Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Head of Strategic Projects	**Grade**: MG2
Section: Human Resources	**Directorate:** Change and Innovation
Responsible to following manager: Assistant Director of HR	**Responsible for following staff:** TBC
Post Number/s:	**Last review date:**

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

The purpose of this role is to provide senior strategic capability for critical pieces of strategic HR development work for which existing team members do not have the capacity or the necessary skills and knowledge.

The postholder will work with a range of stakeholders, including:

- Colleagues within the HR and OD functions
- Representatives of recognised trade unions

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- Senior managers within Finance
- Organisational leaders at Executive Director and Chief Officer levels
- HR colleagues from across local government and the wider public sector

This is a temporary project-based role, which it is envisaged will be required for a period of nine months.

The postholder is unlikely to have a team of staff directly reporting to them, but will work in a matrix way drawing on the expertise and support of existing team members from across the HR and OD teams.

Specific Duties and Responsibilities

1. To provide senior project leadership, specialist expertise and delivery capacity for critical strategic HR and Organisational Development projects that support Richmond and Wandsworth Councils.

2. The postholder will lead the design and delivery of high-profile workforce, organisational redesign, employee experience and HR improvement programmes, ensuring that strategic people initiatives are planned, governed and implemented effectively.

3. There are four core pieces of work this role is required to lead, although subject to capacity and evolving service priorities the post holder may be asked to work on other priorities as agreed:
   - Pay strategy and pay progression for the Better Services Partnership (BSP)
   - Management and mitigation of equal pay risks relating to the BSP
   - Schools payroll
   - Schools HR

4. **Pay strategy and pay progression arrangements**: following the ending of performance related pay arrangements, the BSP needs to define alternative pay progression arrangements for its workforce. Those pay progression arrangements need to be:
   - Set in the context of an organisational pay strategy that does not currently exist and which the postholder will need to create in alignment with wider BSP goals and the operating environment;
   - Affordable;
   - Consistent with the requirements of the BSP's agreed collective bargaining framework and NJC pay and job evaluation arrangements;
   - Be, and be seen to be, fair and equitable;
   - Minimise any equal pay risks.

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The postholder will need to benchmark BSP pay against other local authorities to inform the development of the pay strategy.
The postholder will be responsible for leading consultation and engagement with organisational senior leaders, to ensure proposals reflect and address organisational needs and priorities, and with recognised trade unions and staff representative organisations.

5. **Equal pay**: Following the completion of internal audit-led activity to identify any equal pay risks relating to allowances and discretionary pay ('plus payments'), the postholder will be required to scope, plan and execute a programme of work to address the findings of that audit. This will entail making judgements about the proportionality of the BSP's response, and engaging with senior stakeholders including the Chief Executive and Executive Director of Finance to assess and respond to organisational risk appetite. Careful management of the relationship with recognised trade unions will also be important.

6. **Schools HR**: lead for HR on developing a coherent model of HR support to Richmond schools, working in collaboration with relevant BSP stakeholders and with colleagues in Achieving for Children. The approach must address the needs of maintained schools as well as enabling the Council to fulfil its statutory and regulatory responsibilities for schools, and to manage the resultant risks more effectively.

7. The postholder will report to the Assistant Director of HR, and will be expected to work independently and with limited supervision, proactively scoping the work required, identifying and making links with relevant stakeholders, including those at the most senior levels, to understand their needs and perspectives, proactively understanding the strategic context within which the work is taking place.

8. The postholder should act as a role model for continuous professional development across HR, maintaining professional knowledge, sharing learning and encouraging reflective practice, curiosity and high professional standards across the service.

9. The postholder is expected to build capability in the HR team in the areas they have been working on. Project closure needs to include all relevant knowledge transfer and the production and handover of any relevant documentation to ensure the arrangements put in place remain sustainable for the future.

10. The postholder will be expected to play a full part in the HR Senior Leadership Team and wider HR division, contributing on other HR priorities as necessary.

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Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnership.

- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.

- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.

- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.

- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

Team structure

For the current structure please go to The Loop.

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Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please familiarise yourself with our values as they are an integral part of our recruitment and selection process.

Person Specification Requirements			**Assessed by A/I/T/C (see below for explanation)**
Knowledge	**Essential**	**Desirable**	**Assessed**
Deep knowledge and expertise of public sector pay policy and practice.	Yes		A/I
Deep understanding of HR systems and the use of systems and data to solve business challenges.	Yes		A/I
Experience	**Essential**	**Desirable**	**Assessed**
Significant HR leadership experience at a senior level, including managing a	Yes		A/I

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range of services and disciplines within the HR function.			
High level of expertise in using and manipulating large scale data to provide insight and inform the development of policy and strategy.	Yes		A/I
Experience and confidence working with senior leaders (including at Board level) to resolve complex and at times highly sensitive and contentious workforce issues, offering constructive challenge when professionally necessary.	Yes		A/I
Experience of operating effectively in a highly unionised environment, with demonstrable expertise in the effective management of relationships with employee representatives in contentious and challenging situations.	Yes		A/I
Able to operate confidently in a political environment with sensitivity and discretion.	Yes		A/I
Skills	**Essential**	**Desirable**	**Assessed**
Excellent judgement, analysis and problem-solving skills, with the ability to balance evidence, risk and fairness.	Yes		A/I
Confident communicator and influencer, able to advise, coach and challenge senior leaders in sensitive or contested situations.	Yes		A/I
Ability to improve services, develop practical tools and use digital systems to solve business problems.	Yes		A/I
Ability to work independently to identify, prioritise and understand strategic challenges, opportunities and develop practical solutions.	Yes		A/I
Qualifications	**Essential**	**Desirable**	**Assessed**
Chartered CIPD membership.	Yes		A/C
Evidence of continuing professional development as an HR practitioner.		Yes	A/I/C

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A – Application form / CV
I – Interview
T – Test
C - Certificate

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