

ROLE DESCRIPTION

Job Title	Strategic People and Resourcing Manager
Salary Band	SCP 44-50
Reporting to	Head of People
Directorate	Resources
Service Area and Sub Area	Corporate Development
Team	Strategic HR
Contract	Permanent
Political Restriction	No

1. Primary Purpose of the Post

- To lead a highly effective, strategic HR function that works with senior leaders to support the delivery of the vision of LCRCA through effective people management practices.
- To use best practice and expertise to develop contemporary approaches to HR policies, workforce planning, organisational change, recruitment and talent management aligned to LCRCA's culture and corporate objectives.
- To be a trusted and valued advisor to the Executive and Senior Leadership Teams on people related issues, complex HR queries and executive and senior recruitment.

2. Your responsibilities

- Lead a strategic HR function with responsibility for people strategy, workforce planning, a business partner offering, HR policies, and recruitment.
- Support the organisation and leaders through change and transformation by providing expert strategic HR advice and ensuring HR change management processes are carefully, planned, communicated, executed, and evaluated.
- Develop positive working relationships with local authority partners to identify opportunities for sharing of best practice and collaboration.
- Lead on the employer strand of the LCRCA's equality strategy and social value framework and embedding priorities and activity into all aspects of HR policies, programmes and activities.
- Be a trusted source of advice and guidance to Executive Directors and Senior Leaders, providing strategic HR expertise to enable them to deliver their objectives.

- Work collaboratively with the Head of People, Assistant Director: Corporate Development and wider Corporate Development Team to deliver the People Strategy and support its implementation through leading on specific activity.
- Work collaboratively with teams across the LCRCA to lead the review of HR policies, programmes and initiatives and identify, create and analyse management information to improve organisation performance.
- Work collaboratively with the People Operations Manager to ensure delivery of a professional, cohesive and efficient human resources service. Develop a high performing team with a positive and inclusive culture and support team member's personal and professional development.

3. General Corporate Responsibilities

- 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 business 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.
- Develop the Combined Authority's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

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

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Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
1. Educated to degree level in relevant subject or equivalent training and experience or proven equivalent experience	E	Application
2. CIPD Level 7 or equivalent qualification in Human Resources or similar, or willingness to work towards	E	
3. Coaching qualification	D	

Experience and knowledge	E = Essential D = Desirable	Identified By
4. Extensive experience of leading HR teams that deliver a high-quality service aligned to organisational strategy and priorities	E	Application, Interview & Presentation
5. Excellent leadership skills with experience of operating as a trusted advisor to senior leaders on HR related issues	E	
6. Strong knowledge of HR best practice and employment legislation	E	
7. Strategic thinker with the ability to see the big picture and translate corporate and people strategies into action	E	
8. Experience of using initiative to propose and deliver solutions to strategic HR and/or people related issues including change management and transformation programmes	E	
9. Experience of leading development and delivery of HR strategies, policies, initiatives and interventions	E	
10. Experience of financial management	E	
11. Experience of and ability to deal with highly sensitive, complex employee cases	E	
12. Experience of working with external agencies and partner organisations	E	

Skills and abilities	E = Essential D = Desirable	Identified By
13. Highly developed interpersonal skills to build effective working relationships with key stakeholders including Trade Union officials	E	Application Interview & Presentation
14. Self-motivation and the ability to work on your own initiative to plan and prioritise work	E	
15. Ability to analyse workforce information, identify trends and issues and recommend and implement solutions	E	
16. Able to communicate clearly to persuade and influence the development of organisational development and change management interventions	E	
17. Ability to analyse data. produce reports and present quantitative and qualitative information to inform decisions	E	
18. Ability to evaluate projects and initiatives, demonstrating return on investment	D	

Commitment	E = Essential D = Desirable	Identified By
19. An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority	E	Application & Interview
20. Personal commitment to providing a high-quality service	E	
21. Commitment to and understanding of equal opportunities	E	

Other	E = Essential D = Desirable	Identified By
22. Willingness to work flexibly as and when required	E	Application & Interview