

Director

West Midlands Employers



West Midlands Employers		
Post Title	Grade	Role Type
Director	I4	

Our Vision – To develop a strong public sector workforce across the West Midlands Region

Our Outcomes –

- A skilled, efficient and engaged public sector workforce.
- Increased capacity for the provision of HR/OD expertise within the public sector.
- Strong representative voice for public sector employers in the Region.

About the Service

West Midlands Employers (WME)

WME is the Regional Employers’ Organisation for the 33 Local Authorities in the Region. WME is a member led, local authority owned organisation that offers a core service of advice/guidance on the full spectrum of HR/OD/Resourcing services to Local Authorities and the wider public sector. In addition to the provision of core service, the team delivers a range of commercial products and services, aimed at supporting and responding to the needs of clients including shared services and consultancy.

Political Restriction: This position is considered as a Politically Restricted Post under the Local Government and Housing Act 1989 and subsequent amendments introduced by the Local Democracy, Economic Development and Construction Act 2009.

Reporting Relationships

Responsible to: Chief Executive

Responsible for: A designated service portfolio defined in organisational structure – Including direct line management of Principal Consultants/ Senior Consultants/Consultants/Managers as required by the structure

Key Accountabilities:

- To provide leadership and direction to the organisation and act as a subject matter expert for the delivery of a portfolio of services
- To work with the Chief Executive to deliver robust long-term corporate strategies for service growth and delivery for the organisation.
- As part of the Management Team, work closely with elected members on the Management Board to shape annual business and financial plans and to deliver against agreed annual objectives and outcomes.
- To influence senior stakeholders, partners and national leads to contribute to the delivery of WME’s vision.

- To continually review, evolve and improve the WME service offering, reporting regular data and insights to the management board and producing detailed business cases for decisions on services.
- To lead the Extended Management tier in an approach to membership management – coaching and mentoring principal consultants to build relationships with organisations and gathering research and intelligence to develop potential new markets for WME to develop products and services in.
- To operate with delegated authority to negotiate and broker commercial offers, services and partnership arrangements on behalf of WME (adhering to a scheme of delegation).
- To maintain and develop subject matter expertise in one or more areas of WME service delivery, producing regular ‘thought pieces’ and commissioning ‘sectoral research’.
- To represent WME at Regional and National events and meetings, as member of the Leadership Team and seeking to influence and shape initiatives to benefit WME’s core membership.
- To lead a high performing team of delivery consultants and business managers, role modelling the WME values and ensuring clear objectives are set and reviewed.
- To **lead a specific professional accountabilities** defined WME delivery portfolio and be responsible for:
 - Development of long-term delivery strategies;
 - Development of commercial business models;
 - Produce an annual service delivery plan;
 - Produce annual service budgets;
 - Developing and delivering against service level agreements;
 - Developing and delivering a service communication strategy;
 - Ensuring robust performance monitoring;
 - Developing and implementing new technology;
 - Direct service delivery and income generation;
 - Reporting and analysing data and service metrics;

Portfolio Accountabilities:- (current but not limited to)




Resourcing, Leadership & Organisation Development Portfolio

- **Resourcing and Talent Acquisition;** The management of the full portfolio of WMJobs services to partner organisations (under contractual obligations to 2020 and beyond).
- **Organisational Development;** The development, delivery and continuous review of a full portfolio of products and services to support organisations deliver transformation and change initiatives effectively.

- **Leadership, Learning & Development Services;** The continuous review, development and delivery of WME's leadership, management development and learning products and services.

HR, Membership and Business Services

- **HR Services;** The provision of high quality and comprehensive HR advisory and support services, covering the full range of employment law, statutory regulations, pay and reward and national terms and conditions of employment.
And
The provision of a high-quality associate consultancy service, through direct service delivery and maintenance of a strong associate consultancy team.
 - **Membership Services;** To protect, retain and grow our membership offer by ensuring the membership of the organisation receives the best possible offer and service quality.
 - **Business Services;** Ensure WME has effective policies, plans and procedures in place to manage business services effectively, including CRM, communications, marketing and governance processes and employee reward and recognition and conference and event management.
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- To role model the WME values in all areas of work.

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<p>Qualifications/Professional membership</p> <p>FCIPD qualified or equivalent experience.</p> <p>Desirable - Masters in HR or appropriate business discipline</p>	<p>A/I/T</p>
	<p>Knowledge and Experience</p> <p>A senior leader in a large public or private organisation, operating on a senior management team with experience of:</p> <ul style="list-style-type: none"> • Strategic Planning • Corporate Planning & Performance • Governance • Policy Development • Workforce planning, engagement & development • Service Delivery • Business Development <ul style="list-style-type: none"> • Proven track record of successfully developing and implementing two or more defined service portfolios within or across organisations. • Broad and in depth knowledge of multiple services within the defined delivery portfolio – including delivery models/methodologies. • A proven track record of successfully delivering organisation change, from business case through to delivery. • Experience of leading services through collaboration, partnership working and complex contractual arrangements. • Experience of leading a high performing team • Strong experience of direct consultancy delivery and achieving income generation. • Strong track record of driving innovative cutting edge solutions using technology platforms. • A recognised subject matter expert, contributing to articles and publications on a regular basis. 	<p>A/I/T</p>
	<p>Skills</p> <p>Leadership skills to operate at a senior level:</p> <ul style="list-style-type: none"> • Prioritisation • Delivering motivational presentations • Negotiation 	<p>A/I/T</p>

	<ul style="list-style-type: none"> • Commercial acumen • Budgetary Management • Data analysis <p>Functional skills</p> <ul style="list-style-type: none"> • Hay and/or NJC job evaluation trained • Executive Coach qualification/skills • Job analyst • Employee Relations • Mediation skills • Leadership development facilitation 	
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the **Disability Confidence Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the
Recruitment Team on 01905 947446