Job Title: People and Culture Transformation Lead	Role Profile Number:
Grade: T	Date Amended: 8 January 2021
Directorate/Group: Resources	Reporting to: Director of People & Culture

Role Context

The Council has significant challenges ahead, including delivering service improvement in an environment where the demand for public services is increasing, against a backdrop of reduced resources. The way in which public services are delivered will continue to evolve and change, and the Council wants to be at the forefront of enabling safe, strong and prosperous communities.

It is therefore critical that the Council has the culture, processes and systems within which the right workforce can deliver their very best. The aim is to enable managers to create a highly productive working environment that reflects the core values and fosters talent through the delivery of agreed outcomes for customers and local communities.

Reporting to the Director of People & Culture, this role will lead on the OD transformational journey, with particular focus on the Culture, Change & Leadership development programmes, utilising a range of People & Culture focused interventions.

Job Purpose

You will provide leadership & expertise to drive transformation, organisational culture, leadership development and employee engagement. Supported by a wider People & Culture team, you will develop an insight led People strategy ensuring that the Council has the tools in place to deliver and embed the "At Our Best" culture and change programmes, modernising and transforming the way we work and building our leadership capability.

Leading & supporting the delivery of high quality People & Culture projects, transforming the People & Culture service, enabling the Council to get the best out of our people – their talent, experience, capability and leadership.

Key Accountabilities

Working with a wide range of demanding and challenging stakeholders, both internally and externally, key deliverables will include:

- To be the professional OD lead, shaping, implementing and managing the people strategy to deliver a high-quality service that supports the implementation of the organisational strategic objectives, in particular the "At our Best" culture and change programmes and building leadership capability
- Shape, deliver and measure all culture related projects working collaboratively with key stakeholders to ensure a cohesive approach
- Lead and embed change initiatives and other People related projects
- Transformational change and change management
- Responsible for our approach to leadership and management development
- Organisation Design and evaluation of key People & Culture programmes
- Management of centralised budget
- Horizon scan and link with partners, national and regional networks, Business Schools, specialist consultancies and others to identify and apply emerging new and evidenced research good practice in People & Culture strategies
- Leading Trade Union negotiations and consultation for project work within the roles remit
- Leadership and management of a team of People & Culture professionals

Person Requirements

- Experience of leading and providing senior professional input to major People & Culture change transformation programmes in a large and complex organisation operating in a fast changing and ambiguous business context
- Ability to work with, be credible to and challenge (with alternative solutions) for the Corporate Board, Elected Members, partners and management
- Ability to plan implement & monitor work programmes / projects / business plans in accordance with service/team priorities
- Making proactive changes to work practices for continuous improvement
- An ability to see beyond current issues and requirements and identify the needs of the future using a lean systems approach
- Significant experience of coaching and using coaching to develop organisational culture through enhanced management/leadership self-awareness and insight
- Strong experience of using multiple models of diagnostics to support an evidenced based approach to organisational development

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Membership of CIPD or equivalent qualifications and/or experience

- A track record of demonstrating continuous improvement in People & Culture service provision, with a focus on organisational design and evidenced impact on service quality
- Extensive theory and practice in particular covering learning, leadership management and development, coaching, engagement and culture change
- Proven experience of managing complex change programmes including major organisational and cultural change
- Evidence of collaboration across a complex organisation
- Proven experience of successful partnership working
- Strong project management skills and experience
- Strong diagnostic skills leading to sound judgement and decision making
- Experience of leading and influencing others at all levels
- Strong influencing skills across a range of stakeholders
- Being innovative and creative
- Being a great coach
- Programme and project leading and management.
- Budget Management
- Experience of delivering in an often ambiguous environment to develop solutions to complex issues
- Experience of developing wide ranging solutions for a diverse organisation with a range of needs that still enables a corporate approach for consistency and data reporting
- Experience of bringing in modern working practices to a sometimes traditional and resistant organisation

Qualifications

- Post Graduate HR Qualification or equivalent
- Chartered Member of the CIPD and/or equivalent experience
- A coaching qualification and accreditation is desirable

Contacts and Relationships *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Working closely together, improving communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships. Working in a collaborative manner with external and internal customers, community members and other bodies that interact with this role.

Swindon Borough Council Our Manager Competencies

- Managing Self – Managing your time, priorities and resources to achieve goals and meet personal learning and development needs
- Managing People – Learning, engaging, developing and motivating employees to perform their best
- Managing Change – Helping others to approach changes at work in a way that seeks to ensure their commitment and enthusiasm for achieving council objectives

- Managing information – Working in a informed way, making good decisions based on relevant information and data
- Managing Partnerships and Relationships – Building effective working relationships and ensuring partnerships are effective and focused on outcomes
- Managing Resources – Achieving objectives through effective planning and allocation of resources
- Managing Activities – Managing the activities of teams to achieve business priorities within agreed time scales and budgets
- Managing Risk – Actively seeking to identify, evaluate and mitigate risks and threats to business continuity and the achievement of council objectives

Swindon Borough Council – Our Values & Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Contacts and Relationships

- People & Culture team members
- Leadership teams within the business
- Elected members
- External partners