**SOUTHEND-ON-SEA CITY COUNCIL**

**JOB PROFILE**

JOB TITLE: DIRECTOR OF PEOPLE AND TRANSFORMATION

REPORTS TO: EXECUTIVE DIRECTOR – STRATEGY & CHANGE

LEVEL: SMG 3

**Purpose of the Job**

To provide direction and leadership to a specified group of services within the council and to ensure that these services are designed/delivered/commissioned in line with the council’s delivery plans and agreed budgets.

To support the Corporate Leadership Team (CLT), the Departmental Leadership Team (DLT) and to work collaboratively with councillors and the Extended Corporate Leadership Team (ECLT).

To promote visible and inclusive leadership that demonstrates the behaviours and values of the council and sets out a clear direction and expectation of performance standards.

**Key Responsibilities**

To lead and take responsibility for specific strategic and corporate matters as agreed with the Executive Director.

To lead the delivery of the transformation agenda*.* To empower and engage these individuals to continually improve and deliver the best possible outcomes in the context of the Corporate Plan and vision.

To develop and maintain effective relationships with partners and other external bodies (locally, regionally and nationally) and to use these relationships to improve outcomes and service delivery and to promote the community of Southend and the city vision.

To maintain and protect the environment, by limiting the impact of the services on the environment and driving towards a position of net zero carbon by 2030.

Develop and maintain positive relationships with elected members.

Promote and role-model the principles of inclusivity, equality and diversity and ensure that these are upheld and embedded across the organisation.

Ensure compliance with health & safety and other relevant legislation across the organisation.

Represent the council with external bodies (including the media).

Represent and deputise for the Executive Director as required.

**Functional Responsibilities**

The Director of People and Transformation will lead and oversee the strategic transformation initiatives within the Council. This role is pivotal in driving change, improving operational efficiency, and ensuring the successful implementation of key projects and Human Resources strategies that align with the Council’s vision and Corporate Plan. The People and Transformation Director will work closely with senior leadership and cross-functional teams to foster a culture of continuous improvement and innovation.

* Develop and implement transformation strategies that align with the Council’s vision and Corporate Plan.
* Lead a modern, cost effective and forward-looking Human Resources function with oversight of the Council’s People Strategy.
* Lead and manage large-scale transformation projects from inception to completion.
* Collaborate with senior leadership to identify areas for improvement and develop actionable plans.
* Oversee the change management process, supporting a positive employee experience and minimal disruption to service delivery.
* Lead the development of an organisational culture that strives for effective and efficient services, provides safe spaces to learn and experiment and embraces the need for change.
* Responsible for leadership and direction of a service team for the delivery of the transformation programme and provide matrix management across the organisation as required in line with the programme.
* Monitor and report on the progress of transformation initiatives, providing regular updates to the Transformation Board.
* Foster a culture of innovation and continuous improvement across the organisation.

**Knowledge and Experience**

* Degree and/or management qualification (or equivalent through work related experience)
* Experience of working in a complex and diverse organisation at senior management level
* Extensive experience in managing large-scale transformation programmes. Proven track record of driving strategic initiatives.
* Strong leadership and project management skills. Excellent communication and interpersonal skills. Ability to inspire and motivate teams.
* Understanding of Local Government and experience of working in a political environment
* Ability to think strategically and deliver results.
* Strong understanding of change management principles and methodologies.
* Budget management
* Experience in managing cross-functional teams and working with senior leadership.
* Experience of a customer focused environment
* High emotional intelligence, strategic thinking, and problem-solving abilities.
* Ability to work collaboratively and influence at all levels of the organisation

**Behaviours and Values**

Behaviours - Driving positive change

* Demonstrating strong leadership
* Trust & respect
* Acting with integrity & behaving responsibly
* Building relationships to work well together