E	Selection process
Ability to produce reports and present quantitative and qualitative information.	E	Selection process
Ability to evaluate projects and initiatives, demonstrating return on investment.	E	Selection process

Personal Attributes	E = Essential D = Desirable	Identified By
An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority.	E	Selection process
Personal commitment to providing a high-quality service.	E	Selection process
Commitment to and understanding of equal opportunities.	E	Selection process

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Willingness to work flexibly as and when required.	E	Selection process